



Studievereniging
Psychologie
Groningen

Information package

VIP-Board 2017-2018

37th board of VIP, Study Association Psychology Groningen

Preface

Dear members of the study association VIP,

In front of you lies the information package from the VIP-board 2017-2018. Time flies, and the end of the study year 2017-2018 is moving closer and closer, so we are looking for a new board for the year 2018-2019. This package will give you a more detailed insight about what doing a board year at VIP means. Do you want to have a fantastic year together with five other people in which you will make a lot of new experiences and develop yourself in many different areas? Do you want to take responsibility for nearly 1500 members of VIP? Then the VIP-Board is the right thing for you!

For one year, you will work in a close team where you will learn, experience and achieve a lot. This package contains a description of the six board functions as well as information about the board, the association in general, and the application procedure.

On Monday, the 26th of March, and on Monday, the 23rd of April, we will have an open board meeting where you can join us for one of our weekly board meetings. These meetings take place from 8:30 until 11:00 in the morning. In addition to that, you will have the opportunity to come to our information lunch on the 16th of March or our information drinks on the 26th of April where you have the opportunity to have an informative conversation with us in an informal setting where you can ask all your burning questions. We hope that through these events, you will get a good picture of what you will be doing in a board year and what your tasks and responsibilities will be. Are you interested in joining one of the open board meetings, the information lunch or the information drinks? Then sign up by sending us an email, via phone or by letting us know directly.

Do you still have any questions after reading through the information below? Are you not completely sure yet whether a board year is the right thing for you, are you curious about our board meetings or do you want to know more about a specific function? For these and any other questions, you can always approach us or come around at the VIP-office from Monday to Friday from 11:00 – 15:00. We will then do our best to answer all the questions you may have and to provide you with more detailed information about doing a board year at VIP.

We hope that this package will spark your interest and that you will become even more enthusiastic after reading through the information. We are looking forward to your application!

Best wishes, VIP-Board 2017-2018

Anniek Kievitsbosch *Chairman*
Britt Bosma *Secretary*
Iris Suurmond *Treasurer*

Iris Botermans *Internal Affairs*
Anne Nijman *External Affairs*
Konstanze Strohm *Internationalization*

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1. About VIP

VIP is the study association for all students who are following the psychology programme at the University of Groningen. With nearly 1500 members, VIP is currently the largest study association in Groningen. VIP has been established in 1981 as the “Vereniging Introductie Psychologie”, the “Psychology Introduction Association”. Now, VIP offers a lot more than just an introduction for incoming psychology students. There is a broad variety of events that we organize, which includes study-related as well as social activities.

The association tries to stimulate contact between psychology students as well as support them with their studies and future career.

The association has grown through the effort of countless enthusiastic students. With 16 committees, 4 master communities and 6 structures, VIP has more than 150 active members who make VIP the vibrant association that it is now.

2. VIP Board

2.1 General Information

A board year at VIP means a year filled with new experiences and insights. In this year, you will be challenged in several different areas and you will gain a lot of experience in policy formation, working in a team and in motivating and supporting others. A board year at VIP is challenging but also fun, and you will learn a lot of new things. In this year, you will get the opportunity to develop yourself in a variety of fields and you will benefit from this experience for the rest of your study and work life. Not only will you develop yourself personally, but you will also have many social responsibilities, which gives you the chance to meet a variety of new people, such as different members of the faculty, committees, boards of other associations or companies.

In the previous years, the board consisted out of five to six different board members. For the coming year, we have chosen for six board members with each having a different function, however, there are also several tasks that every board member will be responsible for. This includes aspects such as forming the policy, the office hours at the VIP office, the mail, and promotion.

Next to the function-specific tasks there will also be room for own initiative. There is a board meeting every week where everybody is brought up to date about the current matters of the association and the action points of the board are discussed. Next to that, in the board meetings you will make decisions together as well as look back on the previous week or discuss future plans.

