



# EYP Switzerland

## The tasks of each Board Member's portfolio

The Board of EYP Switzerland for 2018/2019 will be composed of **8 Board Members**. Every Board Member will take care of the portfolio they have been elected to. The Vice President is not an own portfolio and can only be executed in combination with another portfolio.

### President

- General management and coordination of the Board
- Management of joint tasks of the whole Board (establishing timelines etc)
- Representative function of the Board and the National Committee
- Long-term strategy for the National Committee
- Oversight of the organisation of the NSC
- Contact person for the organising committee of the NSC or potential IS & IF
- The link between the NSC organising team of one year and the next
- Coordinating enough board attendance at NSCs, IFs & ISs
- Academic quality of sessions
- Organising and chairing regular board meetings (Skype or in-person)
- Oversight of the resolution typing process with a designated organiser (supplying the resolution template, decide on the process with the board of the session)
- Mentoring of the Board

### Vice President (in combination with another portfolio)

- Support to the President in all areas

### International Coordination

- Board of National Committees (BNC) representation to Board
- NC representation at BNC meetings (twice a year, April/May and October/November in Berlin), composing NC positions on BNC matters in collaboration with Board. Attendance at the first BNC meeting is mandatory if you are running for this portfolio (13-15 April 2018 in Berlin, travel costs are reimbursed)
- Main contact person for the International Office and other NCs
- Keeping track of and updating the Board about BNC procedures, ensuring compliance with international policy
- Voting on behalf of the Swiss NC in BNC & GB related matters after consulting with the board
- In charge of the EYP Census (to be handed in to the office every January)
- Contact with other National Committees, expected to be up-to-date on current international developments and trends in the organisation



- Organising spots at sessions abroad for Swiss delegates at the NSC
- Keep an updated list of who is being sent where after the NSC (including their contact and whether they have been prepared or not)
- Coordinating topic writing process before sessions together with the president(s) & VPs
- Call and invitation of officials and coordination of the selection process (for both NSC and RSs)
- Sharing calls on the BNC list, updating BNC list about changes in the national board

## National Coordination

- Composing and sending out invitation letters to schools
- Handling registration processes and delegate data (including international delegates) for the NSC (includes preparing the topic document, topic preference form & how to pay the participation fee instructions)
- Committee allocations (together with the Board Member for Regional Coordination)
- Coordinating 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 and chaperones
- Preparing a feedback form for delegates & officials after each session, supervising the process and summarising the results afterwards
- Contacting delegates after the session (following up on selected delegates, answering questions etc.)
- In charge of composing the jury selection masterlist and contacting the selected delegates & their teachers after the NSC - updating the sheet (in cooperation with the International Coordinator)
- Preparing an overview with names and contact details of the delegates we are sending abroad
- Supporting the delegates we are sending abroad
- Creating promotion material (along with the Communication Department)
- Management of National Coordination board department

## Finances and Membership

- Making sure membership fees are being paid, following up on those who haven't and are attending social events
- Collecting session participation fees, informing the Regional and/or National Coordinator when fees have been paid
- Ensuring sound budgeting and bookkeeping of projects and sessions
- Administering travel grants (alumni going abroad & national events)
- Administering expenses to Board Members, and travel reimbursements to trainers and session presidents
- In charge of EYP Switzerland's Annual Accounting
- Keeping the EYP CH members' database with all alumni information up to date and adding the new members after each session



- Liaison with the auditors

## External Affairs

- Fundraising for the running costs of the National Committee
- General contact for foundations
- Help with the fundraising for sessions (fundraising guide, fundraising summit with organisers etc.)
- Media relations for the NC in general
- Expert on Movetia & other foundations
- Help with the academic patronage of the session
- Networking with other organisations, looking for potential partnerships
- Representing EYP CH at networking events/fairs etc.
- Making sure that adapted policies are kept track of and are respected within the Board - uploading finished documents

## Communication

- Writing and sending out the monthly newsletter
- Administering EYP CH's social media platforms
- Taking care of EYP CH's website
- Answering emails to info@eyp.ch
- In charge of EYP CH's email & website provider
- Creating and deleting official @eyp.ch email addresses for active members (organisers etc.)
- Taking minutes during Board Meetings & uploading them
- Sending invitations and preparing documents, powerpoint slides etc. for the AGMs & EGMs
- Archiving, photograph database
- Designing flyers, posters, advertisements and other corporate image items
- Layouting reports (e.g. Annual Report - responsible BM) and official publications
- Keeping an overview of media coverage, archiving and publishing on the website
- Management of board department

## Regional Coordination

- Oversight of the Regional Sessions and ensuring their organisational quality (including HO summit organisation)
- Mentor to all Head Organisers of the RSs for the organising of the sessions
- Direct link between the Board & Regional Session Head Organisers
- Direct link between the Board & RS presidents & officials' teams in general
- Together with International Coordinator in charge of coordinating officials' selection for the Regional Sessions
- Committee allocations (together with the Board Member for National Coordination)



- Handling delegate data for the RSs (includes preparing the layouting of the finished topic document, topic preference form & how to pay the participation fee instructions for delegates → sending all to delegates etc.)
- Coordinating transportation of EYP CH materials from the office to respective sessions
- Coordinating enough board attendance at RS sessions
- Keeping track of who paid the delegate participation fees for RSs
- In charge of constantly updating the Regional Session checklist for the Orga team & making it available to Orga teams
- After every session, uploading the finished Resolution Booklets to designated folder on Google Drive

### National Events & Alumni Coordination

- Organising national academic and socialising events (such as the Alumni Weekend, Chairs' Training, Spring Brunch, Summer Barbecue, Christmas Dinner, ...)
- The logistical side of organising regular events like preparation meetings and trainings (creating sign-up forms, Facebook events, providing signed up members with info about event etc.)
- Ensuring digital training material to be uploaded and made available to participants
- In charge of the Swiss events and its participants' registrations on the EYP members platform
- Responsible for Swiss alumni willing to go abroad as officials (explaining application procedure, proofreading of applications, sharing of delegate calls...)
- International coordination of Swiss alumni going abroad as officials
- Updating the Swiss Alumni Going Abroad document
- Main responsible BM for administering the EYP CH office in Bern (material inventory updating together with all BMs etc.)