

THE BOARD

AN OVERVIEW OF THE POSITIONS



CHAIR

Your tasks are on the one hand very practical and organisational, and on the other hand they require insight and vision on teamwork and leadership. You are responsible for the organisation of the Board, which means that you lead Board meetings: you schedule the meeting and make the agenda.

But you are not only in charge of the practical organisation, you are also in charge of the decision-making process within the Board. This means finding an effective way of discussing, bridging opinions and coming to the most optimal outcomes. With your team, you actively work together on projects and you help each other in fulfilling tasks.

As the Chair, you are responsible for keeping your board up-to-date about all developments, and, even more important, for keeping everybody motivated and helping your fellow board members when they need it. You are responsible for the functioning of the whole association and determines, writes, oversees and guards the policy of the Association.

General tasks consist of:

- Making the agenda, planning and leading the Board meetings;
- Attending meetings with the University and other study associations
- Filling subsidy applications
- Writing the general policy
- Creating the department and alumni newsletters

Additionally, you are responsible for representing Clio within all organs of the University. You have intensive contact with the department of IRIO, the lecturers, the Secretariat and the study advisors to ensure that the study programme and Clio's events and services complement each other in the best possible way. In this regard, you are responsible for the Bookstore and make sure that all Clio members can easily buy the right books for all their courses.

Moreover, you represent a well-known and professional study association in meetings with other study associations within the Faculty of Arts and with other faculties on important topics such as University Career Services and internationalisation of the University. By doing this, you ensure that the interests of Clio members, more than a thousand IRIO students, are well-represented within the University's plans.

In addition, you are the board representative of three committees:

- Career Committee: Organising the Career Day and Trip
 - Forum Committee: Organising Night of IR and the podcasts
- Both include professional experience, networking and contact with the University
- Master Committee: Organising the ATIR masterclass and open activities

You can find more information on these committees on the Clio website. Furthermore, your position functions as representative of the IRIO alumni. As the Chair, you are in charge of the new IRIO Alumni Network (after the alumni association Mitrany has dissolved in 2023). This means that you create and send out a quarterly alumni newsletter, and that you organise any alumni activities.

This position is for you if you would like to learn an incredible lot about:

...working together within the Board and all layers of the university,
...about different personalities in teams,
....and about developing and implementing your leadership.

If you would like to know more about this fantastic position, or if you just want to chat, please do not hesitate to reach out to clio.voorzitter@gmail.com.

SECRETARY

As Secretary, your main task is to take care of the overall administration of and within Clio. Moreover, you act as board representative of the Excursion, the ClioWelcome, and the Academic Committee. Most importantly, you are responsible for the management of the membership database. Clio is a large study association with many members that are all collected in a system that you have to keep up-to-date. You will have to take care of all new membership sign-ups, as well as of all membership cancellations that you receive during the year.

Furthermore, you are responsible for the general communication of Clio. That means, that your email inbox will always have enough unread emails that you have to answer. Members, committees, the IRIO Secretariat and other associations will contact you with remarks, and a lot of questions. In order to properly answer all emails, you have to be attentive and have a good overview of all the things Clio is doing at all moments. This goes hand in hand with your task of making a realistic year schedule for all Clio events. You have to take many factors into account, such as PR, target groups and exam/lecture schedules in order to plan ahead for the association.

In addition, you are in charge of the Clio Newsletter. Every Monday, you will send out the Clio Newsletter to all members with information about the upcoming events. You have to gather all relevant and correct information and put them together in an attractive manner for members to read. Your aim is to make as many people as possible open and read the newsletter. Most importantly, you have the chance to use your entire creativity.

Although the task of the Secretary is quite time consuming, you will have enough time to be creative and enjoy your freedom apart from your regular tasks! This also means that you can dedicate more time to your committees and help them organise their activities. On another note, you take part in the internationalisation meetings with other associations, in which Clio mainly plays an advisory role.

Additionally, you are in charge of the office, archiving, printing general Clio documents and maintaining the Google Drive.

You are the board representative of:

- ClioWelcome Committee that organises the Introduction Period including the Introduction Camp for all the Freshmen
- Academic Committee with Language Cafes, study sessions, Minor Portal,
- Excursion Committee that organises three big trips: The Hague, Brussels, and an open activity excursion.
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Being the Secretary of Study Association Clio is definitely one of the best experiences of your student life and will make you explore your own abilities and limits. It is important to always be on track and to have a proper agenda. As you are the one that is approached by our members the most, you need to be communicative and organised, and keep a friendly and reliable personality. All in all, being the Secretary and part of the Clio Board is a unique opportunity and the perfect gateway for a fun and exciting year.

