

BioBiz 2019: Roles Available

Projected time commitment for all roles:

- September 2018 to January 2019: 6-8 hours / week
- January 2019 to March 2019: 8- 12 hours / week

Roles

1. **Chairperson**
2. **Vice-Chairperson (Programmes)**
3. **Vice-Chairperson (External Relations)**
4. **Vice-Chairperson (Publicity and Marketing)**
5. **Vice-Chairperson (Finance and Logistics)**
6. **General Secretary**

1. Chairperson

Overview

The Chairperson of BioBiz will lead the student team for the event. The role includes and is not limited to brainstorming and actively collaborating with partner organisations, allocating tasks to other team members and ensuring that deadlines are met.

Specific tasks and responsibilities

- Coordinate and report progress of event to stakeholders, including 1) Head of Department, Biomedical Engineering, 2) Representatives from Centre for Future-ready Graduates 3) Representatives from e2i 4) Representatives from Dean's Office (Faculty of Science and Faculty of Engineering)
- Organise weekly meetings and allocate team tasks
- Provide direct supervision to senior team members
- Overall responsibility for the event

Eligibility and/or desired attributes

- Postgraduate student preferred
- Strategic mind-set
- Strong leadership skills
- Ability to make difficult decisions
- Good networker
- Team player
- Ability to delegate tasks
- Good at building teams

2. Vice-Chairperson (Programmes)

The Vice-Chairperson (Programmes) will be in charge of the event flow. The candidate must be able to think of creative ideas to entice companies and students alike to attend the event.

Roles and responsibilities

- Conceptualise BioBiz 2019, ensuring that the needs of all stakeholders are met
- In tandem with the Vice-Chairperson (Publicity and Marketing), develop a value proposition and online booking kit for employers to encourage registration for the event
- Work with Vice-Chairperson (Publicity and Marketing) to decide on the communications plan to companies after they have confirmed participation
- Responsible for enlisting members in the executive committee

Eligibility and/or desired attributes

- Good business sense
- Creativity
- Ability to understand multiple viewpoints
- Strategic
- Organised

3. Vice-Chairperson (External Relations)

The Vice-Chairperson (External Relations) will be in charge securing participation from companies. The candidate must have a strong business development mind-set, be able to “sell” the event to companies, and have strong follow-through in answering queries from interested parties.

Roles and responsibilities

- Develop a targeted business development plan
- Ensure that all company queries are followed up on within 3 business days
- Set a target number of companies for participation, and ensure that it is met
- Source for and liaise with external speakers
- Responsible for enlisting members in the executive committee

Eligibility and/or desired attributes

- Experience in sales
- Business, Science or Engineering background
- Strong presentation skills
- Strong follow-through

4. Vice-Chairperson (Publicity and Marketing)

The Vice-Chairperson (Publicity and Marketing) of BioBiz will lead the publicity and marketing team for the event. The Vice-Chairperson (Publicity and Marketing) will design, implement and monitor effective marketing strategies to increase awareness of the event among participant and companies.

Roles and responsibilities

- Develop and implement a cohesive marketing plan to increase event awareness among students and companies
- Monitor all marketing campaigns and improve them when necessary
- In tandem with the Vice-Chairperson (Programmes and External Relations), develop a value proposition and online booking kit for employers to encourage registration for the event

- Prepare regular reports and presentations on marketing metrics for the Chairperson
- Lead the team in designing posters, EDMs and sponsorship kits
- Maintain the website and the social media accounts of the event
- Work with Vice-Chairperson (Programmes and External Relations) to decide on the communications plan to companies after they have confirmed participation
- Responsible for enlisting members in the executive committee

Eligibility and/or desired attributes

- Must be enrolled in local university
- Strategic
- Record of successfully leading marketing and publicity campaigns would be advantageous
- Design skills - Adobe tools or expert PowerPoint user
- Social media advertising
- Website building and design

5. Vice-Chairperson (Finance and Logistics)

The Vice-Chairperson (Finance and Logistics) will ensure the financial management, operational tracking and legal compliance of the event, while also making the logistical arrangements with vendors.

Roles and responsibilities

- Responsible for current year's budget
- Maintain of cash flow
- Ensure that all invoices, bills and cash are properly processed and accounted for
- Contact vendors and obtain quotations for logistics (venue, booth, catering etc)
- Responsible for enlisting members in the executive committee

Eligibility and/or desired attributes

- Must be enrolled in local university
- Experience in accounting
- Good with numbers
- Meticulous
- Sense of urgency
- Able to keep to timelines

6. General Secretary

The role of the General Secretary is to support the Chairperson in ensuring the smooth functioning of the Committee. The General Secretary is also responsible for communication and correspondence between the Committee and the team members.

Roles and responsibilities

- Coordinate and plan meetings
- Take meeting minutes
- Keeping a record of the committee members' contact details and activities

- Acting as custodian of the BioBiz committee's governing documents and sitting on appraisal, recruitment and disciplinary panels when required
- Responsible for enlisting members in the executive committee

Eligibility and/or desired attributes

- Must be enrolled in local university
- Good communicator
- Detail oriented
- Good at maintaining records