

Information booklet



Congress Committee 2019-2020

Preface

The Congress Committee (CoCo) is the committee that organises the yearly Behavioural and Social Sciences Congress (BSSC). The committee consists of 8 members: a chairman, a secretary, a treasurer, two commissioners of commercial relations, a commissioner of public relations, and two day organisers. In this document, you will find each function explained in more detail. If, after reading this document, you still have any questions about the functions, please feel free to contact the chairman of your study association or the student assessor of the Faculty Board to ask for more information.

General

The Behavioural and Social Sciences Congress (BSSC) is a big event, organised by the study associations of the faculty of Behavioural and Social Sciences (BSS) of the University of Groningen: [VIP](#), [ODIOM](#), and [Sociëtas](#). The aim of the congress is to increase the employability of the BSS students, to let them know what options lie before them and to prepare them for their future. Also, it aims to delve deeper in behavioural and social themes and increase cooperation within the BSS faculty.

To make sure that the BSSC is a success, the CoCo has weekly meetings in which they talk about the progress that is being made with the organisation of the congress. Each committee member gives an update on what they have been doing, the content and organisation of the congress are being discussed, as well as what needs to be done to ensure that the congress becomes a day to be proud of.

As the CoCo is a faculty-wide committee, a special Supervisory Board has been put together that will council and guide the committee. The Supervisory Board consists of the chairs of the three study associations, as well as the student assessor of the Faculty Board.

It is important to note that organising a big event such as BSSC is no easy task. It is therefore more busy than most committees, and it requires you to give it some priority. Also, as you work with companies and external relations, it is important to have a serious and professional attitude. However, with big input come big rewards, and you will record a great congress that you and your committee can be proud of for years to come. You will also make new friends within your committee, and improve your network because of the contact with companies, speakers, and workshop leaders.

Chairman

It is the task of the chairman to lead and supervise the committee. The chairman is responsible for everything that is going on, so it is important to make sure that the committee is functioning well. To achieve this, the chairman takes the lead during the meetings, keeps an overview and helps their fellow committee members when they need it. Before the meeting takes place, the chairman makes an agenda. This agenda contains all the subjects that need to be discussed during the meetings. The chairman follows the agenda during the meeting and makes sure all the relevant subjects are discussed. The weekly meeting is the perfect moment to see if the committee has made enough progress on planning the congress and if the committee is functioning well. Furthermore, the meeting is

a place to brainstorm and make plans for the event. It is the task of the chairman to lead the decision-making, to make sure everyone's opinion is represented, but also to not lose the structure in the meeting.

In the beginning of the year, the tasks have to be divided. Many of the tasks that have to be done are function-specific, but some of them are not set in stone. It is the job of the chairman to make sure that everyone spends about the same time on organizing the event. Secondly, the chairman should keep an eye on good cooperation within the committee. The chairman is the one where committee-members will go to if there are problems.

Last, the chairman is the face of the committee, which means that he will be the person of contact and the one who gives information to promote the event (together with other committee-members), for instance at lectures. Furthermore the chairman has to answer questions and has to do a welcoming speech at the event. You will also be the one that has contact with the Supervisory Board. The Supervisory Board consists of the chairmen of VIP, ODIOM and Sociëtas, and the student assessor of the Faculty Board. The chairman can ask advice from the Supervisory Board any time, but the Supervisory Board can come to you as well if there are any unclarities about the progress of the committee. Last, the chairman is the one who represents the committee within the faculty. This means you may be invited to a meeting of the Faculty Board.

Function description

- Lead and supervise the committee
- Help your committee members when they need it
- Make an agenda for meetings
- Lead the meetings
- Contact person for the Supervisory board
- Responsible for the end result

Secretary

The secretary of your committee will make the minutes of each meeting. If the secretary is absent, then someone else takes over this task. It is therefore a good idea to use the same structure for the minutes. The minutes are made in the drafted agenda on the Drive, this makes it more clear. The minutes discuss all the points mentioned during the meeting. Every point will be explained in the minutes followed by a short conclusion of the point. After the meeting the secretary has 48 hours to upload the minutes on the Drive and to send the minutes to the Supervisory Board. The Supervisory Board will give feedback on the minutes for the next meeting.

The secretary also manages the mailbox. The secretary informs committee members of the incoming mails, labels the incoming mails, and makes sure that the inbox is structured. The incoming mails will be discussed in the meeting.

