

Job Description – Chief Executive Officer (CEO)

Position

This job description covers the responsibilities and duties of entré's CEO

Context

Entré is a student-run society and charity that seeks to generate entrepreneurial thought, and ultimately business ventures, from students of the University of Canterbury & Ara. The principal stakeholders in entré are the University of Canterbury, staff and students of the University of Canterbury, sponsors and local industry.

The Executive is elected from within the student body of University of Canterbury, Lincoln University & Ara Institute of Canterbury. The CEO, COO & CFO are recruited by the Advisory Board Chairman, Director of UCE, outgoing CEO, platinum sponsors and the UCE Co-ordinator, with the remainder of the Executive appointed by an entré selection panel. Additional Executive members may also be co-opted when additional skills and expertise are required to replace Executive members.

Eligibility Criteria

- Applicants must be a student enrolled and studying towards a degree or diploma at UC or Ara, at the time of submitting an application, with a course load of at least 0.25 EFTS (i.e. 30 points). This course load must be maintained for Semester 1 and 2 of the year that they are on the Executive.
 - Recommendation that members of the entré Executive are not on any other club executive/committee's due to the workload and to ensure commitment to entré.
 - The CEO should be onsite at the University of Canterbury, or in Christchurch over the Summer break, in order to pursue sponsorship opportunities and prepare the coming year's entré business plan and strategy.
 - The role will be subject to a 90-day trial period – for the CEO the trial period commences on 1 December.
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Role of CEO

Reports to:	Advisory Board Chairman
Responsible to:	Sponsors
Direct reports:	COO, CFO, & Ara Manager

The role of the CEO is to raise sponsorship in order to meet the annual operating costs of entré, drive entré forward and develop & maintain stakeholder relations. The CEO works closely with the Advisory Board, the Centre for Entrepreneurship's Director, the UCE Co-ordinator, CFO and COO.

Key Qualities

Key qualities required of the person for this role are:

- Commitment to entré
 - Team Leadership
 - Vision – “Big Picture” and “Future Focused” thinker
 - Ability to develop and maintain stakeholder relations
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Key Skills

The key skills required by the CEO are:

- Leadership and team building
 - Strategic thinking
 - Communication skills (written & verbal)
 - Presentation skills
 - Sales skills
 - Ability to produce strategic, clear & accurate reports
 - Influencing skills
 - Management and organisational skills
 - Exceptional time management skills
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Key Duties

Key duties that are part of this role include (but are not limited to):

- Work with the COO to ensure the smooth running and integrity of entré
- Maintain a close relationship with the COO and be in constant communication about the operations
- Maintain and secure funding and 'in-kind' support and sponsorship - new when appropriate
- Oversee stakeholder relations
- Develop a sponsorship plan and strategic plan for 2021 (with Advisory Board Chairman consultation)
- Work with the CFO to produce a working budget for the year (to be approved and signed off by the Advisory Board Chair)
- Meet regularly with key stakeholders to maintain open channels of communication
- Report on a regular basis to the entré Board
- Attend quarterly Advisory Board meetings and AGM
- Report on a regular basis to the Advisory Board
- Have an in depth knowledge of all entré's operations, so as to provide guidance to other team members
- Implement the strategic development of the business
- Public speaking at key entré events
- Manage email account and reply to entré related requests/enquiries
- Acting as joint signatory for the entré bank account when required

- Oversee the COO, CFO, & Ara Manager (direct reports)
- Attend & chair (shared role with the COO) weekly team meetings
- Attend entré events
- Attend weekly meetings with the COO & UCE Co-ordinator and maintain regular communication
- Recruitment of the remaining Executive members for 2022 and the incoming CEO & COO for 2023
- Work with the incoming CEO & COO and the UCE Co-ordinator to ensure a smooth hand over period and effective transfer of knowledge and information
- Commitment to entré's Health & Safety policies and practices, complete documentation (where required) and report any incidents to the HR Manager