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Vice President of Corporate Relations – Enactus University of Saskatchewan

Position Summary: Grow Enactus University of Saskatchewan’s corporate sponsorship portfolio and maintain relationships with sponsors and stakeholders.

Essential Duties and Responsibilities:

- Develop a strategic plan, goals, and timeline for the year, and submit the draft to the president by June 8, 2021, and a final version to the board by August 2021.
- Attend weekly executive meetings, bi-weekly general meetings, quarterly board meetings, and meetings with your portfolio members.
- Meet monthly with an assigned board advisor to review Enactus portfolio operations.
- Maintain updated documents about portfolio duties and succession planning in G-Suite.
- Act as a mentor and support portfolio and team members.
- Communicate continually with the president, VPs, PMs, portfolio members, and the board in a timely manner.
- Serve as an advocate and ambassador for Enactus University of Saskatchewan on and off-campus by attending community events to increase brand recognition and opportunities for the team.
- Ensure goals are tracked and achieved.
- Maintain a comprehensive list of past and present sponsors and contracts.
- Coordinate with the president, VP of Projects, PMs, and any other members about the funding needs and benefits for sponsors in return.
- Update sponsorship package with new details to use when reaching out to sponsors.
- Seek out new opportunities within the community to secure sponsorships, project partnerships, and grants.
- Create applications for approved sponsorship and grants and send drafts to the president at least 72 hours before submission.
- Meet with your director and PMs to plan and execute tasks.
- Create and/or approve sponsorship agreements for any new sponsorships.
- Ensure sponsors are recognized on our website, at events, and in social media releases in conjunction with the VP of Marketing and VP of Projects.
- Coordinate with the VP of Internal, VP of Marketing, and VP of Projects to fulfil all sponsorship requirements (collecting testimonials, summaries, photos, etc.).
- Maintain communication with sponsors throughout the year.
 - Invite sponsors to major events.
 - Communicate with sponsors to receive feedback
- Work with the VP of Finance to create a strategic financial plan and strategy and coordinate the collection of funds.

Relationships:

- Reports to:
 - President
 - Corporate Relations Advisor on Board of Directors
 - Faculty Advisor(s)
- Oversees:
 - Corporate Relations Director ~1
 - All sponsor related tasks



Key Attributes:

- Desire to make a positive impact on members of the community that are in need
- Flexibility and willingness to dedicate time to Enactus University of Saskatchewan
- Ability to act as a role model and leader to other students
- Innovative thinker and willing to take initiative
- Strong, professional, reliable, and timely communicator
- Ability to see things from stakeholders' perspective

Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders
- Personal development through VP position's duties and Enactus Canada workshops
- Gain experience communicating with business professional and stakeholders for an organization
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel
- Recognition on the team website

Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Create applications for approved sponsorship and grants and send drafts to the president at least 72 hours before submission.
- Meet with director and PMs to plan and execute tasks
- Help with preparation for and attend Enactus Expositions

Accountability:

- Enactus VP's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Internal for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the VP's privileges to attend the Enactus competitions and/or removal from their VP position.

Vice President of Finance – Enactus University of Saskatchewan

Position Summary: Provide leadership and coordination of Enactus University of Saskatchewan's financial plan and budget to ensure appropriate spending and financial resources allocation.

Essential Duties and Responsibilities:

- Develop a strategic plan, goals, and timeline for the year, and submit the draft to the president by June 8, 2021, and a final version to the board by August 2021.
- Attend weekly executive meetings, bi-weekly general meetings, and quarterly board meetings.
- Meet monthly with an assigned board advisor to review Enactus portfolio operations.
- Maintain updated documents about portfolio duties and succession planning in G-Suite.
- Act as a mentor and support team members.



- Communicate with the president, VPs, PMs, and the board in a timely manner.
- Ensure goals are tracked and achieved.
- Work with the VP of Corporate Relations to create a strategic financial plan and strategy and coordinate the collection of funds.
- Monitor the bank account to make sure no unauthorized transactions go through.
 - Conduct monthly reconciliation through QuickBooks.
 - Supervise all transactions processed by the team.
- Follow the guidelines associated with the use of corporate credit card.
- Keep a safe document of the login information for different accounts.
- Maintain the online cloud (QuickBooks) up to date and keep the Master Budget updated.
 - Conduct monthly reviews of the overall financial situation with the president, VPs, and PMs using QuickBooks
- Remain updated on information associated with the team's financial support (donors, grants, competition funds).
- Meet with PMs and VPs to manage expectations for allowable expenses.
- Issue cheques with the president on behalf of the team for purchases and provide reimbursements in a timely manner.
- Keep all financial documents to ensure transparency for the Board of Directors as well as future Enactus teams.

