

BOARD MEMBERSHIP STUDY ASSOCIATION L.S.A CUSTODIA

This piece will elaborate on the application procedure and the available positions on the board of study association L.S.A. Custodia. Each position is described by mentioning the core task of that specific board member. In case there are any questions about any of the positions, the contact details of the current board members are listed below the position descriptions.

Application procedure

In order to apply for a position on the board of L.S.A. Custodia, the board expects you to send us an application / motivation letter containing the following elements:

- A top three of the positions on the board you prefer to fulfil.
- why you think you would be suitable for the specific position.
- A description of your expectations of being on the board of a study association.

You can send your application / motivation letter and a CV to info@custodiathehague.com. The board will take all applications into consideration, and all applicants will be invited for an interview. Our final decision will be based on both the motivation letter and the interview, after which the General Assembly will have to approve of the newly appointed board (*note that for now, it is unsure whether the final GA of this year will take place. The board will at all times follow the guidelines by the University regarding the coronavirus-outbreak*).

Position: President / Chair.

Open for: Bachelor Security Studies and master Crisis and Security Management students.

Position description: As president / chair, you have several core tasks:

- You are the “face” of the study association, meaning that most communication with the University and the Faculty will be maintained by you.
- You are responsible for the functioning and coordination of the board.
- You are in charge of leading all meetings (board meetings and general assemblies).
- You are responsible for setting up the agenda of all meetings.
- You are responsible for maintaining contact with other study associations within the University, which is mostly facilitated by the Assessor of our faculty.
- You are, together with the rest of the board members, responsible for running the association throughout the year.
- You are responsible for evaluating the functioning of the board a couple of times throughout the year.

For questions regarding the position of *President / Chair*, feel free to send an e-mail to chair@custodiathehague.com.

Position: Secretary.

Open for: Bachelor Security Studies and master Crisis and Security Management students.

Position description: As secretary, you have several core tasks:

- You are responsible to maintain the contact between the members of the association and the board.
- You are responsible for keeping the social media and website up to date, through which we inform the members of new events and any news the association might have.

- You are responsible for sending the newsletters to our members, in which upcoming events, reflections of past events and any other remarks are mentioned.
- You have the duty to keep the list of members up to date throughout the entire year.
- You are responsible for making minutes during the board meetings and the general assemblies.
- You are the main point of contact when it comes to any questions or remarks our members might have.

For questions regarding the position of *Secretary*, feel free to send an e-mail to secretary@custodiathehague.com.

Position: Treasurer.

Open for: Bachelor Security Studies and master Crisis and Security Management students.

Position description: As treasurer, you have several core tasks:

- You are responsible for the administration of the association's finances. This means that you will have to be on top of all incoming and outgoing flows of money.
- You are responsible for assessing financial risks for the association and creating a financial planning.
- You need to have sufficient financial and communicative skills. Experience with similar functions can be an advantage for applicants.
- You are in charge of approving or disapproving the estimated expenses of the board and the committees.

For questions regarding the position of *Treasurer*, feel free to send an e-mail to treasurer@custodiathehague.com.

Position: Head of Internal Affairs.

Open for: Bachelor Security Studies and master Crisis and Security Management students.

Position description: As Head of Internal Affairs, you have several core tasks:

- You are responsible for guiding and directing the committees that fall under the "Internal Affairs" category: the Social Committee, Sports Committee, Travel Committee, Introduction Committee, Dies Committee and Financial Committee.
- You are responsible for evaluating every event with the designated committee in order to improve the quality of the events.
- You are responsible for keeping the board up to date about any important updates from the committees, such as upcoming events they might have organized.
- You are the main point of contact for our external social partners.

For questions regarding the position of *Head of Internal Affairs*, feel free to send an e-mail to internalaffairs@custodiathehague.com.

Position: Head of External Affairs.

Open for: Bachelor Security Studies and master Crisis and Security Management students.

Position description: As Head of External Affairs, you have several core tasks:

- You are responsible for the external communication, meaning that you make contact with new partners, but also keeping in contact with the already existing partners outside of the university.
- You are responsible for the committees that fall under the "External Affairs" category: the Formal Committee, Acquisition Committee and Educational Committee.

- You are responsible for keeping the board up to date about any important updates from the committees, such as upcoming events they might have organized.
- You are responsible for evaluating every event with the designated committee in order to improve the quality of the events.

For questions regarding the position of *Head of External Affairs*, feel free to send an e-mail to externalaffairs@custodiathehague.com.

Position: Head of Master Affairs.

Open for: Master Crisis and Security Management students.

Position description: As Head of Master Affairs, you have several core tasks:

- You represent the master programme Crisis and Security Management in the board of the association.
- You are responsible for overseeing the Master Committee, which organizes events specifically aimed at master students.
- You reach out to other study associations to assess whether partnerships for master students are possible.
- You are responsible for keeping in touch with the master members of the association and involving the February cohort in the association.
- You have the duty to inform the board about any important programme related information.

For questions regarding the position of *Head of Master Affairs*, feel free to send an e-mail to masters@custodiathehague.com. *This position is **not** open for bachelor students.*

General information

- Being on the board of a study association is a time-consuming task. We therefore advise you, when interested in fulfilling a position on the board, to consider whether you will have the time to actively and seriously participate on the board.
- As a board, you represent the study association. Therefore, you are expected to attend events organised by the committees and the board to the fullest extent possible.
- As a board, you are responsible for safeguarding bonding and cohesion within the association, regarding members and committee members.
- Together as a board, you decide when and how often you want to organize a board meeting. Every board member is expected to be present at such meetings, as this is one of the vital tasks of every board member. You are required to discuss and argue regularly with the board about general topics regarding the association.
- One of the board members, who is not the president / chair of the association, will be chosen to be vice-president. This person will be appointed by the board itself, after which the General Assembly has to approve of this appointment. The vice-president is responsible for the tasks of the president when he / she is absent.