

ROLES AND RESPONSIBILITIES

ED CELL, VNR VJIET

Organization

Founded in 2008

Vision

Our vision is for VNR Vignana Jyothi Institute of Engineering and Technology to be recognized as the eminent institute of entrepreneurial and venture capital activity in India.

Mission Statement

Encourage. We must encourage would-be entrepreneurs to make big plans and, if necessary, take big risks to pursue their dreams.

Support. In the face of their own fears and the doubts of others, ED Cell must be a safe place for entrepreneurs to vet ideas and move them toward viability.

Connect. ED Cell must be the 'go-to' organization for students who are attempting to start new ventures. Beyond answering questions, ED Cell must enlist every resource imaginable to support committed entrepreneurs. This includes connecting our members with faculty, alumni and other friends of the university who might offer assistance in their pursuits.

Celebrate. We must celebrate the successes of our members, and at the same time bring the lessons hidden in losses back to the community for future growth.

CHAIRMAN

Position

The Chairperson must ensure that the Management Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

Responsibilities

To ensure the Management Committee functions properly.

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted accordingly and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his/her committee members and 'lead the team'. This also involves regularly reviewing the Club's performance and identifying and managing the process for renewal of the Club through recruitment of new members.

To ensure the organization is managed effectively.

The Chairperson must co-ordinate the Committee to ensure that appropriate procedures are in place for the effective management of the organization.

To provide support and supervision to the members

The Chairperson will be in direct contact with everyone in the team

To represent the organisation as its figurehead.

The Chairperson may from time to time be called upon to represent the organization and sometimes be its spokesperson at, for example, functions or meetings.

SECRETARY

Position

The Secretary often acts as an information and reference point for the Chair and other committee members: clarifying past practice and decisions; and retrieving relevant documentation.

Ensuring meetings are effectively organised and minuted

- Liaising with the Chair to plan meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Checking that agreed actions are carried out.

Maintaining effective records and administration

- Keeping up-to-date **contact** details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation.
- Filing reports
- Compiling lists of names and addresses that are useful to the organization.
- Keeping a record of the organization's activities
- Keeping a diary of future activities

Communication and correspondence

- Responding to all club members
- Filing all committee correspondence received and copies of replies sent
- keeping a record of any of the organization's publications (e.g. leaflets or newsletters) and
- reporting the activities of the organization and future programmes to members, the press and the public (unless there is an Information or Publicity Officer).
- Preparing a report of the organization's activities for the year.

EXECUTIVE DIRECTOR

Position

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for ED Cell's members, programmes and execution of the mission.

Leadership & Management:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals

- Actively engage and energize ED Cell volunteers, board members, event committees, alumni, partnering organizations, and funders
- Lead, coach, develop, and retain the members of the club.

Fundraising & Communications:

- Expand and encourage members through generating and fundraising activities to support existing programs and other activities.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and **relationships** to garner new opportunities

Planning & New Memberships:

- Design the expansion and complete the strategic planning process for the program expansion into new [MARKETS](#) 
- Begin to build partnerships ,establishing relationships with the funders and Guest speakers.

Treasurer

Position

The Treasurer has a watchdog role over all aspects of finance, working closely with other members of the Management Committee to safeguard the organization’s finances. Given these responsibilities, the Treasurer typically acts as an information and reference point for the Chair and other committee members: clarifying financial implications of proposals; outlining the current financial status; and retrieving relevant documentation.

General financial oversight

- Oversee and present budgets, accounts and financial statements to the management committee.
- Talk to designated members about financial matters
- Ensure that record-keeping and accounts meet the principles of the institute

Funding, fundraising and sales

- Advise on the organization’s fundraising strategy
- Ensure effective monitoring and reporting

Financial planning, budgeting and reporting

Prepare and present budgets for new or ongoing work
Present regular reports on the organization’s financial position

Control of fixed assets and stock

The necessary material and other stationary must be controlled.

Keep account of the costs and money in hand.

Personal Relations

Position

PR officers use all forms of media and communication to build, maintain and manage the reputation of their clients. These range from public bodies or services to businesses and voluntary organisations. They communicate key messages, often using third party endorsements, to defined target audiences in order to establish and maintain goodwill and understanding between an organisation and its public.

- planning, developing and implementing PR strategies;
- In contact with colleagues and key spokespeople;
- In contact with and answering enquiries from media, individuals and other organisations, often via telephone and email;
- researching, writing and distributing press releases to targeted media;
- collating and analysing media coverage;
- writing and editing in-house magazines, case studies, speeches, articles and annual reports;
- Fostering relations with entrepreneurs and enabling guest lectures.

Content Creation and Documentation

Position

- maintaining and updating information on the organisation's website;
- Updating the INCAPME sheets of NEN;

Design Department

Position

- preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional **videos**, photographs, films and multimedia programmes;

Events and Operations Managers

Position

- organizing events including press conferences, exhibitions, open days and press conferences;
- devising and coordinating photo opportunities;

Student Entrepreneurship Network

Position

- Conversing and coordinating with students of the institute and outside.
- Expanding the ED Cell by inspiring and assisting students.
- Create an interest in Entrepreneurship among the students.