

**FACULTY
ASSOCIATION
EOS**

BOARD APPLICATION BOOKLET

BOARD FUNCTIONS, APPLICATION
PROCESS, AND MORE!

PREPARED FOR

FACULTY ASSOCIATION EOS



1. INTRODUCTION

Studying involves so much more than just attending lectures and taking exams. At Faculty Association EOS you have the opportunity to develop yourself. Faculty Association EOS is looking for a new board for the academic year 2023–2024. A year at Faculty Association EOS will introduce you to the practice of cooperation and management. During the year you will coordinate various committees, plan events and learn to work together with your fellow board members and inspire each other. You will also build a large network through valuable contacts with business, the Faculty of Social Sciences, Vrije Universiteit Amsterdam and other student and faculty associations.

The fantastic experience that a board year is, can really only be gained during your time as a student. Together with five other motivated students, you will experience a year full of challenging projects and diverse activities. You will learn a lot about yourself, discover your strengths and areas for improvement and get the opportunity to work on these through the trainings you will take during your board year. You will have the opportunity to get to know your study and the faculty in a different way. During the year you will come into contact with the Faculty Board and when organizing certain activities you will work closely with lecturers and professors. You learn to deal with many skills that you will later encounter in business, such as presentation, cooperation, leadership, motivation, planning and organizing. Your network will be boosted by the contacts EOS has in the business community.

As a full-time board member, you will experience various peaks and valleys in terms of busyness. However, this can vary per position and obviously depends on the committees and various projects you take on. Board members regularly attend dinners, drinks, committee activities, conferences, lectures and other events. Join the EOS board with optimal commitment and enthusiasm to make it a great year together with your fellow board members!

In this information brochure you will find everything you need to know about a year in the Faculty Association EOS and the different positions you can apply for. Should you still have questions after reading this information, you can always drop by the board room (HG 2A-61) or make an appointment with a board member.

2. APPLICATION PROCESS

You can apply for the next board by uploading your CV and a motivation letter (1-2 pages, preferably 1). This letter can be in Dutch or in English. In the chapter below, providing you with an overview of all the board functions, the language preferred for each function is displayed. In your motivation letter, we want to ask you to focus on the following aspects:

- Why do you want to do a board year?
- Which function do you want to apply for and why? Focus the most on your preferred function, but we want you to mention your top 3, so also discuss the others briefly (See functions below)
- What will you bring to the next board?
- What do you want to learn during a board year?
- What are your expectations from a board year?

These questions are here to guide your motivation letter, but most of all include what you'd like us to know. What is important is that you mention your top 3.

If selected, we will invite you for the first round of the selection process where you will partake in an interview. As the applications close on **April 14th 2023**, we will get in contact with you after this date with a time suggestion for the interview. Just to let you know, these interviews take 1 or 1,5 hours.

As we want to guarantee the privacy of the applicants, it is likely that these interviews will be conducted in the evening or in the weekends. We, therefore, ask you to be flexible and cooperative in the planning of these interviews. After this interview, the Application Committee will decide whether you move on to the second round. This will be an assessment day with other applicants. On this day, you will be doing multiple assignments regarding team bonding and group dynamic with the other applicants present.

After this assessment day, the Application Committee will make a final selection from all the candidates and come up with the Candidate Board. You will be personally contacted by them about their decisions.

3. BOARD FUNCTIONS

1. Chair - Dutch

The chair has the final responsibility for the whole board. This means that the chair coordinates and aligns all ongoing projects. In doing so, the chair must ensure that the board continues to act from a single mission and that the ambitions and goals set in the policy plan at the beginning of the year are not lost sight of. In addition, the chair supports fellow board members as needed. To ensure that the board functions as one, weekly board meetings are held. The chairman prepares the agenda and leads the meeting. The chair also plans General Membership Meetings and supports the chairmen of the committees. In addition, the chairman is the contact person for the Advisory Board. Finally, the chair is the business card of EOS for other associations, members and companies.

Competencies:

- Ability to maintain an overview
- Decisiveness, ability and courage to take initiative
- Process-oriented and able to set priorities
- Be policy-minded, diplomatic and have analytical skills
- Be able to get the best out of the board and motivate them
- Being able to plan
- Knowledge of VU, faculty and Faculty Association EOS is a plus

2. Secretary - English/Dutch

As secretary, you do a lot of behind-the-scenes work for the association. While your work might not be the most visible, you are still very important to the board and association. The most well-known task you have is taking minutes at board meetings, General Member Meetings, as well as other meetings where taking minutes is needed. Furthermore, a big responsibility is the members. In the beginning, but also during the year, you keep track of the subscriptions and unsubscriptions of members to EOS. Next to that, a few other tasks you have are reserving rooms for meetings, making schedules and plannings, and correspondence and mailing.

You are in contact with members to answer their questions, but you also send emails and invites to members, other associations, and old board members. As secretary, you are also often a helping hand for other board members, since you are involved in many areas of EOS. Being able to help when someone needs also makes sure that you keep a good overview of how everything is going in the association.

