



# Open Call for the 31st Board of ISN Maastricht

*Board Members – 2020/2021*

## Introduction

The current Board of ISN Maastricht hereby launches the open call for the ISN Maastricht Board of 2020/2021. The mandate shall be for the time period of August 2020 until July 2021.

The board is ideally composed of 7 positions:

- President (Full time)
- Secretary (Full time)
- Treasurer (Full time)
- Partnership Manager (Part time)
- Activity Manager (Part time)
- Marketing Manager (Part time)
- Building Manager (Part time)

President is strictly a full time position. Other positions can be discussed with the HR council on a case per case basis.

Full time positions require approximately 40 hours per week. Part time positions take approximately 20 hours per week.





The details of tasks and expectations per position can be found under “Functions descriptions”.

## General Board Tasks

- Representing ISN Maastricht and its international community
- General responsibility for the organisation
- Presence at office shifts
- Attending Board meetings
- Supervising a Committee(s)
- Meetings with (potential) stakeholders
- Attending National and International ESN events
- Attending local ISN events and Active’s events

## General Board Skills and Expertises

- Communication Skills
- Being organized
- Ability to work closely with others in a team of diverse individuals
- Professionalism
- Strong sense of responsibility





## Functions Descriptions

### - **President**

#### *Tasks Descriptions*

- Having the final responsibility on the organization's activities and actions
- Leading the Board and monitoring its tasks
- Prepare the agenda and lead Board meetings
- Writing and revising policies and guidelines
- Being ISN Maastricht's representative in the Erasmus Student Network, attending National and International meetings and conferences.
- Responsible for the contact with the university, municipality and main sponsors
- Scheduling the organization's office hours
- Carrying the main responsibility to prepare for and chair GMMs

#### *Required Skills and Expertise*

- Being able to inspire and motivate others
- Always looking to innovate
- Having a strategic long-term overview
- Having an ability to take action and to trust others
- Good presentation and (intercultural) communication skills





- **Secretary**

*Tasks Descriptions*

- Being the internal and external contact person for stakeholders
- Taking minutes during Board meetings
- Answering emails and redirecting them to specific board functions
- Meeting with the IROs
- Writing the weekly Actives newsletter
- Writing the Exchanger student newsletter
- Carrying main GMM preparation responsibilities
- Supporting the President in completing his tasks, most likely as Vice-President
- Complete understanding of statutes and rules of procedure

*Required Skills and Expertise*

- Business/Academic writing skills
- Strong organizational skills
- Interpersonal skills
- Dutch language skills are recommended
- Attention to detail
- Ability to encourage others to uphold a high standard of professionalism





## - Treasurer

### *Tasks Descriptions*

- Assuring the financial stability of ISN Maastricht
- Being the main responsible person for any financial decisions
- Monitoring the cash flow
- Bookkeeping (physical and digital)
- Preparing budget overviews
- Presenting and analysing multiple budget realisations
- Applying for subsidies
- Paying invoices and reimbursements
- Preparing money boxes for events and sales
- Main contact person for anything money related (INKOM, etc.)

### *Required Skills and Expertise*

- (Basic) Financial knowledge
- Attention to (accounting) details
- Being structured and organized
- Long-term mindset
- Assertiveness
- Critical view
- Ability to communicate financial aspects in an effective and easily understandable manner





## - Partnership Manager

### *Tasks Descriptions*

- Responsible for the ESNcard
- Contacting external partners
- Preparing contracts with external parties
- Searching for sponsoring; general and event specific
- Arranging deals for the ESNcard and for the organization
- Responsible for internal and external communication of the ESNcard deals
- Maintaining relationships with external partners
- Working with the Atlas committee to acquire sponsors and rental revenue for Atlas
- Networking and finding new strategic partners and opportunities for the organization

### *Required Skills and Expertise*

- Negotiation skills
- Interpersonal skills
- Have a clear vision and be determined
- Dutch language skills are recommended
- Being organized





## - **Activity Manager**

### *Tasks Descriptions*

- Organising/coordinating events and activities such as International Thursdays, Arrival Week, INKOM and other special events.
- Managing collaborations with other associations for events
- Creating shifts for all events
- Supervising and being the main responsible person for the planning and execution of events and activities

### *Required Skills and Expertise*

- People management skills
- Ability to delegate tasks
- People skills
- Be enthusiastic and positive
- Creative
- Open minded and realistic
- Coordination, planning and organisation skills
- Be firm in having partners and venues deliver what has been agreed upon
- Proactivity and persistence in acquiring the information necessary for events and activities





## - Marketing Manager

### *Tasks Descriptions*

- Responsible for the general external communication strategy
- Maintaining the activity on social media channels
- Updating the ISN Maastricht website
- Editing and uploading pictures of events
- Creating promotion material for ISN Maastricht (both printed and online)
- Keeping a coherent visual representation of ISN Maastricht in accordance with the Visual Identity Manual (VIM) of ESN

### *Required Skills and Expertise*

- Creative
- Expertise of social media
- (Basic) Skills in graphic design
- Knowledge or experience in marketing is recommended







## - **Building Manager**

### *Tasks Descriptions*

- Revising and renewing the Atlas business plan
- Improving the facilities of the Atlas building
- Work with the Partnership committee to find sponsors for the Atlas building
- Creating and preserving the identity of Atlas building
- Inventory and restocking
- Finding external parties interested in renting the Atlas building
- Managing the Atlas Calendar
- Being the main person responsible for ensuring that the Atlas building is financially self-sustainable
- Working with the Marketing committee to attract visitors to the Atlas Lounge and Study Spaces

### *Required Skills and Expertise*

- Cooperative skills
- Organizational skills
- Hands-on mentality
- Positive and proactive attitude
- Business Management Skills





## Application Procedure

The board will give a presentation about the different positions/expectations and will be available to answer any of your questions during our Info Drinks at Atlas (Brouwersweg 100) 7PM on:

- 23rd of March
- 20th of April

In order to apply for one or several positions, please send your CV and motivation letter to: [hr@isn-maastricht.nl](mailto:hr@isn-maastricht.nl)

The deadline to apply is the 30th of April.

The application will be reviewed by the HR council and you will be contacted for an interview.