If you are interested in applying for the next Clio Board and have questions about Clio and the task of the Secretary, I would be glad to answer all of questions. Do not hesitate to reach out to info@clio.nl.



TREASURER

As the Treasurer of the Board, you are in charge of the financial administration of Clio and all its financial affairs that come along with this. Concretely, this means keeping track of every transaction the Association makes. Three times a year, you present the (Interim) Financial Report at the GMM, which explains the financial state of the Association in a manner that makes the finances of Clio accessible to all its members. For this report, you have to prepare the budgets of every committee within Clio, and the Board. Simultaneously, every transaction made by the committees and the Board will be presented, which will be compared to the previous financial year. Moreover, you have to finalise the physical bookkeeping (aka the books).

Your task around the GMM thus comes down to three things:

- Drafting the Budgets
- Drafting the Surpluses & Deficits
- Finalising the physical bookkeeping

A big part of your work also revolves around your functionaries. You need to be in contact with every committee treasurer frequently, in order to discuss financial developments and changes within their committees. This also allows you to get a better understanding of the financial situation a committee is in. When an expense needs to be made, it mostly goes via you. This also means frequently checking cancellation policies.

During the year, you are in close contact with the following entities:

- Commissioner of Cooperate Relations/External Relations; allows you to be on top of company debtors.
- Audit Committee; gives financial advice and support throughout the year.
- Tax Advisor; in charge of the quarterly VAT return and answers all your questions surrounding this.

Being Treasurer means thus that you are responsible for the financial overview of the whole Association, which means that you develop a full understanding of financial administration and decision-making. This is because many decisions within the Associations revolve around money and thus have a financial impact. Your task is to make sure that generally, an expenditure is reasonable financially. This means coming up with well-thought-through and creative proposals and being able to communicate and justify all financial matters clearly to your fellow Board members.

In addition, you are the board representative of three committees:

- **Event Committee**; this committee organises all parties that take place in Clio, day events, and Active Members Weekend
- **Support Committee**; this committee informs and advises IR students about challenges they may face. Furthermore, they raise awareness about topics concerning mental health.
- **Travel Committee**; this committee organises the annual Travel, one of Clio's biggest happenings

You also get the opportunity to organise something in collaboration with other associations within Groningen, namely the Galant Gala. This is a very exciting project, as it allows you to completely craft a gala that is organised for 550 attendees. In this committee, you will fulfil the position of treasurer, a role you've become quite comfortable with by now ;).

Are you critical, precise, and good at handling numbers? Are you able to have a clear overview? Do you want to learn how to manage an interesting and complex financial administration? Being the Treasurer of Clio gives you the opportunity to develop yourself greatly. Not only in terms of the technical part: managing the entire financial administration, but also in terms of communication, cooperation, and creativity. If you have any questions about the position, do not hesitate to contact treasurer@clio.nl.

COMMISSIONER OF PR & PUBLICATIONS

The Commissioner PR & Publications is the creative brain of the Board. As the PR, you will be in charge of the promotion of the association. This means you will have to create flyers, posters, and social media posts. Together with the Secretary, you will also be in charge of the website maintenance. In this position, you have a lot of freedom, as long as you ensure the best promotion for Clio's events and activities. Since you will have to keep yourself ahead of deadlines, you also have to make sure that the committees and your functionaries are on top of their deadlines. The basis for almost every event is an Instagram description text and post. Sometimes, additional promotions such as flyers, posters, videos, or banners in the Harmony Building are needed as well.

Daily tasks consist of:

- Make promotion schedules for all Social Media & committees
- Create general association & board promotion
- Manage website
- Coordinate (15) functionaries
- Make/Order Clio Merch

It will be your responsibility that respective PR functionaries from the different committees learn to use the Clio format and the designing programs, i.e. InDesign, Adobe Illustrator, and Canva. You will ensure that all campaigns are coherent and attractive to look at, that all the schedules are well communicated and up-to-date, and that flyers and posters are ordered in time. This means that you will always have to think ahead and stick to tight planning. Perhaps even more important than your creativity, are your capabilities to plan and keep an overview as well as give constructive criticism. As Commissioner PR & Publications, you have to review artwork, texts, and images to make sure that Clio is promoted in the best way possible.

You will also be the graphic designer for the PR campaigns that are not specifically linked to a committee. For this, knowledge about Adobe Programmes is necessary, which you can learn from your predecessor, Google, and YouTube. As the Commissioner of PR & Publications, you are also taking care of the website and the Clio Facebook page.

The website is also under your responsibility, mostly concerning putting on the events, and keeping track of participation, and publishing all photos. However, your vision of what should be where and how it should be presented is very important. What information do you want on the website? What portals should be created to make sure that Clio members have access to the best and most relevant information?