Relationships:

- Reports to:
 - President
 - Finance Advisor on Board of Directors
 - Faculty Advisor(s)
- Oversees:
 - The financial aspects of projects and portfolios regarding allowable expenses

Key Attributes:

- Desire to make a positive impact on members of the community that are in need
- Flexibility and willingness to dedicate time to Enactus University of Saskatchewan
- Ability to act as a role model and leader to other students
- Innovative thinker that is willing to take initiative
- Organized, detail-oriented, and self-reliant
- Experience in accounting, banking, or finance is an asset
- Ability to learn QuickBooks
- Previous involvement with Enactus and affinity with the core mission and purpose of Enactus

Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders
- Personal development through VP position's duties and Enactus Canada workshops
- Gain experience with managing funds for an organization
- Gain a deeper insight into budgeting and banking on an organizational level
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel
- Recognition on the team website



Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Update financial budgets and information on a timely basis
- Help with preparation for and attend Enactus Expositions

Accountability:

- Enactus VP's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Internal for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the VP's privileges to attend the Enactus competitions and/or removal from their VP position.

Vice President of Human Resources – Enactus University of Saskatchewan

Position Summary: To oversee recruitment and event planning by attracting and engaging students for Enactus University of Saskatchewan while fostering an environment of inclusion amongst the team.

Essential Duties and Responsibilities:

- Develop a strategic plan, goals, and timeline for the year, and submit the draft to the president by June 8, 2021, and a final version to the board by August 2021.
- Attend weekly executive meetings, bi-weekly general meetings, quarterly board meetings, and meetings with your portfolio members.
- Meet monthly with an assigned board advisor to review Enactus portfolio operations.
- Maintain updated documents about portfolio duties and succession planning in G-Suite.
- Act as a mentor and support portfolio and team members.
- Communicate continually with the president, VPs, PMs, portfolio members, and the board in a timely manner.
- Ensure goals are tracked and achieved.
- Communicate with VPs and PMs to anticipate the human resource needs of portfolios and projects. Communicate with VPs and PMs to outline the duties and tasks of these needed roles.
- Create and manage the application and interview process for general members, VPs, and PMs.
- Find an appropriate position within the needs of the team for new and returning members
- Plan and manage internal (non-project-based) events and, if applicable, coordinate with the EBSS
 - Team bonding, fundraising, and end of term wind-ups.
- Take attendance at all meetings to track member engagement.
- Follow up with team members to ensure engagement within their positions.
- Create feedback surveys for the entire team to understand the team's needs better and help address any issues with engagement.

Relationships:

- Reports to:
 - President
 - Human Resources Advisor on Board of Directors
 - Faculty Advisor(s)



- Oversees:
 - Events Directors ~ 2

Key Attributes:

- Desire to make a positive impact on other students and demographics in need
- Strong written and oral communication skills
- Flexibility and willingness to dedicate time to Enactus University of Saskatchewan
- Ability to act as a role model, team player, and leader to other students
- Innovative thinker and willing to take initiative
- Organized, detail-oriented, and self-reliant
- Strong interpersonal skills
- Creative and inclusive when planning events

Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders
- Personal development through VP position's duties and Enactus Canada workshops
- Gain event planning in a variety of contexts
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel
- Recognition on the team website

Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Attend all team building events

Accountability:

- Enactus VP's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Internal for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the VP's privileges to attend the Enactus competitions and/or removal from their VP position.

Vice President of Internal – Enactus University of Saskatchewan

Position Summary: To manage the team's internal organization, including for competition, to create a smoother process for Enactus University of Saskatchewan's daily operations.

Essential Duties and Responsibilities:

- Develop a strategic plan, goals, and timeline for the year, and submit the draft to the president by June 8, 2021, and a final version to the board by August 2021.
- Attend weekly executive meetings, bi-weekly general meetings, and quarterly board meetings.
- Meet monthly with an assigned board advisor to review Enactus portfolio operations.