Another responsibility of the board is to be present at all of VIP's activities. Next to that, there are several activities organized by the board, such as the active members' weekend. Being in contact with the members is one of the most important aspects of being in the board. Next to being in touch with the (active) members, you will also be in contact with boards of different associations for example during their constitution drinks. Choosing to do a board year at VIP means that you choose to be working for the board full-time. It will be possible to follow some subjects next to doing a board year, but it is important to note that following your study will not be your priority anymore and it is not recommended to follow more than 1-2 subjects each block. You will receive financial compensation for the study delay. From the year 2017-2018 on, it is also possible to do a tuition fee free board year. This means that you will not have to pay any tuition fees, but you will also not be able to follow any courses throughout the year. You will stay enrolled at the RUG, so you can still borrow from the DUO and make use of your student travel product (studentenreisproduct)

Choosing to do a board year has many advantages. In addition to gaining a lot of experiences while running the association, you will make a lot of new contacts inside and outside the association. You will visit meetings, seminars, drinks, parties and other events and you will be in daily contact with diverse people and companies where you will expand your professional and personal network. During your board year, you will learn things that are

not part of your studies and you will learn to organize projects that you otherwise would not have done. Overall, you can see a board year as a good investment in yourself. Through all the knowledge and skills you gain, a board year can be seen as an additional preparation for the job market and therefore is a great addition to your CV. The professional and personal learning experience that you gain throughout a board year is well respected by future employers and can therefore have a positive effect on your career. Apart from a board year being a great learning experience, it is also a lot of fun. You will gain a lot of teamwork experience and together with your fellow board members, you will be joining a variety of activities, drinks and parties. Together with your fellow board members, you will share an intense and very special period in your life, which will make you gain a close bond with each other. Overall, it can be said that your board year will be a unique experience and an unforgettable time in your life.

2.2 Policy

In July and August you will start to write the policy for the upcoming year. The policy will determine the direction in which the association will go in the upcoming year and it will help you to figure out on which projects or activities you want to focus your attention. Throughout the year, you will have several policy meetings in which you will evaluate where you are standing with regard to the policy.

2.3 Shift of the association year

The board of 2011-2012 shifted the association year of VIP, which used to run from December to December, to run from September to September. The association year of 2012-2013 then was only from December to September so the shift in the association year could be implemented. The upcoming year will be the fifth association year that runs from September to September.

2.4 Incoming and outgoing post

In an association, you have a lot of correspondence with external contacts, so there is daily post and e-mail going in and out. The secretary is responsible for picking up and sending out the post, but every board member is responsible for keeping an eye on his/her own post and e-mail. We have also have an e-mail account for the board, which needs to be checked several times a day.

2.5 Office hours

H.0402 and H.0404 are the rooms VIP can use at the faculty. VIP's office hours are daily from 11:00-15:00, and there has to be one board member present during the office hours. This means that each board member has to be present during office hours approximately once a week. During the office hours, you for example answer questions of committee members, answer the phone and in general just help where help is needed. The VIP office is usually quite busy, and this is the place where you will have most contact with VIP's members.

2.6 Being a Commissioner

VIP has 16 committees, 6 structures and 4 year representations where approximately 155 members are being active for the association. Committees all have their own budget and are appointed for one association year. Structures are responsible for executing supportive tasks. Committee members as well as board members can ask a structure for help with specific tasks. As a board, you are responsible to keep an overview and to make sure that these different organs are working well.

Every board member is responsible for accompanying a number of these committees, structures and year representations. If you are responsible for a committee, you are the commissioner of that committee, which basically means that you are the contact partner of that committee. You will meet occasionally with the committee, answer their questions, help them with starting up activities and you also try to make sure that the committee is working together well and that the organization of the activity runs smoothly. It differs per committee how much time it takes to accompany them. Which committee you will be responsible for is divided based on your board function, previous committee experience and personal preference. It is important to note that the committees are responsible for organizing the activities, but as commissioner you are the one that's ultimately responsible for the activity. Accompanying and supporting the committees is one of the most important tasks you have as a board and is a challenging and fun aspect of each function.

2.7 Committees

Below, you can find an overview of all committees and Mastercommunities of VIP.

- 1. Career committee
- 2. Conference of Behavioural and Social Sciences
- 3. Diescommittee
- 4. Event committee
- 5. First year committee
- 6. Instellingen- en Bedrijvendagcommissie
- 7. Integration committee
- 8. Introduction committee
- 9. Lecture committee
- 10. Lustrum committee
- 11. Master community Brain & Behaviour
- 12. Master community Clinical, Developmental & Forensic Psychology
- 13. Master community Industrial and Organizational Psychology
- 14. Master community Social Psychology
- 15. Social committee
- 16. Stosoconference committee
- 17. Student exchange committee
- 18. Study committee

- 19. Workshop/in-house committee
- 20. Yearbook committee
- 21. Zwemfest committee

2.8 Structures

Below, you can find an overview of all structures of VIP:

- Audit structure
- Promotion structure
- Acquisition structure
- Photo structure
- Bar and Cook-structure
- DJ-structure

2.9 Function specific meetings

Just like the board, the committees consist out of members with different functions. To prepare a committee member as good as possible for his/her function, the board members who have the function of chairman, secretary, treasurer and external affairs organize function specific meetings. In addition, there will be an acquisition training, which is led by the PR board function and the acquisition structure. In the function meetings, you will give all committee members who are responsible for the same function as you an overview of the tasks that belong to their function. Next to that, these meetings provide the committee members of a specific function with the opportunity to meet each other. Later in the year, there will also be an evaluation meeting where committees can talk about their progress and exchange ideas and tips with each other.