These are all things you have to think about as the Commissioner PR & Publications. Get inspired and keep your eye out for all the things you regularly see in advertisements, on the Internet, or on posters. Moreover, get your own style and create something you like. However, you will always get a lot of opinions to deal with, since you are working with visuals. Take the advice from your fellow Board members and your predecessors into account. Make sure to always keep your main goal in mind: promote Clio appealingly. So, it is important that you also take yourself seriously and don't take criticism personally.

In addition, you are the board representative of three committees:

- Checks & Balances Committee; all about layout, web design, and mostly writing.
- Yearbook Committee; is one big creative process.
- Photo Committee; taking and editing pictures and also making after-movies.

In the end, the position of Commissioner PR & Publications taught me a lot of things, such as prioritising, and having an overview of everything, while at the same time being flexible enough to react on sudden changes in your schedule. Furthermore, you will acquire creative skills and how to get a message across. You learn to be efficient, to work in a team, and how to handle responsibilities. It also provides you with the opportunity to work together with many great people and make friends.

This position is for you if...

- ... you like to be creative.
- ... have an eye for commercial design and promotion.
- ... can plan and keep oversight.

Do you think you have what it takes to coordinate Clio's PR campaigns? Apply for Commissioner PR & Publications! If you have any questions, do not hesitate to contact pr@clio.nl.

COMMISSIONER OF EXTERNAL AFFAIRS

The position of Commissioner Corporate Relations is an incredibly diverse position. One day, you might be biking through the Poelestraat comparing bars for Clio's parties; the next day you might be sitting on the phone placing international calls to interesting institutes; and the day after that you can be negotiating with a national company like GasTerra about a sponsorship deal. And then again, sometimes you spend the whole day behind your computer, typing up contracts and invoices. This makes the position of Commissioner Corporate Relations very exciting and diverse!

As Commissioner Corporate Relations of Clio, your daily tasks consist of:

- Checking invoices and contracts
- Answering emails of partners and sending out emails to partners
- Thinking about new companies to contact and contacting them
- Keeping in touch with both the Treasurer and the PR, the Treasurer for checking the invoices and the PR for the advertisements of partners
- Keeping in good contact with your lovely committees (Sports, Conference and IRSP)

As mentioned, you are the board representative of the IRSP Committee, which approaches large multinational companies and gets together groups of students to perform large-scale researches for those companies. You are also the board representative of the Conference Committee, which organises one of Clio's biggest events for approximately 100 visitors with a multidisciplinary character, a day full of interesting speeches and workshops on a specific International Relations topic that has been underrepresented in the regular IRIO programme. These are both challenging committees as you are highly dependent on third parties for their success. This teaches you a lot about negotiating, and getting together different interests and needs, in finally organising something that is beneficial to both parties. Lastly there is the Sports Committee with as its main event Batavieren. They also organise several workouts throughout the year and running classes to prepare for Batavieren. It is a nice mix compared to the other tasks you do, mainly sitting and emailing if we are being honest, you finally get to move!

What are characteristics that you need as Commissioner Corporate Relations? First of all, you'll need strong people skills. You will have contact with all kinds of people, and you need to find ways of making deals with them. What is also very important in making these deals: you need guts. Sometimes, you need to be cheeky and just dare to ask for what Clio wants. This sometimes leads to successes, the first big contract deal you make is not one you will ever forget, but sometimes to failure and let down. It is all part of the job!

You need to be tough, to believe in yourself and in Clio, as many people will turn down your requests, and you need to be able to handle that. Also, it is useful to be flexible. Since your tasks are so diverse, and you will be having a lot of meetings all over the place, you need to be able to easily adapt your agenda. Being the Commissioner Corporate Relations for Clio is an incredibly challenging but rewarding job. It is the one position on the Clio Board where your success is extremely tangible, since it is counted in the number of euros you have thus far raised. Plus, Clio does not exist without money. So you are very important to the association. This is very motivating! You feel like having a little party every time you have closed a new deal. You also learn a lot about corporate environments, and it will help you boost your professional network.

So, all in all, if you are looking for a dynamic position that will never leave you bored and will provide you with experience within the corporate sector, then you really should consider becoming the next Commissioner Corporate Relations. I guarantee you will not regret it! If you have any further questions, please contact corporate@clio.nl.

