

BOARD@VSPVU.COM
MF-D056



CANDIDACY BOOKLET

ARE YOU WHAT WE ARE LOOKING FOR?

VSPVU IS NOW RECRUITING THE 74TH BOARD



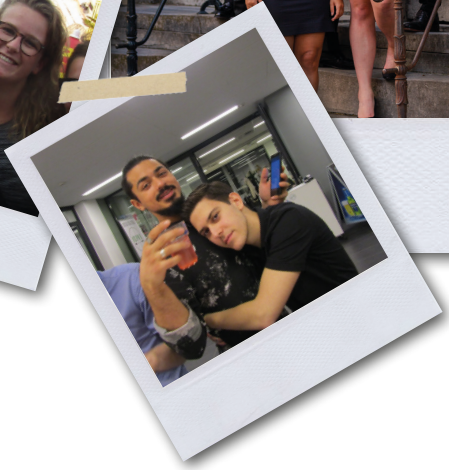
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Made with love by the 73rd Board.

Alessia
Karlo
Kersten
Kerem
Andrew

VSPVU
amsterdam



INTRODUCTION

DEAR STUDENT,

Are you what we are looking for in our next Board?! We are looking for people who are enthusiastic about our beautiful association and willing to work hard to take it to the next level. We are looking for people who are willing to develop and improve their social and leadership skills, enriching their resume and have an absolutely amazing experience by meeting and getting to know many students from all kinds of background.

Whether you are a first year student just like Andrew or an international like Kerem or Karlo, there are so many opportunities that you get as a Board member, while also studying! For example, the VU recognizes that you do a Board year which can help you out with your BSA or even with a possibility for extra funding with the Board scholarship!

Are you interested in applying for the next Board of the VSPVU? That is awesome! We kindly ask you to fill in a form on our website and upload your CV and motivation letter. We expect to receive a formal letter (approximately 1-1.5 pages), including why do you want to apply for the board and what makes you a suitable candidate. The deadline for uploading your motivation letter and CV is the 30th of April and we will have interviews with you after that period! More information on the important dates and information will follow shortly after the deadline of the application period.

KIND REGARDS,

On behalf of the 73rd Board of the Study Association VSPVU,

KIRSTEN KOOLHOF

Chairman of the 73rd Board of the Study Association VSPVU

BEING A BOARD MEMBER - WHAT IS IT ABOUT?

BEING A BOARD MEMBER

As a Board Member, you have a few general tasks which you need to keep in mind. We explain these per point and should give you an insight of what it is like to be the Board.

- **Board Meetings:** In this Meeting upcoming activities and matters are discussed. The meetings are held weekly and usually on Monday morning.
- **Room shifts:** every Board Member attends 3 to 4 room shifts a week. This means you will represent the VSPVU in the room and work.
- **Presence during activities:** members of the Board attend all the activities that are being organized by the committees as a support and help.
- **General Meetings:** a few times a year the Board organizes a General Meeting. In this meeting the Board presents how the association is doing and they give an update on the Policy Plan and Financial Statement to members.
- **General Board Meetings:** these meetings are organized more often and are with all the Chairmen of the Committees. In these meetings the Board will give an update on the current state of affairs and Chairmen give an update about the Committee.
- **Committee meetings:** as a Board Member you will be contact person of a few committees. You will attend meetings of the committees as often as possible and help them with their upcoming activities.
- **Board activities:** you have the freedom to host Board activities and get creative. Think about Borrels and Mini Events.

Of course this is all quite basic information as to what a Board member does, while you actually have so many more unique and different tasks within the different functions. In total there are six different kinds of function, all having very different tasks. We would like to these functions on a more personal level on the next pages of this booklet!

THE CHAIRMAN

MAIN TASKS

- Responsible for the association
- Keeping an overview
- Making agendas for meetings
- Lead General Board Meetings and General Meetings
- Representing the associations during internal and external meetings
- Organizing events and activities
- Communicating with faculty and university



As the Chairman of the Board you are responsible for all the members of the association. You make sure the association is running smoothly. This responsibility comes with some tasks. It is important that you are able to keep an overview and structure, since you are in charge of all the meetings and the Board itself. This also means you sometimes have to make tough decisions and point people at their responsibilities. You will represent the association with attending meetings at the university itself as well as meetings with external parties. In the beginning of the year you will write a policy with your fellow board members. In this policy you set up guidelines and goals for during your year.

