Title: LCP (Local Committee President)
Description: The main objective for the LCP is to be an oversight for all teams and maintain goal tracking of team leaders with respect to what has yet to be accomplished. Help guide the local committee towards growth, achievement, and personal development in each member. Keeping the long-term in mind will help keep the perspective of how and what things contribute to this collective goal.
Accountability: Having connections to other LCPs in the region as well as the regional chair. Also it is important to know and have email contact with the national committee (MC) members.
Skills/Knowledge/Competencies required: Have an understanding of how each team is run and what each team leaders responsibilities are. It is important to be able to work with various sorts of people.
Responsibilities: Tracking all vice presidents and progress versus goal achievements.
Skills/Knowledge/Competencies that will develop: People management instead of task management. Over the course of the term the LCP will develop a good sense of how to accomplish things as a team leader as well as create a pathway of sustainable growth so AIESEC Seattle will continue to thrive even after this term has finished.

The branch of Incoming Exchange (ICX) includes: the business development or sales team, the account delivery team, the external relations team and the university management/coordination team.

Title: LC VP BD (Local Committee Vice President of Business Development)
Description: The main objective of the VP BD is to raise traineeships within the Seattle area to be able to bring in international exchange participants (EPs).
Accountability: Be in very close contact with the other branches of the Incoming Exchange executive members; account delivery, university manager, and external relations. Finding leads for possible traineeships though business programs, alumni, networking and contacts are very important. They are accountable to report the team status to team management (VP TM) and local committee president (LCP) monthly so that steps can be taken to increase productivity.
Skills/Knowledge/Competencies required: Ability to start relationships with people that they have never met before as well as the ability to navigate social contacts in order to search out people that can benefit from AIESEC. Also must be organized and able to multi-task.
Responsibilities: Contacting companies, organizations and other leads with alumni or other contacts to try to raise interest and leads in possible traineeships, attending networking events, going to sales calls, meetings or conferences to try to see AIESEC internships and products, working with the MC to sign contracts with companies/organizations.
Skills/Knowledge/Competencies that will develop: Team and project management will become strong skills that will come in useful later in life. Sales skills will also be developed in areas of how to make professional presentations as well as be able to satisfy needs of potential partners.

Title: LC VP AD (Local Committee Vice President of Account Delivery)
Description: The main objective of the VP AD is to find (source) and receive trainees/exchange participants (EPs) for all raised traineeships (TNs).
Accountability: Involvement with vice president of business development (VP BD) for what traineeships have been raised and need to be matched.
AIESEC Seattle Executive Member Job Descriptions

Executive Board  LCP, VP BD, VP AD, VP ER, VP OGX, VP TM, VP FIN

Skills/Knowledge/Competencies required: Account Delivery must have an open mind to other cultures in order to work well with people from around the world and accommodate their needs. Also, a strong ability to learn how immigration works as well as a deep knowledge about the local city will be important to this position.

Responsibilities: Use myaiesec.net and other channels to find exchange participants (EPs) to fill traineeship opportunities, conduct interviews on skype or phone, keep email contact, collect CV information and present to company. Coordinate housing and reception for incoming EPs.

Skills/Knowledge/Competencies that will develop: The ability to work successfully with other cultures will arise as well as how to stick to a strict timeline in order to make sure that relevant tasks are completed on time.

Title: LC VP ER (Local Committee Vice President of External Relations)
Description: The main objective of the VP ER is to manage the public face of AIESEC Seattle to students, businesses and alumni.
Accountability: work with Vice President of Talent Management (VP TM) to track member involvement and development as well as LCP for brainstorming or planning branding projects and events. Work with VP TM on general member recruitment marketing plan(s) and VP OGX on EP recruitment marketing plan(s). Consult with VP BD as to AIESEC Seattle’s image in the business sphere. Connect with the vice president of finance (VP Fin) to receive budget for materials used for marketing events.

Skills/Knowledge/Competencies required: For External Relations this person must have a good idea of how to create a high-quality, consistent image for an organization and how to emit the right messages in order to do so. Also, an ability to manage people and maintain a constant work flow is important.

Responsibilities: For students: coordinate and run marketing campaigns for both general member and exchange participant recruitment, consult with appropriate teams for direction. Reach out to university faculty to raise awareness of AIESEC and facilitate a pipeline of high quality students referred to AIESEC Seattle.
For businesses: work with BD team, details to be decided.
For local alumni: send out a quarterly newsletter with updates and happening of the local committee (LC), organize one alumni+LC event per quarter planned and announced several months in advance, work with alumni to find/create local networking events, find alumni in the area and evaluate their preferred level of interest and involvement.
Marketing and branding includes: tracking the number of people/businesses who get involved with AIESEC as a result of ER, create external-focused update document of current opportunities with AIESEC (update to website, include in alumni newsletter), and UPDATE WEBSITE WEEKLY with current events and announcements.