- Maintain updated documents about portfolio duties and succession planning in G-Suite.
- Act as a mentor and support team members.
- Communicate continually with the president, VPs, PMs, and the board in a timely manner.
- Prepare meeting agendas and PowerPoints for general and VP meetings (rolling over necessary information from the previous meetings).
- Manage room bookings for general meetings, VP meetings, and any operational meetings.
- Manage digital records of meeting minutes and competition materials on Google Drive.
- Take meetings minutes, including team deadlines, achievements, commitments, and events.
 - Organize documents in the folder to be accessible.
- Send emails and slack messages to update the team about key tasks and upcoming deadlines.
- Assist the president in updating the executive team's Trello board.
- Work with the VP of Finance to determine budgets for regionals and nationals.
- Oversee the collection of required information for competition throughout the year.
- Prepare the team for competition by organizing mentors for presenters.

Relationships:

- Reports to:
 - President
 - Internal Advisor on Board of Directors
 - Faculty Advisor(s)
- Oversees:
 - VPs and PMs in respect to internal deadlines

Key Attributes:

- Desire to make a positive impact on members of the community that are in need
- Flexibility and willingness to dedicate time to Enactus University of Saskatchewan
- Ability to act as a role model and leader to other students
- Innovative thinker and willing to take initiative
- Strong ability to manage others to encourage the progress of projects and meeting deadlines
- Organized, detail-oriented, and self-reliant

Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders
- Personal development through VP position's duties and Enactus Canada workshops
- Gain experience with managing internal communication for an organization
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel
- Recognition on the team website

Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Help with preparation for and attend Enactus Expositions
- Gain experience managing others and multiple deadlines



- Gain experience in taking minutes at board meetings

Accountability:

- Enactus VP's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Internal for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the VP's privileges to attend the Enactus competitions and/or removal from their VP position.

Vice President of Marketing – Enactus University of Saskatchewan

Position Summary: To develop and execute Enactus University of Saskatchewan's marketing strategy and to manage marketing content to promote and enhance the Enactus University of Saskatchewan brand.

Essential Duties and Responsibilities:

- Develop a strategic plan, goals, and timeline for the year, and submit the draft to the president by June 8, 2021, and a final version to the board by August 2021.
- Attend weekly executive meetings, bi-weekly general meetings, quarterly board meetings, and meetings with your portfolio members.
- Serve as an advocate and ambassador for Enactus on and off of the U of S campus.
- Meet monthly with an assigned board advisor to review Enactus portfolio operations.
- Maintain updated documents about portfolio duties and succession planning in G-Suite.
- Act as a mentor and support portfolio and team members.
- Communicate continually with the president, VPs, PMs, portfolio members, and the board in a timely manner.
- Communicate with portfolio members to plan and execute tasks.
- Work with the VP of Corporate Relations to create a sponsorship package and needed materials to provide to sponsors.
- Oversee the design of the team website and board located in Edwards and update as needed.
- Oversee the creation and maintenance of Enactus branding, including project logos, marketing materials, and team merchandise.
- Oversee the distribution of physical and online marketing content.
- Ensure that photography and videography are captured throughout the year.
- Coordinate with PMs to collect testimonials and pictures from those impacted by projects to be used for marketing and competition.
- Maintain and manage digital copies of marketing materials (posters, tickets, etc.).
- Maintain a promotional budget in conjunction with the VP of Finance.
- Remain active on all social media accounts.
 - Respond to direct messages as soon as possible or direct them to the appropriate person.
- Complete and submit the required information to post on the PAWS bulletin board.
- Coordinate with colleges and student clubs to have Enactus information shared in their newsletters.

Relationships:

- Reports to:
 - President
 - Marketing Advisor on Board of Directors



- Faculty Advisor(s)
- Oversees:
 - Marketing Director(s) ~3
 - Photographer/Videographer
 - Graphic Designer
 - Web Developer
 - VPs and PMs in respect to marketing needs of the team

Key Attributes:

- Desire to make a positive impact on members of the community that are in need
- Flexibility and willingness to dedicate time to Enactus University of Saskatchewan
- Ability to act as a role model and leader to other students
- Innovative thinker and willing to take initiative
- Organized, detail-oriented, and self-reliant
- Familiarity with social media, graphic design, and web development is an asset

Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders
- Personal development through VP position's duties and Enactus Canada workshops
- Gain experience with developing and executing marketing plans for an organization
- Gain a deeper insight into the development and distribution of marketing content
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel
- Recognition on the team website

Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Host weekly meetings with portfolio members to plan and execute tasks
- Help with preparation for and attend Enactus Expositions

Accountability:

- Enactus VP's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Internal for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the VP's privileges to attend the Enactus competitions and/or removal from their VP position.