You will keep track of the progress and help where needed. The task as chairman is very wide and diverse. You are as they call it in Dutch 'the flying keep'. Are you able to keep an overview and structure, maintaining stressful situations and also in for a year filled with a lot of fun and love? Don't hesitate and sign up for the 74th Board of the VSPVU!

Do you want to receive more information? Mail us to board@vspvu.com or stop by the room.

MONDAY

Morning

Weekly Board Meeting

Afternoon

Room shift: make to do list for the upcoming week, get the member room ready

Evening

Making a schedule for the upcoming week and hanging out with my roommates

TUESDAY

Morning

Sleeping in

Afternoon

Room shift: start working on my action points

Evening

Attending meeting of Party Committee or an activity

WEDNESDAY

Morning

Room shift: start making the agenda, keeping track of everybodies tasks

Afternoon

Room shift: checking my own work

Evening

Meetings like General Meeting or General Board Meeting

THURSDAY

Morning

Room shift: having fun with members and chilling

Afternoon

Study time: attending work group and making summaries

Evening

Meeting with Activity Committee or attending an activity like a borrel or a party

FRIDAY

Morning

Free time

Afternoon

Free time

Evening

Travelling back home

THE SECRETARY

MAIN TASKS

- Having fun in a flexible task
- Doing what I want, whenever
- Making transcripts of meetings
- Organizing events and activities
- Maintaining lists and documents
- Keeping the member file organized
- Preparing for the annual contribution
- Make overview of Gmail and Dropbox
- Organizing the Board room and storage
- Helping other people out where possible
- Maintaining the website and administration



As the Secretary of the Board you have a few fixed tasks, but they are only around 20% of your actual Board work. The main, most important task is making transcripts: these are for the Board Meetings, General Board Meetings and General Meetings. Now do not worry, as these do not come by often: the Board Meeting is weekly and the General (Board) Meetings are once every period or so. Then you also have the task of maintaining the member file and annual contribution throughout the year, but that only really happens at the start and at the end of the year.

For the rest, it is all about having fun! That is why I say that I am having fun in a flexible task and that I can do what I want, whenever I want. Planning activities like Active Member Weekend, helping people out and making everything nice and organized is what I like doing the most, and these are things that you can do or learn throughout the year! Are you not sure if this function suits you? Stop by and ask everything you want to know!

Do you want to receive more information? Mail us to board@vspvu.com or stop by the room.

MONDAY

Morning

Weekly Board Meeting

Afternoon

Personal work at my job

Evening

Finishing and sending the transcript of the Board Meeting and meeting with the Career Committee

TUESDAY

Morning

Room shift: working on my general action points

Afternoon

Room shift: working on activities, events and more

Evening

Working on my action points and preparing for tomorrow

WEDNESDAY

Morning

Study day: lectures and workgroups

Afternoon

Study day: lectures and workgroups and a bit of relaxation after all my *hard* studying

Evening

Meeting with the Parents' Day Committee or activities. These can be the General Meetings for example.

THURSDAY

Morning

Personal work at my job

Afternoon

Personal work at my job

Evening

Meeting with the Introduction Committee or activities. These can be a Borrel or Sports activity for example.

FRIDAY

Morning

Room shift: work on my general action points

Afternoon

Room shift: relaxing with the members in the room

Evening

Prepare for the meeting on Monday & enjoy my weekend!

THE TREASURER

MAIN TASKS

- Monitoring the financial cashflow
- Making budgets for board events
- Checking budgets for committees
- Presenting the financial statement during the General Meetings
- Collecting money
- Making and checking the invoices for partners and committees
- Keeping track of all payments by every participant of events
- Most fun thing: spending a lot of money!



As a Treasurer of the Board you have the most function related tasks to do. This actually means that you are always busy with money, so it would be great if you know how to work with numbers. The VSPVU is quite a big association and that means that you are responsible for a lot of money and you should be capable of handling that. You have total knowledge of all money matters. You should have a critical eye and good overview of what is going on.