Skills/Knowledge/Competencies that will develop: Skills developed here include that ability to manage multiple tasks simultaneously, create an appropriate image for organizations and how social media, external relationships and the internet helps further these tasks.

Title: LC VP OGX (Local Committee Vice President of Out Going Exchange)
Description: Coordinates the delivery of the Global Internship Program for outgoing interns. Responsible for coordinating, training and assigning tasks to teams in order to ensure the quality, consistency and performance of the exchange process.
AIESEC Seattle Executive Member Job Descriptions

Executive Board  LCP, VP BD, VP AD, VP ER, VP OGX, VP TM, VP FIN

**Accountability:** Will report to the LCP as well as be in contact with the MC in order to communicate exchange updates.

**Skills/Knowledge/Competencies required:** Organizational skills, time management – at times under pressure, project management skills, team management skills, ability to train members and develop their talent, ability to motivate members to work.

**Responsibilities:** Cooperates with other portfolios especially Talent Management and External relations- in delivering the exchange function and promoting, and establishes and maintains relationships with various faculties to facilitate consistent promotion and awareness of the Global Internship Program to all students

**Skills/Knowledge/Competencies that will develop:** Will have great expertise in being able to help students find work through the AIESEC network as well as will have built up soft skills in the areas of people and time management. VP OGX will also have a greater understanding of what it takes to be prepared to go to another country as well as experience in promotions.

**Title:** LC VP TM (Local Committee Vice President of Talent Management)

**Description:** The main objectives for VP TM are to: plan recruitment for the beginning of the academic year, member education and tracking as well as reward and recognition.

**Accountability:** Reports member involvement to local committee president (LCP) as well as to the national committee (MC) to make sure there are accurate numbers for the SONA etc.

**Skills/Knowledge/Competencies required:** understanding of AIESEC and skill basis for persuasion to evoke interest for other university students.

**Responsibilities:** Fall quarter recruitment includes: marketing to the student body including making poster/flyers, social media, tabling etc, as well as hosting info sessions, selecting members (application forms, group/individual interviews, task-based selection etc.), allocating new members to the right team and filling the spot base on the characteristics, performance, and willingness of the applicants and playing a major role in organizing Newbie Day training sessions.

**Member education** includes: planning LC meeting schedules for each upcoming quarter, delegating tasks to TM members for meeting and creating opportunities for personal development.

**Member tracking** includes: being informed of each team’s update (pairing TM members with all executive board vice presidents (EB VPs), keeping attendance at event, updating the member committee (MC USA) of Member Tracking database, sending out emails to inactive members to get accurate numbers of AIESECers, and conducting member satisfaction surveys each quarter.

**Rewards and Recognition** (R&R) includes: communicating with VPs for member recruitment, creating awards night and planning events to create a positive environment.

**Skills/Knowledge/Competencies that will develop:** Team management, effective communication

**Title:** LC VP FIN (Local Committee Vice President of Finance)

**Description:** The main objective of VP Fin is to organize and coordinate transactions within the internal and external accounts of the local committee (LC).

**Accountability:** VP Fin must correspond with all team leaders within the executive board (EB) to conclude what is to be expected as revenue and expenditures for each month. One must work closely with the local committee president (LCP) for funding, fundraiser, expected budgets, and plans for how to delegate money for members attending conferences etc. One must actively
AIESEC Seattle Executive Member Job Descriptions

Executive Board LCP, VP BD, VP AD, VP ER, VP OGX, VP TM, VP FIN

approach other VPs for their goals versus actual profits and expenses. This should occur monthly or bi-monthly.

**Skills/Knowledge/Competencies required:** An understanding of finance, running a bank account and managing account balance.

**Responsibilities:** For the *external* account (held by AIESEC USA) there is a larger sum of money because this is where all profits from raising traineeships, sourcing fees and sending students aboard (OGX) go. Since this account is not directly accessible to the individual LCs one must send requests to use the funds within the account. The main responsibility here is checking to confirm the actual balance in the account matches the anticipated. For the *internal* account, there are more leniencies within what and how the funds can be spent since there is a check book that can be used for member reimbursement or other costs as (this is where donations from alumni go etc). Here, one must consider the budget constraints of AIESEC Seattle according to what is earned, and how much can be spent. For reimbursements one must ensure that receipts are collected and that there is proper transaction documentation, whether digital or on paper.

**Skills/Knowledge/Competencies that will develop:** understanding of each branch of AIESEC and an understanding of money management with regard s to the financial stability of the local committee (LC).