

President of ESN Rotterdam

Position Outline 2018-2019

As the president of ESN Rotterdam, you are responsible for the general welfare of the organization. You create and keep an eye on both the short and the long term vision. In addition, you represent ESN Rotterdam and the international student community in Rotterdam on multiple levels. Within the organization itself, you have a mostly coordinating and supportive role. You need to have an overview of everything that is happening that may be relevant to the organization.

More specifically, your main tasks include the following:

General Tasks

- Being the face of the organization (give presentations and speeches).
- Actively engage students from all different backgrounds. Be open, approachable and respectful to our students at all times and during all events!
- Resolving any type of conflict within or relating to ESN Rotterdam.
- Continuously strive to be better by improving any aspect of the organization.

The board

- Ensuring that the board works together as a team.
- Mediating in times of conflict between board members.
- Leading the weekly board meetings and making sure the agenda points are complete.
- Helping and supporting board members whenever needed.
- Having frequent meetings with individual board members (e.g. to evaluate progress, brainstorm about new ideas, conflict management or feedback)
- Motivating the board member(s) when they get demotivated.
- Making sure that the board stays in the loop about various events, formalities and developments that may affect the organization.

Internal Organization

- Working an equal share of office hours
- Answering all messages that we receive on the main Facebook page
- Helping out with the recruitment of various committees together with the Vice-President.
- Compiling strategy and evaluation documents like the policy document, annual report, three year strategy, et cetera.
- Supervise the Cultural and Active Members Committee
- Plan and lead Chairperson meetings (recommended: 4 per year)
- Developing and executing the recruitment plan for recruitment of the next board.
- Planning the transition period and actively engage in the transition of all board positions.

External Partners and Organizations

- Representing ESN in the university's administration (**see page 3*).
- Representing ESN to other external parties if necessary (i.e. the municipality, or working alongside the partnership manager for other external partners).
- Being the main contact person for different student associations
- Attend the yearly meeting for representatives of the umbrella student organizations and the rector (note: subject to change depending on new rector).

ESN Network

- Acting as the Local Representative. This entails representing ESN Rotterdam at national and international ESN events (National Platforms, Council of Local Representatives, Western European Platform, or the Annual General Meetings). Side note: you can delegate your vote to other board members if you wish.

Collaboration with Erasmus University Rotterdam

Tasks of President & Vice-President

Responsibilities of President

In general, the responsibilities of the President relating to the relationship and collaboration with the Erasmus University Rotterdam are as follows:

- Biweekly meetings with the head of the international office to find further options for improvement for the relationship and collaboration between ESN and EUR or any of the specific international offices.
- Updating and negotiating the terms of the partnership agreement (as well as the financial contribution from EUR to ESN).
- Attending meetings about the EUR's strategy and policy plans relating to internationalization or international student life in general.
- Attending evaluation meetings about internationalization or international student life at EUR relative to other universities.
- Resolving any type of conflict or miscommunication that arose between ESN and EUR.
- Attending meetings that are (possibly) initiated by other student organizations on campus about general topics relating to internationalization or international student life at the EUR.
- Being the first contact person for any questions to and from other Higher Education Institutes (HEIs).

Responsibilities of Secretary/VP

In general, the responsibilities of the VP relating to the relationship and collaboration with the Erasmus University Rotterdam are as follows:

- Taking care of all contact relating to the execution of the buddy programme. This includes having meetings about the buddy programme with international officers of different faculties, co-organize the buddy trainings and help with arranging the buddy certificates and related events.
- Attending 'Orientation Meetings' in which all introduction programs are discussed.
- Arranging all practical aspects of the Official Welcome Ceremonies in collaboration with the Central International Office and ESN's Social Events Manager.
- Communicate information about ESN events and coordinate any help from IO's side for the promotion of our events.
- Arranging all (other) practical matters such as booking rooms, arranging stands at fairs and One Stop Shops, planning introduction presentations, sin-online messages, etc.
- Helping out (if possible) with requests from any of the internationals officers.
- Biweekly meetings with Jenny Venhuizen (International Office – Immigration & Orientation), updates on International Office/university and orientation programmes.
- EUR lustrum meetings and preparations
- Contact/partnership with Erasmus Sports