Main Tasks

- Make the minutes of each meeting
- Structure and have an overview of the mail
- Communicate with companies through mail

Acquired skills

- Be structured
- can plan well

Treasurer

The treasurer is responsible for all the finances in the committee. In the beginning of the year, the treasurer has to make a budget plan. In this plan you show how much money will come in, and where the committee plans to spend it on. During the organization of the congress, the treasurer is the one who is responsible to make sure that the committee sticks to the budget plan. To keep an overview, the treasurer has to make a *resultatenrekening*. In this document you keep all the income and the expenses, to make sure you won't spend too much and know exactly how much money the committee should still raise with acquisition. To know how much money has been spent, you have to communicate well with the other committeemembers. Your committeemembers have to keep you up to date about the progress of the acquisition and when a speaker or workshop is confirmed. The treasurer is the one who knows how much money the committee can still spend on different parts of the organization and can make the *resultatenrekening* up to date as the day is getting its shape.

All the finances are arranged via the bank account of VIP. In the beginning of the year, the treasurer will make the budget plan with the treasurer of the VIP-board. This plan has to get approval from the Supervisory Board, the faculty board and the treasurer of VIP. To get approval from the faculty board, you will attend to one of their meetings.

- Make a budget plan
- Keep an overview of all the income and expenses
- Make sure that you stick to the budget plan

Commercial Relations

The Commercial Relations functions within the committee are very important to bring the congress to a big success. A significant part of the budget for the congress is based on the amount of money that comes in through acquisition. Therefore, the success of the congress relies partially on sponsoring of companies. Both functions entail being in contact with companies who sponsor the event and get some sort of promotion in return. Many companies can be interested in promotion amongst students by for example advertisements, the spreading of vacancies or being visible on a networking event. It is the job of the Commercial Relations to get in contact with the companies, to make them see the importance of being visible at the congress and to secure the target that was set for the congress through these deals.

When you get to an agreement with a company, you draft up a contract and make sure that a deal is made. When a deal is secured, you make sure to stay in contact with the company and see to it that all of the terms and agreements of the deal are met in time. On the day of the congress, you are responsible for receiving the partners and making sure they receive a warm welcome.

Main tasks

- Establishing collaborations with companies
- Drafting contracts and making sure they are honoured
- Maintaining good contact with companies

Acquired skills

- Learn to present yourself in a professional manner
- Develop conversation-and negotiating skills
- Broaden your network
- Learn to communicate and work efficiently in a close team
- Build up contacts with future employers

Public relations (PR)

Promotion plays an important role in the organization of conference. Without promotion, a conference with a sufficient number of visitors is impossible. The PR will be the main responsible for the promotion materials and promotion plan.

Promotion material

Make sure you have set deadlines for all the different promotion materials to be done. In order to make the conference a success the promotion materials should look professional and be done in time. There are different ways to promote the conference. Examples of promotion materials are:

Main tasks

- Be creative by making promotion material.
- Update promotion on social media accounts
- Develop more social competences by promoting the conference as much as possible.
- develop the website with a website developer
- Make and follow the promotion planning
- Learn how to plan and structure.

acquired skills

- Be creative
- be good at promotional talks
- Be good at designing promotional material
- can plan well

Day Organisation

The CoCo has two day organisers. As day organisation, you are the people in charge of the day itself. You will delve into what kind of congress you want to organize, and what type of speakers, workshops, and chair belong to that type of congress. You will contact the potential speakers, talk with them about what the expectations are from both sides, and

make contracts that state the things agreed upon. You also stay in contact with them, and on the day itself you are the person that knows who, what, where, when, and how. To make sure that you know all these things, you will make a script of the day together with the other day organiser. As day organiser, you have a very important role, as it is thanks to you that the congress has content, and that the day itself runs smoothly.

The two day organisers of the CoCo cooperate a lot, especially in the beginning of the year. Together, you are responsible for making sure that the congress has engaging speakers, interesting workshops, and a nice chair. The content is in your hands, even though you speak everything through with your committee. Later in the year, you will however specialise within your function.

Day organiser 1

As day organiser 1, you are responsible for the day to run smoothly as far as the content is concerned. You receive the speakers, workshop leaders, and chair of the day, and escort them to the right place. Also, you make sure that they have everything that they need to share their story. Through walkie-talkie and communication system, you are in constant contact with the other members of your committee, so that you can coordinate everything. If they have questions about what needs to happen or where they need to be, they will come to you, as on the day of the congress, you are the one in charge of who, what, when, where, and how.

Day organiser 2

As day organiser 2, you are responsible for the day to run smoothly as far as logistics are concerned. You are the man or woman behind the screens, and are in contact with the location where the congress is held. You have spoken to them beforehand to talk about things such as what needs to happen with the lighting, sound, technique etc.. Through your walkie-talkie and communication system, you are in constant contact with you other committee members and the people from the location. You support the day organiser 1 with the coordination of the other committee members.