Vice President of Project Development – Enactus University of Saskatchewan

Position Summary: To strategize for the long-term success of Enactus University of Saskatchewan's projects through management and oversight. Working collaboratively towards efficient and high impact projects and building positive relations with project stakeholders.



Essential Duties and Responsibilities:

- Develop a strategic plan, goals, and timeline for the year, and submit the draft to the president by June 8, 2021, and a final version to the board by August 2021.
- Attend weekly executive meetings, bi-weekly general meetings, quarterly board meetings, and meetings with your portfolio.
- Meet monthly with an assigned board advisor to review Enactus portfolio operations.
- Maintain updated documents about portfolio duties and succession planning in G-Suite.
- Act as a mentor and support portfolio and team members.
- Communicate continually with the president, VPs, PMs, portfolio members, and the board in a timely manner.
- Serve as an advocate and ambassador for Enactus University of Saskatchewan on and off-campus by attending community events to increase brand recognition and opportunities for the team.
- Ensure all project content is developed to include objectives, measures of impact, and relevance to Enactus Canada's judging criteria.
- Ensure project information (needs assessment, approach, empowerment, impact, and summary) is documented for final reporting.
- To empower all PMs to be accountable to the goals both long and short term of the team.
- Work with PMs and VP of Corporate Relations to secure sponsorships and fulfil sponsorship requirements.
- Help to secure new partnerships and develop working relationships between the team and partner organizations.
- Keep continual communication with PMs and provide guidance and support.
- Keep projects organized with the use of an organizational tool (Trello).
- Facilitate new project development and continually assess and identify opportunities for project improvement and growth.
- Work in conjunction with the executive to ensure suitable member engagement with projects.

Relationships:

- Reports to:
 - President
 - Project Development Advisor on Board of Directors
 - Faculty Advisor(s)
- Oversees:
 - Project Managers ~4

Key Attributes:

- Desire to make a positive impact on members of the community that are in need
- Flexibility and willingness to dedicate time to Enactus University of Saskatchewan
- Ability to act as a role model and leader to other students
- Innovative thinker and willing to take initiative
- Ability to balance multiple projects and deadlines
- Ability to network and communicate with people
- Ability to lead and manage teams

Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders
- Personal development through VP position's duties and Enactus Canada workshops



- Gain experience in project and team management
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel
- Recognition on the team website

Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Host weekly meetings with PMs
- Help with preparation for and attend Enactus Expositions

Accountability:

- Enactus VP's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Internal for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the VP's privileges to attend the Enactus competitions and/or removal from their VP position.

Project Manager of Build-A-Business – Enactus University of Saskatchewan

Position Summary: Manage a team to create and update workshop material to present and educate individuals with intellectual disabilities on entrepreneurship and the creation of their own business

Essential Duties and Responsibilities:

- Lead a team of 4-5 individuals
- Attend biweekly Enactus meetings
- Host Build-a-Business project meetings
- Be responsible for setting and meeting deadlines
- Work directly with the VP of Project Development to determine the future course, goals, and timeline of the project
- Plan and host entrepreneurial workshops on a variety of topics
- Communicate regularly with stakeholders and partners to determine how to improve the project
- Work to expand the program to grow Build-a-Business's impact
- Work with the president, VP of Finance, VP of Marketing, VP of Corporate Relations, and VP of Project Development to determine the financial needs of the project and getting approval for expenses
- Communicate to the VP of Human Resources and VP of Marketing of support their portfolios can provide
- Set and ensure collective goals of project members are being achieved
- Communicate and divide responsibilities amongst project members

Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders



- Personal development through PM position's duties and Enactus Canada workshops
- Gain experience in project and team management
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel

Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Host weekly meetings with project team members
- Help with preparation for and attend Enactus Expositions
- Generate positive impact with the organization and communities

Accountability:

- Enactus PM's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Project Development for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the PM's privileges to attend the Enactus competitions and/or removal from their PM position.

Project Manager of CentsABLE – Enactus University of Saskatchewan

Position Summary: Manage a team to create workshop material to present and educate newcomers to Canada on financial literacy and resources available to them.