2.10 Promotion

The past three years, the function of Internal Affairs was responsible for everything related to the promotion of the association. In the upcoming association year 2018-2019, the function of Public Relations will be responsible for this. The promotion includes for example articles and gadgets that are used for the promotion of VIP, such as stickers.

2.11 Time allocation and financial compensation

A board year at VIP means that you will be running the association for one year, so be aware that your week will be quite full with board responsibilities. Each day, one of you will be present at the VIP office from 11:00-15:00 and you will have board meetings at least one time a week. In addition, you will occasionally be meeting with the committees you are responsible for.

In consultation with your board, you are free to make your own week planning. You should expect an average of 36 hours that you will be working for the board each week. This includes for example the office hours where you will be present, meetings that you will have and all the specific tasks of your function. In addition to the time you will spend in the VIP office, there will be many nights each week that you will be present at activities organized by committees, parties and social drinks. In the beginning of June, the candidate board will

be announced, and after that, the transmission period will start and you will start accompanying us in our daily tasks. It will be possible to finish your exams of block 2b, but be aware that you will also already have some VIP responsibilities then.

3. Board functions

3.1 General

In the year 2018-2019, the VIP board will consist out of six board members. Below, you can find an overview of the board functions that we are planning to have in the association for the year 2018-2019:

- Chairman
- Secretary/ Commissioner of Internationalization
- Treasurer
- Internal Affairs
- External Affairs
- Public Relations (PR)

3.2 Chairman

The chairman has a general, supervising function. As a chairman, you keep track of the main developments within the association and ensure that the policy that you have drawn up together with the rest of the board is pursued and implemented. Concerning this task, you always keep the previously determined goals of the association in mind. In practice, this means that you largely determine the agenda for the board meetings and coordinate the various board tasks. From the outside, it might seem as if the chairman is the leader who takes all decisions. However, this is not the case: decisions are made by majority vote within the board.

An important role of the chairman lies in motivating the people around you and intervening in potential conflicts. A chairman needs to keep the overview of all tasks and thus, needs to look far ahead. The chairman also signs all contracts from both the board and all committees. Finally, the chairman is the representative of the association and you will therefore often have to have a chat or, for example, present during the general members' meeting. The chairman must be representative and must be able to present himself well in social situations. Finally, the chairman chairs the chairmen's consultation with committee chairmen.

How much time is spent on the board can vary and lies with the chairman himself, because the chairman has few fixed tasks and can therefore take on many projects of his choice. From the board year 2008-2009 it was decided to also make the chairman vice-treasurer. This has to do with the fact that the chairman also has the keys to the safe.

Main tasks:

- Motivating and stimulating the board
- Ensure consistent compliance and implementation of the strategic policy
- The convening and chairing of the board meetings
- Keep an overview and plan the management tasks
- Signing and checking all contracts

Other tasks:

- Supervising committee chairmen by organizing meetings
- Commissioner of a few committees

3.3 Secretary/ Commissioner of Internationalization

The secretary has a number of important permanent tasks and especially ensures that everything stays in order. He or she makes notes during the board meetings and works these out afterward. In addition, the secretary is responsible for handling the incoming mail and archiving the e-mail. He or she also takes care of the archive of the association.

Furthermore, the secretary manages the membership file and conducts function meetings with all committee secretaries.

Finally, the secretary needs to be well informed about the internal regulations and the statutes and makes the minutes at the general members meetings. It is very important that the secretary works neat and strict and keeps track of everything.

Main tasks

- Making minutes of board meetings
- Making minutes at general members meetings
- Take care of the incoming and outgoing communication of the association
- Responsible for the archive
- Responsible for the membership
- Be informed about the Internal Regulations and statutes.

The function of the Commissioner of Internationalization will be an addition to the function of the secretary in the year 2018-2019. This function is a function that has less fixed tasks and you will have more room to fill it with what you consider relevant for internationalization.