Your tasks over the years:

- Raising around €8.000 in sponsorship deals for the entire association.
 - Helping the acquisition group reach their target and also guide the acquisitions of the committees that still have an individual acquisitioner (Career, Conference and ClioWelcome).
 - Keeping track of Clio's contracts and cooperation agreements.
 - Keeping contact with Clio's broad network, both nationally and internationally.
 - Making sure the association is always represented in a professional manner.
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COMMISSIONER OF INTERNAL AFFAIRS

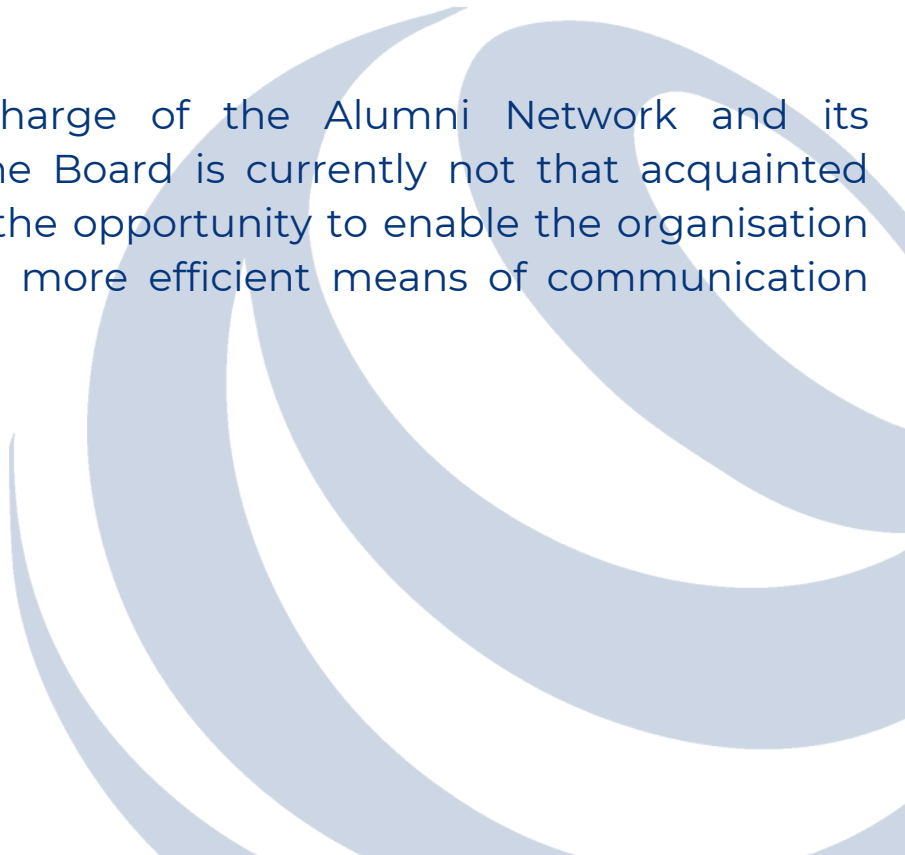
As Commissioner of Internal Affairs, you are in charge of the overall internal functioning of the Association. This means being in charge of active members and Alumni, while working simultaneously on other tasks that might lead to the overall improvement of Clio. You will for example be in charge of the Clio Pal and Exchange Buddy Programme, and the bookstore. Furthermore, you assist your fellow Board members with a variety of tasks.

These tasks are but not limited to:

- Assisting the Treasurer in retrieving debt
- Assisting the PR in the annual hitchhike
- Assisting the CCR in the acquiring of promotional flyers and material during the summer

You make sure that everything surrounding active members is arranged. This means that you will be in charge of the active members Groupchat, the committee competition, and the Christmas Cards. Moreover, you will take an active role in the organisation of the Running Dinner, and Active Members Appreciation Day.

Since this year, Clio is in charge of the Alumni Network and its accompanying Database. As the Board is currently not that acquainted with the Network, you will get the opportunity to enable the organisation of Alumni activities and create more efficient means of communication with them.



Additionally, you are in charge of several committees:

- ClioWelcome Committee; the committee aimed to give freshmen a lovely welcome in our Association. This also means the organisation of the Bachelor Introduction Days
- Event Committee; the committee that organises all parties that take place in Clio, and most importantly, Active Members Weekend
- Sports Committee; the committee made to improve student well-being, which will organise several workouts throughout the year, and Batavierenrace
- Master Committee; the committee that organises 2 events throughout the year, aimed at bridging the gap between Master students and the Association

Your functionaries are quite diverse. As Commissioner of Internal Affairs, you will have the speaker, podcast, and internship and database coordinators. This will enable you to find alternative ways to support these functionaries and facilitate and coordinate more between them.

You will also have your project during the year. You will take an active role in the Association Olympics, an initiative by Ibn Battuta with 4 other associations, in which you will organise a nice sporting day for all the members of the associations.

For more information on the task package of the Commissioner of Internal Affairs, look at pages 28 and 96 of the Evaluation Policy 2023 - 2024.

Please keep in mind as this is a pilot position, tasks might be overlapping with the overview mentioned above.



If you would like to know
more, send an email to
info@clio.nl or stop by
the Attic!

