

Open Call National Board

ESN The Netherlands

2021/2022



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We are opening the call for the new Board of ESN The Netherlands!

The National Board is the highest executive body of ESN The Netherlands and has the responsibility for the conduct of all operational tasks, the management, and the representation of ESN. The mandate will start on July 1st, 2021 and last until June 30th, 2022.

ESN The Netherlands is an umbrella organisation with 18 local organisations under it. ESN The Netherlands represents the Dutch international students, as well as the international students within the Netherlands. The local organisations elect the National Board. ESN exists in 40 countries and consists of around 530 local organisations.

The National Board should consist of a President, Vice-President, Treasurer, Network Manager, Communication Manager, Education Officer and Partnerships Manager. The different positions require a different set of skills. The respective tasks, you can find below. Next to specific board tasks, the board is commonly responsible for general board tasks. Some positions have a more constant workload while others have peak periods. This depends on the specific roles and the portfolios. The average workload is 15 to 20 hours per week.

Work experience within our organisation or our local organisations is not a requirement.. However, if you want to stay involved with the national level after your local board year, this is a great opportunity.

If you would like to get more information, do not hesitate to contact the National Board directly: board@esn-nl.org. If you are interested in any of the positions, please send your application to info@esn-nl.org including your motivation letter and CV. If you are a member of a local ESN section, please also provide a letter of recommendation from the section. The deadline to apply is March 15th, 2021. 23:59 CET.

National Board of ESN The Netherlands

The entire National Board shares responsibilities, such as:

- Representing ESN The Netherlands towards stakeholders;
- Deciding in which direction ESN NL should go as an association;
- Being in charge of the administrative work, which means you will deal with the legal side of having an association. This includes the work with the Statutes and Standing Orders and other documents developed by previous National Boards, such as action plans and three year strategies;
- Being in contact with the advisory bodies and supporting bodies you choose to be responsible for;
- Creating content for the National Assemblies;
- Contributing to the international level in your specific role, e.g., attending online calls, physical meetings, and discussing topics from a national point of view;
- Drafting an action plan for your mandate and making sure the three year strategy is being followed through with as far as possible;
- Supporting the sections of ESN The Netherlands where needed;
- Managing the role-specific community of local board members;
- Temporarily replacing other board members, should they be absent, and;
- Fulfilling the portfolios that you can choose at the start of your mandate.

President

General description

As the President of the National board on one hand you are providing leadership internally. This means you have the overview of everyone's tasks at hand and also you have the end responsibility for the general well-being and performance of your board in order to have the best functioning team! In addition, you ensure that the communication between the board members goes smoothly (conflict resolution, organizing feedback moments).

On the other hand you provide leadership externally. This means representation towards the other institutions, partners, or the rest of the ESN network. This generally means leadership during meetings with stakeholders or signing contracts.

Tasks

- Providing leadership internally and externally;
- Scheduling and chairing the internal meetings, the Council of Local Representatives Meetings and the General Meetings in case there is no Main Chair;
- Guiding discussions and the forming of a decision by the Association;
- Safeguarding the Board's decision-making processes;
- Representing ESN towards Dutch Higher Education Institutions or other external institutions, together with the Education Officer;
- Writing the action plan and the year report;
- Safeguarding that the action plan and three-year strategy are followed during the year;
- Representing ESN The Netherlands towards the other ESN countries and the international volunteers during General Assemblies of ESN AISBL, or delegate the representation;
- Define the strategy of ESN The Netherlands towards ESN AISBL together with the Network Manager;
- Gathering the Members and National Board's opinion on international decisions together with the Network Manager;
- Coordinating the National Board in writing Country Reports before each international Statutory meeting and communicating the report to ESN AISBL and the Members.



Vice-President

General description

As the vice-president, you are the white cane of a blind man. Many difficulties present themselves when working in the complex reality of an organization such as ours, and many of the challenges presented in the work of a board are unpredictable. Therefore, there needs to be a stabilizing factor, a factor that carries with it a potential for adaptability and provides a safety net to all the functions of the board. Thus, part of your job will be internally oriented, as you will support the president with matters that, either by capacity or by need, are more adequate to be performed by you at that moment.

On the other side, your internal role towards the board is complemented by an “externally-internal” oriented work towards the sections. The use of an oxymoron here helps me to exemplify the nature of your work of care towards the sections. As the VP, you serve as the linking point between the NB and the sections, informing them of decisions, whilst at the same time listening to their needs. In general, you will handle a big part of the communication amongst the various organs of our organization. The external part becomes even more evident in regards to the knowledge that you gain access through the national and international level, that can help you to support the sections on the ground floor with their relationships with their universities, or even by helping to establish new sections across the Netherlands!

Tasks

As the Vice-President of ESN The Netherlands, you have the following tasks:

- Replacing the President in case they are absent;
- Ensuring that the Statutes and Standing Orders are being followed during the year, and that amendments are implemented and registered at the earliest opportunity;
- Keeping track of the yearly events like General Meetings, and taking the necessary steps towards their preparation, well in advance;
- Updating the sections on the various affairs of ESN The Netherlands;
- Recruiting and supporting the Chairing Team (CT) for the National Platforms (NPs), as well as coordinating them with the Organizing Committee (OC). In general, facilitating effective communication between these organs and the National Board;

- Analysing the work of the sections to ensure and further their development and that of their local members;
- Developing and coordinating the training of the sections and their local members. This usually takes place in the form of the Physical Community Meeting, but can be expanded as much as desired or possible;
- Supporting aspiring-, Candidate-, and new Sections and following their progress in relation to the admission procedure.

