



## EXPLANATORY NOTE: BOARD PORTFOLIOS EYP SWITZERLAND 2014-2015

### 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

### National Coordination

- Composing and sending out invitation letters to schools
- Handling registration process and delegate data (including international delegates)
- Committee allocations
- Pre-session information and tasks (position papers, academic prep kit)
- Making sure the teachers' needs (accommodation, programme) are met during the session
- Contacting delegates after the session (following up on selected delegates, answering questions etc.)
- Creating promotion material
- Co-management of national coordination board department

### National Session Support

- Oversight of the organisation of the National Selection Conference
- Contact person for the organising committee of the NSC
- Call and invitation of officials and coordination of the selection process
- Preparing the welcome booklet with the orgateam, general info channel
- Preparing the feedback form before the session and summarising the results afterwards
- The link between the organising team of one year and the next
- Co-management of national coordination board department





### **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
- 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
- Board internal communication: answering emails, Board Meeting minutes, 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
- 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 prep weekends and trainings
- Oversight and coordination of the Regional Groups
- Oversight of the Regional Sessions

Board of EYP Switzerland, January 2014

