



Study association
Psychology
Groningen

Information document

VIP-Board 2019-2020

38th board of VIP, Study Association Psychology Groningen

Preface

Dear members of the study association VIP,

In front of you lies the information document from the VIP-board 2019-2020. Time flies, and the end of the study year 2018-2019 is moving closer and closer, so we are looking for a new board for the year 2019-2020. This document will give you a more detailed insight about what a board year at VIP means. Do you want to have a fantastic year together with five other people in which you will have many new experiences and develop yourself in many different areas? Do you want to take responsibility for more than 1820 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 document 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, 18 March, and on Monday, 15 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 Monday, 8 April. There, you have the opportunity to have an informative conversation with us in an informal setting and you can ask all your questions. With this event, we hope to give you an insight into what you will do in a board year and what your tasks and responsibilities will be. Are you interested in joining one of the open board meetings or the information lunch? Then sign up by sending an email to us, via phone or by letting us know personally.

Do you still have any questions after reading 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 (Hv.0402) 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 a board year at VIP.

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

Best wishes,

VIP-Board 2018-2019

Libbe de Vries	<i>Chairman</i>
Carla Schroeder	<i>Secretary & COI</i>
Marieke Folbert	<i>Treasurer</i>
Linda Offringa	<i>Internal Affairs</i>
Bart Kranenborg	<i>Commissioner of Career and Education</i>
Luc Gerrits	<i>Public Relations</i>

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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 more than 1820 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 17 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 many 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, and 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 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 email, and promotion.

Next to the function-specific tasks, there will also be room for own initiatives. 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. Besides 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 work for the board full-time. It will be possible to follow some courses next to a board year, but it is important to note that following your study will not be your priority anymore. It is not recommended to follow more than 1-2 subjects each block. You will receive financial compensation for the study delay. 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 many experiences while running the association, you will make many 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 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 the fact that a board year is 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 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 an e-mail account for the board which needs to be checked several times a day.

2.5 Office hours

The rooms that VIP can use at the faculty are Hv.0402 and Hv.0404. 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, for example, you answer questions of committee members, answer the phone and in general, you help where help is needed. The VIP office is usually quite busy, and this is the place where you will have the most contact with VIP's members.

2.6 Being a Commissioner

VIP has 17 committees, 6 structures and 4 year representations where approximately 155 members are being active for the association. All committees 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 work 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 means that you are the contact partner of that committee. You will meet occasionally with the committee, answer their questions and help them with setting up activities. You also try to make sure that the committee is working well together and that the organization of the activity runs smoothly. It differs per committee how much time it takes to accompany them. Based on your board function, previous committee experience, and personal preference it will be divided for which committee you will be responsible for. It is important to note that the committees are responsible for organizing the activities, but as a commissioner, you are the one that is ultimately responsible for the activity. Accompanying and supporting the committees is one of the most important tasks you have as a board. It 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.

- Career committee
- Diescommittee
- Event committee
- First year committee
- Instellingen- en Bedrijvendagcommissie (Ibco)
- Intercultural committee
- Introduction committee
- Lecture committee
- Lustrum committee
- Master community Brain & Behaviour
- Master community Clinical, Developmental & Forensic Psychology
- Master community Work, Organizational and Personnel Psychology
- Master community Social Psychology
- Social committee
- Stosoconference committee
- Sport committee
- Student exchange committee
- Study committee
- Theater Committee
- Workshop/in-house committee
- Yearbook committee
- 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 Year Representations

Below, you can find an overview of all the Year Representations of VIP:

- Jaarvertegenwoordiging jaar 1
- Year Representation year 1
- Jaarvertegenwoordiging jaar 2
- Year Representation year 2

2.10 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 Commissioner of Career and Education organize function specific meetings. In addition, there will be a promotion workshop and 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.

2.11 Promotion

The function of Public Relations will be responsible for promotion. The promotion includes for example articles and gadgets that are used for the promotion of VIP, such as stickers.

2.12 Time allocation and financial compensation

A board year at VIP means that you will run 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 meet 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 work 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. At 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 already have some VIP responsibilities then.

3. Board functions

3.1 General

In the year 2019-2020, the VIP board will consist 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 2019-2020:

- Chairman
- Secretary/ Commissioner of Internationalization (COI)
- Treasurer
- Internal Affairs
- Commissioner of Career and Education
- 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, you will 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.

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 edit these 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.
- Commissioner of one or two committees
- Organizing Galant Gala

The function of the Commissioner of Internationalization (COI) is an addition to the function of the secretary. 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

- Monitoring the internationalization process within VIP
- 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 Intercultural committee

3.4 Treasurer

As treasurer, you are busy with the association's finances. 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. This budget has to be presented and accepted at the General Member's meeting. You take care of all money transactions within VIP, and keep track of this with a bookkeeping program. This means that you have a good overview of everything that happens in VIP.