Besides the hard work with numbers and your sense of responsibility, you need to have fun and enjoy your year as a board as much as possible! It is an once in a lifetime experience and I am personally really thankful to be enjoying it in this position. I have learned so much stuff I didn't expect or even realize when I started! Some small examples are giving feedback, guiding people to make the most optimal decision, stand out for your opinion, be critical, think strategically, and I can go on for a very long time! Do you want to know more? Feel free to send me a message, call me or send a mail!

Do you want to receive more information? Mail us to board@vspvu.com or stop by the room.

MONDAY

Morning

Weekly Board Meeting

Afternoon

Processing the payments and emails of the weekend and prepare the financial statement

Evening

Go to volleyball training and give training as well

TUESDAY

Morning

Working at my personal job

Afternoon

Working at my personal job

Evening

Having a meeting with the Pedagogiek Commissie

WEDNESDAY

Morning

Free morning and doing groceries for the room. When I am ready I go to the room to prepare the General Meeting.

Afternoon

Room shift: Preparing the General Meeting, collecting money and chat with people

Evening

General Meeting

THURSDAY

Morning

Room shift: meeting with Study Trip Committee.

Afternoon

Room shift: doing Tosti Thursday, checking budgets of committees. Also I have Faculty Meetings with FSR.

Evening

Attending an event from a committee or a borrel

FRIDAY

Morning

Room shift: do the last payments and prepare meetings.

Afternoon

Free time to do whatever I want (sometimes LOOP meeting)

Evening

Free time to do whatever I want (enjoying my weekend!)

THE COMMISSIONER COMMUNICATION AND MEDIA

MAIN TASKS

- Handling all social media platforms of VSPVU
- Uploading posts and pictures to the website
- Organizing activities along with the Board
- Helping committees with organizing their activities to make them amazing
- Giving a function training to Promotion Coordinators on how to use Indesign
- Creating promotion for Board activities
- Checking their work and adding them to the VSPVU promotion schedule
- Getting creative and having fun!



The purpose of the Commissioner and Communication and Media is to promote. Not just events and activities but VSPVU itself as well. This is about maintaining a good image of the association. Keeping the VSPVU a friendly and an inviting organization that hopefully students will want to get involved.

As the C&M, you will spend a lot of time with Indesign, creating and checking promotion of others. Is the promotional material acceptable to our house style rules? Is the promotion catchy enough and in alignment with the image of the VSPVU? These are the questions you will be asking when doing your work. The job is about communicating people and being creative while doing so.

Do you want to receive more information? Mail us to board@vspvu.com or stop by the room.

MONDAY

Morning

Weekly Board Meeting

Afternoon

Attending a Convention Committee meeting

Evening

Working on my action points

TUESDAY

Morning

Study day: lectures and workgroups

Afternoon

Study day: lectures and workgroups

Evening

Working on my action points

WEDNESDAY

Morning

Free time, in which I study or relax

Afternoon

Attending a Yearbook Committee meeting
and a workgroup

Evening

Attending a Bar Committee meeting

THURSDAY

Morning

Room shift: working on my action points

Afternoon

Room shift: relaxing with members

Evening

Free time

FRIDAY

Morning

Room shift: finishing my action points
of this week

Afternoon

Room shift: relaxing with members

Evening

Free time

THE COMMISSIONER EXTERNAL CONTACTS

MAIN TASKS

- Chairman of the SSPN
- Maintaining contact with relations to the friends and partners of the VSPVU
- Finding vacancies and enriching opportunities for students of our faculty
- Gaining sponsors and working with partners
- Helping and support involved students
- Working with my contact committees
- Organising Mini Events hosted by the Board
- Helping fellow board members with tasks
- Odd jobs around the room; cleaning etc.



As the External Contact of the Board I have quite a flexible position and set tasks normally take up less than 30% of my time. My main focus is maintaining contact with fellow associations we are involved with and partners that we work with. I have a sponsorship goal that I aim to reach in which I offer companies advertising and vacancies from the VSPVU in exchange for goods and services towards the VSPVU. Every 4-6 weeks I attend a meeting in which we share ideas and work together to help our respective unis show their masters courses to all the students within our reach.