All together, you have a diverse set of duties as secretary, which require a few competencies:

- Keeping a good overview
- Being organized
- Working structured
- Being a team player
- 'Blind typing'
- Experience in taking minutes is a plus

3. Treasurer - Dutch

As treasurer, you will be primarily concerned with the association funds of EOS. This is because the treasurer is the main person responsible for the EOS bank account and the EOS credit card. The treasurer is a position with a fairly fixed set of tasks, but of course, there is also plenty of room to put your own twist on it. Your tasks range from keeping the administration up to date to maintaining contact with all committee treasurers. Also, as treasurer, you will have a lot of contact with the Audit Committee.

A concrete list of your main duties:

- The treasurer ensures that the financial records are kept in order using the accounting program Exact online.
- The treasurer prepares invoices for companies. You will also use Exact online for this purpose.
- After you have been approved as candidate treasurer you will, with the help of the Audit Committee and the rest of your candidate board members, prepare the budget for your board year and present it during the change-ALV.
- You will supervise all committee treasurers and review budgets for activities.
- During each GMM you present the realization of each quarter and two larger reports; the half-year financial report in March and the annual financial report during your last GMM.

As you can see, as treasurer you have an extensive, but also varied set of tasks. Competencies:

- Precise and eye for details
- Flexible
- Pro-active
- Planning
- Keeping an overview
- Feel and/or experience in finance is a plus

4. Internal Affairs - English/Dutch

As the Internal Affairs, you will be responsible for filling the committees at the beginning of the year and mid-year. You do this together with the Application Committee. Once the committees are filled you are the point of contact for the committee members and make sure there is good contact between them and the board. Throughout the committee year you see to it that everything within the committees runs smoothly. You do this through evaluations and individual meetings, but you also arrange training sessions for them. Furthermore, you take care of the year planning, you make the committee members happy with the always popular committee outings and you make the news flashes and newsletters together with the board member Public Relations.

Furthermore, you are responsible for the ins and outs of the board. You take care of internal evaluations, both on individual and group level and you take care of various (external) trainings, team building activities and board weekends. You are also the vice-chairman. As intern you are constantly busy managing people within the association. You keep a sharp eye on possible bottlenecks within the board and the association and where necessary you act as an intermediary to solve disputes.

Competencies

- People skills
- Listening and patient
- Mediating skills
- Clear and orderly worker
- Helicopter view
- Enthusiasm

5. External Affairs - Dutch

As board member External Affairs, you are responsible for all contacts with our current partners and are committed to bringing new partners to EOS. You spend much of your time emailing and calling organisations, getting a good idea which companies are interested in FSS students. These might include companies and organisations that want to host an event during the FSS Career Week or just a local pub that wants to offer discounts for EOS members. You try to continue with current partners and aim to generate new sponsorships, which is why you are one of the biggest sources of income for the association.

To help you during the year, you have the Network Committee to assist you where needed. Together with this committee, you also host the FSS Career Week, which is the outspoken moment to let our members and students get in contact with companies and organisations to let them explore the labour market.

A board year as External Affairs is overall great for your development and knowledge of the business world and your network.

Competencies:

- Business mentality
- Communication skills
- Ambitious and driven
- Know the value of FSS students
- Analytical ability
- Helicopter view
- And above all: be able to network well!

6. Public Relations - English/Dutch

The role of Public Relations within the board is, you guessed it, all about public relations. As PR, you will be responsible for the communication between members and the association via our social media, website, flyers, and much more. EOS uses the following social media for multiple usages: Instagram (feedposts and stories), WhatsApp, LinkedIn, and TikTok. Promotion for your events, reminders for ticket sales, or fun aftermovies of activities you organized are all communication that you as PR are responsible for.

Your daily tasks as PR usually consist of creating these social media posts. Besides the general EOS content, you also help the PR committee members with creating and giving feedback on the promotion of their activities. To make sure you keep a good overview of everything that needs to be posted, you regularly update the social media planning you use throughout the year. Creating a promotion plan is key for almost every activity.

As PR, you also have the Media Committee to support you in your tasks. It's up to you how you want to divide your duties between them and yourself, but in most cases, the Media Committee is responsible for taking pictures at activities and the Get To Know Me(mbers) blogs. However, feel free to change this!

To sum it up, being the PR of EOS is an exciting role with a variety of tasks. The following competencies apply for this role:

- Creative
- Keeping an overview and planning
- Knowledge about social media and current trends
- Knowledge about editing and photography (is a big plus)

7. Faculty Affairs - Dutch

As a Faculty Affairs board member, you are the face of EOS within the Faculty of Social Sciences. It is up to you to look for new partnerships with the faculty during the year. A good relationship with our faculty is crucial for the existence of EOS. It is up to you to activate and challenge students to get more out of their studies. However, the route you need to take to achieve this is not already mapped out for you.

In your year, you will act as a pioneer for EOS and your challenge will be to creatively set up new projects that the faculty wants to get behind. You will need to start with a clear vision and not be afraid to articulate it. Expanding and using your network within the faculty will play a crucial role for your success. In addition to your board duties, this year you will also serve as coordinator of the study-focused committees and keep in touch with the FSR and the student member of the faculty board. Are you creative, convincing, and do you like a challenge? Then this position is for you!

Competencies

- Knowledge of VU and FSW is a plus
- Creative
- Ambitious
- Decisive
- Convincing
- Able to network and be representative
- Analytical, critical and solution-oriented thinking