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 audit structure
- Commissioner of one or two committees
- Organizing the VLC Christmas party with Lugus and Clio

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. Next to that, you are the main responsible person for (the communication with) the active members of VIP. Currently, our association has 157 active members, divided over 27 committees/structures/year representations. Because you are mainly responsible for the active members, you will be the commissioner of most 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. It is very important to keep a good overview of your committees. 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 function.

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, give the monthly talks during the VIP drinks and to provide the general information to the active members.

Main responsibilities:

- Commissioner of committees & structures
- Organizing active members activities
- Handling internal communication

3.6 Commissioner of Career and Education

As the Commissioner of Career and Education, 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 a Commissioner of Career and Education, you will go to the meetings of SSPN (Stichting Studieverenigingen Psychologie Nederland). During SSPN meetings, all study associations of psychology from all over the Netherlands come together to exchange information, keep each other informed on what you are doing and advise each other. SSPN meetings happen every six weeks. In recent years, SSPN organized a National Psychology Congress. It is not yet clear whether a congress will be organized next year.

Faculty of Behavioural and Social Sciences

Within the faculty, you are responsible for contact with the teachers and other members of Faculty Staff. As Commissioner of Career and Education, 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. These bodies come together during the Education Platform. The Education Platform takes place every block and 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 Career and Education fulfils the function of the advisory member in the educational committee. This means that you attend every meeting of the Educational Committee but have no executive function. The Commissioner of Career and Education is also responsible for the contact with the teacher-members of the Advisory Board and the members in the Committee of Recommendation.

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 Commissioner of Career and Education, 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. This means that you will be responsible for the contact between our alumni and our current members.

Career and employability

One of the main tasks of the Commissioner of Career and Education is to provide our members with opportunities to explore the labour market and to give our members the opportunity to use their knowledge in practice. You will be responsible for the LinkedIn page of VIP and for organizing activities such as the Think Tank. You are also responsible for thinking about other ways to expand what VIP currently does in terms of employability. This may include organizing new career-related activities, working on the network of VIP and the network of VIP-members and working closely with the faculty towards integrating our activities within the curriculum. 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. In addition, the faculty also regards employability and the career of students as very important, and it will work extensively on these topics in the coming years. Close contact between alumni and current students is essential in order to prepare our members for their future career.

Main tasks:

- Representing VIP in various Faculty organs
- Contact with the employees of the Faculty BSS
- Contact with SSPN
- 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
- Work together with faculty on employability/career-related topics
- Providing faculty staff with information about VIP

Other tasks:

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

3.7 Public Relations

The commissioner of Public Relations is responsible for promotion, acquisition and the public image of the association.

Acquisition

As commissioner of Public Relations, you are responsible for the association-wide acquisition. You have to collect a big part of this yourself. A lot of money comes from yearly acquisition deals, but besides that, you also need to establish new collaborations. Next to this, you will be working on optimizing current acquisition strategies

The Acquisition structure is also responsible partly of the association-wide acquisition. As chairman of the Acquisition structure, you set their targets and make sure they stay on track. This includes motivating them, but also helping them to think about new acquisition deals.

Together with the Acquisition structure, you are responsible for keeping track of the acquisition process of the committees. At the beginning of the year, you organize an acquisition training for all the committees that have an acquisition target. Throughout the year, you (together with the Acquisition structure) keep track of their progress and help them where needed.

Maintaining existing partnerships

You will be responsible for maintaining the existing sponsor relationships we have (e.g. Het Pakhuis, 't Vaatje). This means you will be their contact person, maintain contact and make sure new contracts will be signed. A few relationships require more effort. These are Tentamentrainingen (they provide tutoring courses and summaries) and Studystore (they provide our students with books). You keep close contact with these relationships and make sure they provide everything on time.

Promotion

Furthermore, the Commissioner of Public Relations is responsible for promotion and the public image of the association. This includes social media, the website, promotion of events (e.g. guiding the promotion structure, the flyering agenda), keeping track of all the posters and flyers and providing information for upcoming students (e.g. open days of the University of Groningen). You will have an overview of all promotion possibilities and are responsible for our presence at all promotion events.

Committees and structures

Besides being the chair of the acquisition structure, you will also guide the promotion structure. Next to this, you are also the commissioner of other committees.

Main tasks:

- Contact with existing relationships
- Establishing new collaborations
- Chair of the Acquisition structure
- Guiding and helping committees with regard to acquisition

- Promotion
 - Public image of the association
 - Chairman of promotion structure
 - Social media
 - Website
 - Flyering agenda
 - Information provision of incoming students

Other tasks:

- Commissioner of 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 2019-2020! The deadline for the application is the 28th of April 2019. 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 18, April 15	Open board meeting
April 8	Information lunch
Week 19 - 21	Interviews
June 3	Announcement candidate board
June 4	Candidate board announcement drinks
July 5 – July 7	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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