Treasurer

General description

As treasurer you are responsible for most of the money related issues going on in ESN The Netherlands. You make sure that we do not spend too much money but also try to do as much as possible with the budget that we have. You are the one that has the overview. You are the one that says yes or no when one of your board members asks for more money. Of course you do this in collaboration with the rest, but you are the main responsible and have the biggest say in this.

To have this overview and be able to make decisions on where the money goes, you will make a budget at the beginning of the year, and keep track of all the finances via bookkeeping. You do not have to be a mathematical genius nor do you need experience with finances. You just need to like money, and don't we all.

Tasks

- Make the yearly budget and financial year report;
- Develop and coordinate the financial processes within the board;
- Provide guidance to financially related discussions;
- Execute financial administration/bookkeeping;
- Ensure the processing and payment of incoming invoices;
- Ensure invoices are sent and paid in time;
- Collect subsidies, sponsor revenues and membership fees;
- Make judgments regarding the financial feasibility of agreements;
- Provide financial justification to the Board and the Supervisory and Audit Commission;
- Provide guidance to the execution of financial tasks within the Association;
- Support the local treasurers through the treasurer community;
- Be present during the financial checks in the year following the end of the Treasurer's mandate, unless they are also in the following year's National Board.

Network Manager

General description

As Network Manager, you will be the general bridge between the international level and local level of ESN. This means you will consult the sections on strategic topics that are discussed on the international level. It also means you are responsible for the implementation of ESN's Causes and international projects into ESN The Netherlands and the sections. Additionally, the Network Manager is closely involved with the Council of Local Representatives.

To fulfil these tasks successfully, it is important to be able to keep an overview. Information regarding many different topics often comes at once, so you need to filter out the important information and summarise it for those that need it. Basic knowledge of the national and international structures of ESN is a big advantage. As a Network Manager, you will collaborate closely with the President, Vice-President and Education Officer, so good collaboration skills are a big advantage.

If you are willing to deepen your knowledge on ESN International, as well as the Causes and Projects of ESN and are able to engage people in a friendly but strict way, this is the position for you!

Tasks

- Defining the strategy of ESN The Netherlands towards ESN AISBL together with the President;
- Being responsible for internal communication between the international and local level of ESN and facilitating contact between these levels;
- Consulting the Members' and National Board's on international decisions;
- Coordinating the organisation of the Council of Local Representatives Meeting;
- Ensuring implementation of international projects and Causes on the national and local levels together with the respective committees and coordinators;
- Preparing the volunteers of ESN The Netherlands for international meetings such as the Erasmus Generation Meeting and Western European Platform;
- Managing the ESN NL Galaxy;

Communication Manager

General description

'The earth without art is just eh...'

The art that you will be making for ESN The Netherlands, will consist of visualisations in order to promote ESN, partners, sections or any crazy idea you have. As Communication Manager, it is not only your task to make designs. No. There is more. You work closely together with the Local Communication Managers and with other National Communication Managers in order to get the message of ESN through. You manage and maintain the Social Media Channels and website. You check whether the sections follow the compliance of the Visual Identity.

As Communication Manager you have to be creative, know how to use different tools (e.g., Adobe Programs and Social Media tools) and have an eye for design. Additionally, you get to make many funny puns on the channels. If you recognize yourself in this and would like to develop yourself in the field of Communication and Marketing, then this position is made for you!

Tasks

- Providing leadership in all matters related to promotion, Public Relations, and the Corporate Identity of ESN;
- Creating online- and offline promotional material;
- Safeguarding the branding of ESN The Netherlands;
- Coordinating and developing social media promotion of ESN NL and its events in terms of graphics and content;
- Providing an up-to-date presentation of ESN The Netherlands for internal- and external representation;
- Checking the Visual Identity compliance of our local organisations and taking adequate actions in case of a breach;
- Managing the Social Media channels of ESN The Netherlands;
- Updating and maintaining the website.

Education Officer

General description

"Upon the subject of education... I can only say that I view it as the most important subject that we as a people may be engaged in."

As the Education Officer you are responsible for all education related matters. You are the contact between organisations affiliated with Higher Education and ESN The Netherlands. This means that you will be representing the interests of ESN The Netherlands during meetings and at events with stakeholders in the education field. On the international level, you will be supported by the Education Community, with which you will have regular meetings for support, best-practice sharing, and updates on important developments related to education.

Since meetings with most of the aforementioned organisations are in Dutch, it is strongly advised that you speak Dutch at a native level.

Tasks

As the Education Officer of ESN NL, your tasks will include the following:

- Representing the interests of the Association and its Members towards stakeholders in Higher Education Institutions and National Organisations affiliated with Higher Education;
- Approaching stakeholders in Higher Education for potential projects and cooperations regarding internationalisation in the higher education field and student mobility;
- Representing the Association during meetings with covenant partners;
- Contributing to the projects organised in cooperation with covenant partners;
- Being up-to-date on Erasmus+ and student mobility;
- Carry responsibility for the ESNsurvey and its distribution;
- Providing clarifications to the members regarding the status quo of education within the national and European political environment and all other matters related to the previously mentioned.

Partnership Manager

General description

Communication and cooperation are perhaps the two words that first come to mind when envisioning the position of a partnerships manager. As one of the more relationship-based positions, a partnerships manager is responsible for being in communication with external business partners. Therefore, everything related to contracts, negotiations and joint collaboration with partners falls under this role.

Tasks

- Keep the relationships with commercial partners stable and mutually beneficial;
- Renew contracts with existing partners if necessary;
- Promote partnerships within the Dutch network;
- Present information of international and national partners to the sections and support them in the execution of promoting them;
- Approach potential partners and draft contracts with them;
- Negotiate with commercial partners with the best interests of ESN The Netherlands at heart;
- Keep the partnerships of ESN The Netherlands up-to-date on [ESNcard.org](https://www.esncard.org);
- Expand ESN The Netherlands professional and business network.