

Board Document 2018-2019

Chair

Being the Chair of Clio means that you are truly involved in every development the association. Your tasks are on the one hand very practical and organisational, and on the other hand 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. The cooperation within the Board of course goes way further than meetings only. 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 keep the organisational, but also the motivational overview. It is a great challenge to work on finding the most effective, and most enjoyable form of cooperation for everybody in the board. Furthermore, in the end, the Chair is responsible for the functioning of the whole association and determines, oversees and guards the policy of the association.

The other main aspect of being the Chair of Clio is being 'the face of Clio' within the entire university. 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 advisers to ensure that the study programme and Clio's events and services complement each other as well as possible. 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. Additionally, you represent a well-known and professional study association in university meetings 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. Lastly, Clio is the leading association on the topic of internationalisation within the university.

The two committees in which you take place are the Conference Committee and the Forum Committee. Both committees focus on study-complementing activities which makes them an interesting addition to your tasks. Both committees aim to deepen student's perspectives and are challenging in different ways. Both committees have a large creative and a large organisational aspect, in both of which your contacts within the university prove to be very useful. And, above all, both the annual Conference and the Forum lecture programme are a lot of fun to work on. For the previous year the Lustrum Committee was also included in the committees of which the Chair is Board Representative. Given that the Lustrum only takes place once every five years it will however not be included for the coming year.

Being the Chair of Clio, you truly learn incredibly much about working together within the Board and all layers of the university, about different personalities in teams, and about developing and implementing your leadership. You learn more than you can imagine about your team, and about yourself. Teams exist in nearly every job atmosphere, and therefore gaining these insights is of great value. For you as a person, and for you professionally. If you would like to know more about this fantastic position, or if you just want to chat, please do not hesitate to contact Or (chairman@clio.nl).

Secretary

The Secretary is one of the five positions of the Board of Study Association Clio. Fulfilling this task is a unique opportunity to develop yourself and your organisational and professional skills. 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 Introduction, 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.

Communication

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. So, you will have the most contact within Clio and eventually know most of the faces. 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 for the year. You have to take many factors, such as PR, target groups and exam/lecture schedules into account in order to plan ahead for the association.

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 it. Most importantly, you have the chance to use your entire creativity.

Other tasks

Furthermore, 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 the best way possible. In addition, together with the Chairman, you will be in contact with the IRIO Secretariat and some professors of the department. This is a great opportunity to get familiar with our department, which is a great advantage when you need to cooperate with and need the help of professors. Lastly, you are in charge of the office, printing general Clio documents and maintaining the Google Drive.

Committees

Being the Board Representative of the Academic, ClioWelcome and Introduction Committee, you are part of three very different working groups. The ClioWelcome Committee is mainly occupied during the first block of the academic year and being a part of it is therefore a great 'test' for you and your role as a Board Representative. Together with the Committee, you will be the face of Clio to all freshmen and will therefore meet many new people and make a lot of friends. Furthermore, the Academic Committee is usually a group of like-minded students that work on regular activities and therefore gives you the opportunity to develop and improve your tasks throughout the year. Finally, the Introduction Committee organises three big events that require substantial organisational overview and professional ambitions. Among others, you will be organising the Introduction Camp for the following year, which means that your committee work will not be over until September. But don't worry, the new Secretary will by then be well integrated and if necessary take over most of the tasks.

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 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. Furthermore, given the fact that you are both officially and legally the Vice-Chairman of the association, it is necessary to maintain critical and always communicate on behalf of Clio. 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.

Kind regards,

Janna (info@clio.nl)

Treasurer

The Treasurer of the Board is in charge of the financial administration of Clio. Besides, you take an active role as Board Representative in the Event and Travel Committee, and in the Awareness Group, as well as being Clio's representative in the organization of Galant Gala. All these different tasks make the Treasurer position diverse, interesting, and, most of all, fun.

With respect to the financial administration, your main task is to keep track of every transaction and to make a financial report which presents the financial state of the association. For this report, you will have to prepare the budgets of the different committees in Clio, also, present all the transactions that have been made; it will be presented during the General Members Meeting. Moreover, you will be in contact with committee treasurers in order to discuss financial developments inside their committees.

Being the Treasurer means that you are responsible for the financial overview, which means that you develop full understanding of financial administration and



decision-making. Many decisions you make within the Board have financial impact, and your task as the Treasurer is to make sure that decisions have reasonable financial backgrounds. This means coming up with well thought-out and creative proposals, and being able to communicate all financial matters clearly to your fellow Board members.

Being part of the organisation of the Galant Gala is a great addition as it connects you to other fellow board members from different associations. In this committee, you will carry the position of treasurer.

Furthermore, the Treasurer is the Board Representative of three very different but interesting committees. The Event Committee organises all parties that take place in Clio, day events, the annual Batavierenrace and Active Members Weekend. Whereas, the Travel Committee organises the annual Clio Travel. Finally, the Awareness Group raises awareness and funds for an issue of their choice.