Main tasks

- Information and Promotion for international students
- Attending meetings of the internationalization working group of the faculty
- Attending other relevant meetings and seminars organized by the faculty or the university (e.g. International classroom project, Groningen together)
- Contact with external parties that are involved in internationalization (e.g. other associations, faculty members)
- Commissioner of the Integration committee

3.4 Treasurer

As treasurer, you will keep busy with the association's finances. You will take care of all money transactions within VIP. At the start of the year, you have to set up a budget plan, so you can determine how much money is available and what it should be spent on. This way all money orders get the treasurer's approval.

Besides that, you also have a lot of contact with the treasurers of the committees. You help them set up their budget and you help them establish their end bill after their activity. The treasurer also manages the invoices for all the acquisition.

This function has many set tasks that take up a lot of time. You are, however, not dependent on other people and can plan your time the way you want to.

Main tasks:

- Take care of money transactions
- Determining the financial policy and make sure we stick to it
- Bookkeeping
- Guiding the treasurers of the committees

Secondary tasks:

- Contact with the financial advisor
- Contact with the audit structure
- Contact with Studystore.com

3.5 Internal Affairs

The Commissioner of Internal Affairs has three main responsibilities. Firstly, the Commissioner of Internal Affairs is the contact person for VIP's members, and next to that you are the main responsible person for (the communication with) the active members of VIP. Currently, our association has 155 active members, divided over 29 committees/structures/year representations. Because you are mainly responsible for the active members, you will be the commissioner of the biggest part of the committees. This means that you will be some kind of supervisor of a committee: you will read their minutes, you will join some of their meetings, you will keep track of their progress and you will be in contact with the committee members. As you will understand, it is important to keep a good overview of your committees, since keeping track of so many different committees can become a bit confusing. Next to that, you will be responsible for the recruitment of new active members and you are the one to make sure that all committees are filled.

Being the Commissioner of Internal Affairs also means that you are responsible for the active members activities. This is a nice addition to your task, since you will be the one in charge of the active members dinner at the beginning of the year, the active members weekend, the active members Christmas dinner, the active members study-related activity, the active members social activity and the active members barbecue. The goal of these activities is the bonding between the active members of VIP, which is an important part of your job.

Your third main responsibility is the communication between the board and the active members. You are the one to make and send the monthly newsletter, to do the monthly talks during the drinks and to provide the general information to the active members.

Main responsibilities:

- Committees & structures
- Active members activity's
- Internal communication

3.6 External Affairs

As a commissioner External Affairs, you are responsible for maintaining a good relationship with the faculty and its employees, other study associations, student associations and other student organizations.

Contacts within the Netherlands

As External Affairs, you go to the meetings of the SSPN (Stichting Studieverenigingen Psychologie Nederland). During the SSPN meetings, all study associations of psychology from all over the Netherlands come together. We meet up once every six weeks. In these meetings, you exchange information, keep each other informed on what you are doing and advise each other. In addition, the SSPN organizes a National Psychology Congress.

Contacts within Groningen

As External Affairs, you are also at the meetings of the FVOG (Faculty Associations Council of Groningen), here all student associations from Groningen come together. The FVOG represents the interests of all study associations in Groningen. Once in a while (approximately 4 times a year) an AVV (General Association Meeting) takes place, in which topics such as internationalization and cooperation with Career Services will be discussed. During this meeting, you will represent VIP.

Faculty of Behavioral and Social Sciences

Within the faculty, you are responsible for contact with the teachers within the Advisory Board and the Committee of Recommendation. As External Affairs, you are also the contact person for the different committees and organs within the faculty, i.e. the Faculty Council, the Educational Committee and the Year Representations. The Education Platform takes place every block. These bodies come together during the Education Platform. You are the chair of this platform. The Year Representations will be your responsibility too. You coordinate them, check them and maintain the contact. You also have regular contact with the student member of the Faculty Board. He or she can keep you informed of the developments within the faculty. Next to this, the commissioner of external affairs fulfils the function of advisory member in the educational committee. This means that the commissioner of external affairs attends every meeting of the Educational Committee but has no executive function.

University Council

There are various parties in the University Council (U-raad) in Groningen. There are lecturers and students in the University Council. Occasionally, you make an appointment with the contact person GMW of the U-council, you exchange information and keep each other informed of what you are doing.

