



## Board 2018/2019

For the new association year 2018/2019 the FVOG is looking for a new board that wants to ensure that the interests of the faculty and study associations of the University of Groningen are represented for another year. We are looking for people that want to fill any of the following positions:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer

In order to provide you with a general idea of the functions that the FVOG has and in order to explain to you what to expect from a board year with the FVOG we have made this document. You will find the structure, the tasks and a job description in this document. If you have any questions you can contact Bart Schooten, (President) on 06-11748681, Caroline Wemes (Secretary) on 06-29810016 or Jesse de Glint (Treasurer) on 06-53124686. If you wish to apply, you can send your CV and a motivation letter to [board@fvog.nl](mailto:board@fvog.nl).

## FVOG

The FVOG has been founded in 1987 and has represented the interests of the faculty and study associations of the University of Groningen for 30 years. The association has two main goals that have been laid down in the statutes:

- To look after the interests of the faculty and study associations.
- To improve the cooperation between the faculty and study associations.

In order to achieve both goals, the FVOG participates in meetings at a university wide level and they organize several events and activities for the associations that are a member of the FVOG. The ambition is to provide a platform for information and knowledge exchange between the societies and where they can work together when it is needed. Besides this, the FVOG is looking after the common interests and represents the study associations towards the university and others. Moreover, we have an extensive information index.

In order to be the mediating partner communication is the key. The internal and external communication needs to be maintained properly and thoroughly. Part of this communication is that the board meets every week. The communication with members but also with higher bodies takes place via email, post and one-on-one meetings.

## Board

The members of all associations that are a member of the FVOG can apply for a board position. Out of all the applicants, the current board will form a candidate board and will present them at the General Assembly.

If there are not enough applicants, there is a list of associations that need to provide a board member. This list is available in advance and is made in conjunction with the associations.

## Associations

Currently, the FVOG has 52 members. All faculty- and study associations that accept any student of a particular study or interest can become a FVOG member. During the General Assembly, which are organized 3 times a year, the members can discuss several topics and they can advise each other on several issues.



## External affairs

As already mentioned before, proper communication is key to fulfil the functions the FVOG has. Part of that means proper management of external communication. The member associations are easily reached by email and at informal events, such as (constitution) drinks. University bodies can also be reached via email, but it is more convenient to have personal contact with those parties. It is accepted within the University to have and attend informal meetings.

A few of the important external contacts are listed below.

- SOG (student fraction University council)
- Lijst Calimero (student fraction University council)
- DAG (student fraction University council)
- Presidium member student fraction
- Contractus (overarching organization for general social clubs)
- SSA (overarching organization for Hanze study associations)
- CUOS
- Student Assessor
- Rector Magnificus
- KEI
- ESN
- The parties of the Central Faculty Meetings (CFO) of FVOG
- External partners for training

## General Assemblies (GA's)

The FVOG has general assemblies three times a year, during these assemblies everything which is important for the members and is different from last time is discussed. Usually this will be repetition or deepening of topics that have already been discussed before, for example in the newsletter.

## Functions

### Chairman

The chairmant is responsible for the general tasks. The main task you will be assigned to is to ensure that the FVOG functions properly within the university environment of Groningen. Usually you are the main point of contact of the FVOG. Therefore, you are expected to know something from almost everything that happens. It is very likely that all the board members of the associations member of the FVOG will know who you are.

Within the board, you ensure there is unity and have a policy plan which should be followed. Next to that you will also preside the board meetings and the general assemblies and you will set the agenda for those meetings.

Underneath a list of task of the chairman:

- Prepare and preside General assemblies
- Know and work with HR and statutes
- Plan activities and keep track of/follow the year plan
- At constitution drinks introduce the board and at other events act as the voice of FVOG and represent the FVOG
- Ensure enrolment with Kamer van Koophandel (Chamber of Commerce [KvK])
- Keep in touch with member-associations
- Keep in touch with the student fractions
- Ensure a good task division over the board members and make sure they are executed properly
- Possibly drafting and sending a request at CUOS for subsidy for FVOG



- Anything else you wish to add

Other than the list above, there might be issues in the policy plan that require your attention.

## **Vice-chairman**

There is a variety of task as the vice-chairman, firstly you are the replacement for the chairman if he/she is unable to attend the board meetings, general assemblies or constitution drinks and other events.

Next to these tasks in which you will gather knowledge on what concerns the association you will take place in the CUOS-umbrella meeting, in which the general outline of associations and their activities are key. Also so you are mainly responsible for the workshops and trainings the FVOG organizes throughout the year for its members.

## **Secretary**

The main task of the secretary is to stay in touch with the members. You are responsible for the newsletter to keep the members updated. As a secretary, you maintain the board mailbox and post. If there are questions that come in via email you are the one to answer them.

## *Meetings*

At the board meetings you are responsible for making the minutes and to check if important emails or incoming correspondences need to be discussed. During the general assembly you will also make the minutes.

## *Post / Mail*

The post of the FVOG is delivered at *Broerstraat 5* (Academy building) where the FVOG has a post box. There is quite a lot of mail coming in, mostly invitation to constitution drinks and magazines from the associations.

## *Constitution drinks*

When the FVOG is invited to constitution drinks, the secretary is responsible to write in the guestbook.

## **Treasurer**

The treasurer is responsible for all the finances that FVOG has, you are responsible for the incoming money as well as for the outflowing money. The accountancy happens via excel, since it is not too complicated we do not need specialized programs to keep track.

The most important events for the treasurer are the board weekend, the board day and the BHV course as well as ensuring contribution is paid. The treasurer needs to ensure that the administration is organized properly.

Next to these tasks which can be qualified as general task for a treasurer, you are also part of the organization for the activities and make sure to stay in touch with the associations and other bodies.

There is a lot of room for your own ideas at the division of tasks of the board-members. Last thing, hereby is an overview of the tasks:

## **Chairman:**

- Board of the University



- CFO/GAA

## **Vice-chairman:**

- CUOS-council
- University council
- Workshops & Trainings

## **Secretary:**

- Minutes
- Post
- Newsletter

## **Treasurer:**

- Finances
- Accountancy

## **Other tasks**

- Career Services
- Internationalisation
- KEI-week & ESN-week
- Contact persons faculties
- Website & Social Media
- Social activities