Are you critical, precise and good with handling numbers? Furthermore, are you able to have a clear overview? Do you want to learn to manage an interesting and complex financial administration? Being the Treasurer of Clio gives you the opportunity to develop yourself greatly, within a great association. 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 question about the position, don't hesitate to contact Maxim (treasurer@clio.nl)

Commissioner PR & Publications

The Commissioner PR Publications is the creative brain in the board. As the PR, you will be in charge of the promotion of the association. For this you will use tools such as flyers, posters and social media. 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. You will also kind of be the face of Clio in the social media world, with the Clio PR account and answering questions coming in via Facebook. Since you will also be the one who has to stick to your planning the most and keep yourself ahead of deadlines, you also have to make sure that the committees and your functionaries are on top of their deadlines too.

Handle the conventional PR

Conventional PR includes the methods that are used for most of the PR campaigns. The basis for almost every event is a Facebook banner, a description text and a poster. Sometimes, additional promotion such as flyers or banners in the Harmony canteen is needed as well. You will be responsible that the respective PR functionaries from the different committees learn to use the Clio format and the designing programs (InDesign, Photoshop, Illustrator). You will ensure that all campaigns are coherent and attractive to look at, that all the flyer schedules are well communicated and up to date and that flyers and posters are ordered in time. This means you will always have to think ahead and stick to tight planning. You will also be the graphic designer for the PR campaigns that are not specifically linked to a committee. For this knowledge about the adobe programs is necessary, which you can learn from your predecessor and your best friend Google. Yet, maybe even more important than your creativity are your

capabilities to plan and keep overview as well as giving constructive criticism. As PR commissioner, you have to review artwork, texts, and images to make sure that Clio is promoted in the best way possible.

Manage the website and Facebook

As the Commissioner Publications & PR you are also taking care of the website and the Clio Facebook page. This may not be the most difficult part, but Facebook algorithms have changed drastically over the year, so it is important that you keep an eye on this. The website is also not the most difficult to take care off, otherwise there is always an helpdesk and again Google to help you out. However, your vision on 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 be best and most relevant information? Do I write long Facebook posts, do I use lots of graphics or informal text? These are all things you have to think about as the Commissioner Publications & PR.

Keep your own style

This may seem obvious, but just think about all the things you regularly see in advertisements, on the Internet or on posters. People promote things in very different ways, and not everything may suit your needs or be to your liking. As long as your do it for a reason, and try to achieve the goals you set for yourself, the sky is the limit. However you fill in your position, 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, but do not get lost in the amount of reactions and critiques you will receive. Make sure to always keep your main goal in mind: promote Clio appealingly. So, it is important that you also take yourself serious.

Take part in the three best committees

Checks & Balances, the Yearbook Committee and the Photo Committee are very different, but they are all awesome. In Checks you will find everything from layout, web design, writing and everything else that comes with a magazine. The Yearbook Committee is an amazing creative process. There are so many things you can do and get away with, and it is awesome to help the committee in creating something they and you can be very proud of. The Photo & Multimedia Committee is also a great committee that can be filled in, apart from the basic tasks of taking and editing pictures and also making after movies, to the liking of the Board and the Committee. But apart from the work with the committees, the best part is that you get to be full part of all these committees and make amazing friends.

In the end, the position of commissioner PR & taught me a lot of things, especially skills has prioritizing, and having an overview of all kind of things that has to



be done, while at the same time being flexible enough to react on sudden changes in your schedule. Furthermore, you will learn of course a lot of creative skills and how to get a message across. You learn to be efficient, to work in a team and to have great responsibilities. It also brings you the opportunity to work together with many great people and probably make friends for life. 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 Gabriele (pr@clio.nl)

Commissioner Corporate Relations

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 you might be sitting by the phone placing international calls to interesting institutes; and the day after that you can be negotiating with a national company like GasTerra (very often in an impressive office!) about a sponsorship deal. And then again, sometimes you spend the whole day behind your computer, typing up contracts. This makes the position of Commissioner Corporate Relations very exciting and diverse!

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

1. Raising around €8.000 in sponsorship deals for the entire association.
2. Helping each committee reach their individual acquisition target and guide all the acquisitioners.
3. Keeping track of Clio's contracts and cooperation agreements.
4. Keeping contact with Clio's broad network, both nationally and internationally
5. Making sure the association is always represented in a professional manner.

An extra challenge and very interesting position you have, is being part of the board of Mitrany, the IRIO Alumni Association. This makes you responsible for the communication and cooperation between the Mitrany board and the Clio board. Having contact with alumni is very interesting, useful, and also really rewarding.

Finally, you are the Board Representative for the IRSP Committee (International Research by Students Programme – which approaches large multinational companies and gets together groups of students to perform large-scale researches for those companies) and the Career Committee (which organises excursions to companies and



career-related workshops). 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.

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 you (Clio) want(s). You need to be tough, to believe in yourself and in Clio – 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. 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 to 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 Sigrid (corporate@clio.nl)