Essential Duties and Responsibilities:

- Lead a team of 4-5 individuals
- Attend biweekly Enactus meetings
- Be responsible for setting and meeting deadlines
- Host CentsABLE project meetings
- Work directly with the VP of Project Development to determine the future course, goals, and timeline of the project
- Plan and host financial literacy workshops
- Communicate with stakeholders and partners to determine how to improve the project
- Work to expand the program to grow CentsABLE's impact
- Work with the president, VP of Finance, VP of Marketing, VP of Corporate Relations, and VP of Project Development to determine the financial needs of the project and getting approval for expenses
- Communicate to the VP of Human Resources and VP of Marketing of support their portfolio can provide
- Set and ensure collective goals of project members are being achieved
- Communicate and divide responsibilities amongst project members
- Update and expand the financial literacy presentations and curriculum



Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders
- Personal development through PM position's duties and Enactus Canada workshops
- Gain experience in project and team management
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel
- Generate positive impact with the organization and communities

Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Host weekly meetings with project team members
- Help with preparation for and attend Enactus Expositions

Accountability:

- Enactus PM's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Project Development for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the PM's privileges to attend the Enactus competitions and/or removal from their PM position.

Project Manager of Indigenous Youth Idea Challenge (IYIC)

Position Summary: Manage a team to promote the workshops and attract participants, organize workshops, and plan the final gala, for Indigenous youth who are or aspire to be an entrepreneur.

Essential Duties and Responsibilities:

- Lead a team of 3-4 individuals
- Attend biweekly Enactus meetings
- Be responsible for setting and meeting deadlines
- Work directly with the VP of Project Development to determine the future course, goals, and timeline of the project
- Host IYIC project meetings
- Assist in planning the final gala
- Communicate with stakeholders and partners to determine how to improve the project
- Host 8 workshops for participants
- Work to expand the program to grow IYIC's impact
- Work with the president, VP of Finance, VP of Marketing, VP of Corporate Relations, and VP of Project Development to determine the financial needs of the project and getting approval for expenses
- Communicate to the VP of Human Resources and VP of Marketing of support their portfolio can provide
- Set and ensure collective goals of project members are being achieved



- Communicate and divide responsibilities amongst project members
- Collaborate with partner organizations to include Indigenous culture and business professionals into all aspects of IYIC.
- Workshops and presenter, food
- Final gala - judges, entertainment, venue, food, itinerary

Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders
- Personal development through PM position's duties and Enactus Canada workshops
- Gain experience in project and team management
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel
- Generate positive impact with the organization and communities

Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Host weekly meetings with project team members
- Help with preparation for and attend Enactus Expositions

Accountability:

- Enactus PM's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Project Development for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the PM's privileges to attend the Enactus competitions and/or removal from their PM position.

Project Manager of Re-Colour – Enactus University of Saskatchewan

Position Summary: Manage a team to collect, create, and distribute up-cycle crayons to encourage and promote environmentally.

Essential Duties and Responsibilities:

- Lead a team of 4-6 individuals
- Attend biweekly Enactus meetings
- Be responsible for setting and meeting deadlines
- Host Re-colour project meetings
- Work directly with the VP of Project Development to determine the future course, goals, and timeline of the project
- Communicate with stakeholders and partners to determine how to improve the project
- Work to expand collection and distribution aspects of the project to grow Re-colour's impact
- Set and ensure collective goals of project members are being achieved
- Communicate and divide responsibilities amongst project members



- Work with the president, VP of Finance, VP of Marketing, VP of Corporate Relations, and VP of Project Development to determine the financial needs of the project and getting approval for expenses
- Communicate to the VP of Human Resources and VP of Marketing of support their portfolio can provide

Benefits and Opportunities:

- Networking opportunities with business professional and community leaders
- Create meaningful relationships with professors, students, and community stakeholders
- Personal development through PM position's duties and Enactus Canada workshops
- Gain experience in project and team management
- Broaden your network with students and professional all across Canada
- Exposure to different organizations at the university and in the local community
- Potential opportunities for regional, national, and international travel
- Generate positive impact with the organization and communities

Commitment:

- Attend weekly executive meetings, bi-weekly general meeting, quarterly board meetings, and meetings with your portfolio members
- Meet monthly with assigned board advisor to review Enactus portfolio operations
- Attend Enactus University of Saskatchewan events
- Host weekly meetings with project team members
- Help with preparation for and attend Enactus Expositions

Accountability:

- Enactus PM's are required to give proper notification to the president and stakeholders to cancel a commitment (volunteering, reporting, meeting, etc.) for a personal matter.
- Deadlines will be heavily emphasized throughout the school year and continually documented by the VP of Project Development for reference.
- Failure to comply, such as late cancellation, absenteeism, or lateness, will reflect on the PM's privileges to attend the Enactus competitions and/or removal from their PM position.