Alumni

As a commissioner of External Affairs, you are also part of the board of the Groninger Alumni Association for Psychology (GAP). You will be a general board member and contact person of VIP. You exchange information and help them with the policy regarding alumni. You help organize activities for alumni and the annual alumni day. Next to GAP, you will be responsible for our own VIP-alumni. For example, you will be responsible for organizing a VIP-alumni day and might extend the contact with our alumni members.

Career

Next year, the commissioner of external affairs will have more time to focus on education, employability and an increased focus on our alumni. You will be responsible for the career- and vacancy page of the website. Next to these already existing aspects, you will try to expand the possibilities the association offers with regard to employability (e.g. the Think Tank or other employability related events). Employability is an important focus point for the future because it can be a new source of income for the association as well as a great way to prepare our members for their future careers. That is why it is crucial that the board member responsible for employability has enough time for this. Concerning alumni, we as the board 2017-2018 already started with implementing new initiatives and we think that this can be extended in the upcoming year. We think a close contact between alumni and current students is essential in order to prepare our members for their future career.

Main tasks:

- Contact with the employees of the Faculty BSS
- Contact with SSPN
- Contact with FVOG
- Contact with other study associations
- Coordination of year representations
- Coordination of Education Platform
- Contact with the Faculty Council
- General board member GAP
- Advisory member Educational Committee
- Employability/Career related events

Other tasks:

- Contact teachers within the Advisory Board
- Committee of recommendation
- Master communities
- Career committee

3.7 Public Relations

Upcoming year, a new function will be established within the board of 2018-2019

This function will be called 'Public Relations'. You will be responsible for the acquisition of the association.

Acquisition structure

The commissioner of Public Relations will be chair of the acquisition structure. This means you will be responsible for collecting acquisition for the association. Next to this, you will be responsible for the acquisition the committees have to collect. You will set their targets and make sure they stay on track. The acquisition structure also organizes an acquisition training at the beginning of the year for all the committees.

Maintaining existing partnerships

You will be responsible for maintaining the existing sponsor relationships we have (e.g. Het Pakhuis). This means you will be their contact person, maintain contact and make sure new contracts will be signed. As a Commissioner of Public Relations, you also have a particular amount of money you have to collect for the association.

Next to this, you will be working on optimizing current acquisition strategies and finding new partners.

Promotion

Furthermore, the Commissioner of Public Relations will be responsible for promotion and the public image of the association. This includes social media, promotion of events (e.g. guiding the promostructure and the photostructure) and providing information for incoming students (e.g. open days of the University of Groningen). You will have an overview over all promotion possibilities and are responsible for our presence at all promotion events.

Committees and structures

Next to being the chair of the acquisition structure, you will also guide the promotion structure and the photostructure. Next to this, you might also be the commissioner of other committees.

This function is a very challenging one and you will have to deal with many different people and companies. Everyone has his or her own style of communication and you have to be able to respond well to this. In addition, you have to have courage and willpower to contact companies and make the best deals you can.

Main tasks:

- Contact with companies
- Guiding and helping committees
- Chair of the acquisition structure
- Promotion
 - Professionalizing the public image of VIP
 - Information provision of incoming students
 - Social media

Other tasks:

- Guiding promotion & photo structure
- Guiding other committees

4. Application procedure

Did reading this information make you enthusiastic to run the association for a year? Then do not hesitate any longer and apply for a spot in the VIP-Board of the association year 2018-2019!

The deadline for the application is the 6th of May 2018. You can apply by sending an email to vip.gmw@rug.nl with your CV and motivation letter. The motivation letter can also be sent per post to Studievereniging VIP, Grote Kruisstraat 2/1 9712 TS Groningen

The application needs to include the following:

- Motivation for the VIP board
- Function preference(s) with motivation for this specific function as part of your motivation letter
- Your CV according to standard requirements

Important dates:

March 26, April 23

March 28

April 18

Week 19 - 21

June 4

June 5

June 27-June 29

Open board meeting:

Information lunch

Information drinks

Interviews

Announcement candidate board

Candidate board announcement drinks

Policy days

We hope that you became enthusiastic to apply for a board year at VIP! We are looking forward to your application and we hope to see you soon at the VIP office or during one of our information events. In case you have any further questions or just want to talk to us about more information or personal experiences, do not hesitate to contact us, we are all open to meet up with you anytime. You can call us at 050-3636323, contact us via e-mail vip.gmw@rug.nl or reach us via mobile phone (see below).

You can also always talk to us at the social drinks or during other activities. We will be happy to tell you more about the most exciting year of our student time!

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