



# EYP Switzerland

## The tasks of each Board Member's portfolio

### President

- General management and coordination of the Board
- Management of joint tasks of the whole Board
- Representative function of the Board and the National Committee
- Long-term strategy for the National Committee

### Vice President

- Support to the President in all areas, combined with another portfolio

### International Coordination

- Board of National Committees (BNC) representation to Board
- NC representation at BNC-meetings (at least twice a year, usually May and November in Berlin), composing NC positions on BNC matters in collaboration with Board
- Keeping track of and updating the Board about BNC procedures, ensuring compliance with international policy
- International coordination of Swiss alumni going abroad together with Alumni officer
- Contact with other National Committees, expected to be up-to-date on current international developments and trends in the organisation
- Keep an updated list of who is being sent where after the NSC (including their contact and whether they have been prepared or not)
- Call and invitation of officials and coordination of the selection process (for both NSC and RSs) includes sharing calls with the BNC list
- Responsibility of the Alumni Officer

### National Coordination

- Composing and sending out invitation letters to schools
- Handling registration process and delegate data (including international delegates) for the NSC (includes preparing the topic and templates)
- Handling registration process but not delegate data for RSs (includes preparing the topics and templates)
- Committee allocations
- Receiving and communicating about the pre-session information and tasks (position papers, academic prep kit, etc.)



- Making sure the teachers' needs (accommodation, programme) are met during the session
- General contact person for teachers
- Contacting delegates after the session (following up on selected delegates, answering questions etc.)
- Supporting the delegates we are sending abroad
- Preparing an overview with names and contact details of the delegates we are sending abroad
- Creating promotion material (along with the communication department)
- Management of national coordination board department

## National Session Support

- Oversight of the organisation of the NSC
- Contact person for the organising committee of the NSC
- Preparing the welcome booklet with the orgateam
- General information channel
- Preparing the feedback form before the session, supervising the process and summarising the results afterwards
- The link between the organising team of one year and the next
- Contact with the president (joint preparation of the topics, etc)
- Organising the pre-session information and tasks (position papers, academic prep kit, etc.) and sending it to the chairs
- Academic quality
- Oversight of the resolution typing process with a special organiser (supplying the resolution template, decide on the process with the board of the session)

## Finances and Membership

- Keeping the members' list up to date, taking care of payment of membership fees.
- In collaboration with National Session Support and National Events, ensuring sound budgeting and bookkeeping of projects
- Accounting, budgets, reimbursements
- Liaison with the auditors

## External Affairs

- Fundraising for the running costs of the National Committee
- Help with the fundraising for sessions (fundraising guide? Fundraising summit with organisers?)
- Youth in Action/Erasmus+ expert
- Help with the academic patronage of the session
- Networking with other organisations, looking for potential partnerships



- Management of board department

## Communication

- Monthly newsletter
- Facebook page
- Website
- Answering emails to info@eyp.ch
- Board Meeting minutes
- Recording EYP PARs
- Archiving, photograph database
- Designing flyers, posters and other corporate image items
- Layouting/help with layout of reports and official publications
- Media relations for the NC in general
- Help with the media coverage of sessions
- Keeping an overview of media coverage, archiving and publishing on the website
- Coordinating material for the coverage of the Regional Sessions
- Management of board department

## National Events

- Organising national academic and socialising events
- The logistical side of organising regular events like preparation meetings and trainings
- Oversight and coordination of the Regional Groups
- Oversight of the Regional Sessions