My activities are varied and surrounded by a lot of socialising with members and students alike. I attend most of the events we organise and enjoy my time working here. I am happy I had this opportunity and I am thankful for it; I am able to make my work my own and really promote my values in life. If you apply for my position next year you're be able to make it your own and focus on the areas that you feel are important for the people.

Do you want to receive more information? Mail us to board@vspvu.com or stop by the room.

MONDAY

Morning

Weekly Board Meeting and a lot of double espresso's

Afternoon

Room shift: completing odd jobs and weekly tasks

Evening

Cooking, school work and gym session

TUESDAY

Morning

Room shift: completing odd jobs and tasks

Afternoon

Room shift: chilling with members and students while working on my tasks

Evening

Meeting with the LEX, then gym session

WEDNESDAY

Morning

Study time: workgroups and completing assignments

Afternoon

Chill with members and finishing weekly tasks in the room

Evening

Meeting with the Sports Committee, then gym session

THURSDAY

Morning

Personal jobs at the VU such as bicycle repairs and haircuts

Afternoon

Personal jobs at the VU such as bicycle repairs and haircuts

Evening

Meeting with the Ski Trip Committee and then a gym session or borrel depending on the day

FRIDAY

Morning

Work and personal things from home

Afternoon

Manning the two tap bar for members and enjoying drinks with them in the room

Evening

Finish any unfinished jobs for the week, then see some friends and chill for the weekend

THE COMMISSIONER EDUCATION

MAIN TASKS

- Contact with the Faculty and OLC
- Contact person of AthenaSummary
- Contact person of VU boekhandel
- Managing 4 awesome committees
- Help out organising activities and more
- Checking work on the website and social media
- Helping out with meetings where possible
- General groceries and supplies for the room
- Finding workshops, career events and more
- Organize the Career Day: one big event



As the Commissioner Education I have a few tasks, but they all do not take that long per week. My biggest one is organising the sales of books and summaries with the VU boekhandel and AthenaSummary. Also I am in close contact with the Bookselling Committee to fix issues when they happen, or to make sure that people are at their shift. I am also in contact with the Faculty and OLC to keep close contact with the study and to be up-to-date with the newest changes in the studies: for example the numerus fixus for Psychology or when the study became English as well.

I am also contact person of four committees and I help out my Board wherever possible. For example, I do the basic groceries and supplies for the VSPVU room and I help out with organising awesome activities like the Career Day, workshops and Active Member Weekend. It is such a flexible function so it's really up to you when you do what. And when there's nothing left to do, I can always ask my Board members if they need help!

Do you want to receive more information? Mail us to board@vspvu.com or stop by the room.

EXAMPLE AGENDA

MONDAY

Morning

Weekly Board Meeting

Afternoon

Room shift: check numbers of VU book store

Evening

Free time: enjoy a book or working out

TUESDAY

Morning

Study day: attend workgroups

Afternoon

Study day: attend lectures

Evening

Have a coffee with friends at Doppio

Meeting with a committee

WEDNESDAY

Morning

Get groceries for the VSPVU room

Afternoon

Room shift: working on my action points

Evening

Have meetings with Faculty and FSR

Meeting with a committee

THURSDAY

Morning

Room shift: working on my final action points

Afternoon

Room shift: working on the supplies with AthenaSummary

Evening

Either meeting with a committee or an event

FRIDAY

Morning

Room shift: chilling with members and having coffee

Afternoon

Meetings with Faculty and OLC. Also I am checking if I can help my Board members or stuff like AP's or activities.

Evening

Me-time! Enjoying the weekend off.

A series of 18 horizontal lines for writing, spaced evenly down the page. The lines are thin and grey, providing a guide for text entry.



MORE INFORMATION? CHECK OUT OUR WEBSITE

WWW.VSPVU.COM

AND KEEP AN EYE OUT ON OUR FACEBOOK AND INSTAGRAM
FOR UP-TO-DATE INFORMATION ABOUT THE CANDIDACY BOARD