
Job Description: President (Member of Executive team)

Summary: As part of a high functioning team, The President develops and maintains relationships with Enactus Canada, stakeholders and Enactus members, fosters a positive and supportive environment, and communicates regularly with the Lead Faculty Advisor and Enactus Canada Program Manager.

Major Duties and Responsibilities

1. Working with Enactus Canada Program Manager
 - a. With other members of the Executive Team, complete and submit all reports required to Enactus Canada or other agencies.
 - b. Coordinate Program Manager contact including campus visits and phone calls
 - c. Update monthly team progress with Program Manager
 - d. Keep Executive Team members, Project Managers and Faculty Advisors informed of important messages and events from Enactus Canada Program Manager
 - e. Check monthly working hours submitted by all members of Enactus Fleming on Enactus Team platform
 - f. Follow up and update monthly project progress reports if any (Ex: Project Accelerator)
2. Working with Faculty
 - a. Keep Faculty Advisors informed of team activities and events
 - b. Support Lead Faculty Advisor in recruiting and retaining faculty support as needed
3. Support Lead Faculty Advisor in keeping
4. Working with Executive Members:
 - a. Encourage a working relationship based on mutual respect designed to create a high functioning Executive team
 - b. Prepare Executive meeting agenda and minutes
 - c. Prepare for Executive positions recruitment and interview
 - d. Prepare handover document and procedure
5. General responsibilities
 - a. Attend General weekly meeting
 - b. Enactus Competitions: Work with Executive Team members to plan for attendance at Regional, National, and World Cup competitions
 - c. Support the work of the Enactus Fleming College team members in initiating, planning and operating projects, team building and financial management.

Minimum Qualifications and Skills

- Basic knowledge of Enactus Fleming projects and the Enactus platform
- Demonstrated leadership and organization skills
- Strong communication skills
- Maintain high familiarity with all current projects
- Strong teamwork skills
- Strong commitment to meeting expectations and deadlines
- Ability to multitask, managing and balancing multiple responsibilities
- Demonstrated ability to work with different cultures, personalities and working styles

Reports to: Lead Faculty Advisor, Enactus Canada Program Manager

Co Reports: Members of the Enactus Fleming College Leadership Team that includes Executive Members and Project Managers