

Study association Psychology in Nijmegen

SPIN

Board year



Are you interested in doing a board year for SPiN?

Table Of Contents



03	Introduction to a board year
04	Chair
06	Secretary
08	Treasurer
10	Formal Internal Affairs Officer
12	Informal Internal Affairs Officer
14	Academic Relations Officer
16	External Affairs Officer
18	Why we chose a board year
20	FAQ's



Board Year

Have you wondered what it's like to do a board year? Then this booklet is for you! This booklet explains the ins and outs of doing a board year at SPiN. We go by each function, where every board member explains why they wanted their specific function, what their function entails, as well as what their day to day board life looks like. It also highlights how they combine their board year with their study, relationships, as well as work, if they do work. It can greatly differ per function and per person what their year looks like. At the end of this booklet, we have a general page highlighting why we chose to do a board



year in the first place. This booklet is finished off with a FAQ's page, of some of the most burning questions we had when signing up. We hope this booklet helps you answer some questions. If you're interested or have questions, feel free to ask!!

Chair



My name is Floor and I am the current chair of this beautiful association. My board interest was sparked last year in early February, when I went on SPiN's city trip. While being on this trip, I got a behind-the-scenes look at a board life. Seeing their responsibility, effort and joy really got me thinking about what it would be like to do board year of my own. However, when you apply for a board year you have to know what function you would like to take on. To make this decision I had several talks with the board, but I also considered what I wanted out of a board life and what would fit my abilities.

Qualities

- Have a 'helicopter interview'
- Be compassionate
- Be representative
- Be responsible
- Be decisive
- Speak in public
- Be critical
- Be flexible
- Be social

Then came the decision, I wanted to become the next chair of SPiN. I thought my calmness, reasoning abilities and empathy would help me to fulfil this function in a good manner. However, I also thought this function could teach me a lot, such as how to deal with responsibility and group tension. The most important reason for me was that I believed it to be a very fulfilling and beautiful function. It is a function that allows you to be there for people, provide them with structure and help them when they need it.

As the current chair, I can say that being there for your board members, providing structure and guidance is a really big part of the function. But representing the association, being in charge of board meetings and GMA's and general board tasks are also part of it. Examples of general board tasks are roomduty, attending activities and supervising committees. My weeks are filled with things revolving around these matters, but as a chair I have learned that you have to be flexible and not cling too much to structure, one week is not like the next but that also keeps me excited.



Although a year as a board member can be quite busy, I always make sure to have time for myself and the people around me as well. For this its just really important to plan and set boundaries for yourself. This allows me to often go to visit my parents and family over the weekend and to plan fun activities with my friends during the week or weekends.

So far this board year has been such a wild ride. I have learned so much about myself and really grown into my function which is really fulfilling. Apart from growth I have also met so many new and lovely people and made such an amount of fond memories which I expect to expand event more this board year. I therefore, can hardly believe that we are already starting to look for the next board but I am also so excited to help the XVIIth throught the exciting candidate period! :) I hope that this gives you some insight into the life as a chair but if you want to know more or have any questions. I am always available for a chat, so feel free to reach out to me at any time!

Secretary



When I decided to apply for a board year, I immediately knew that I wanted to be the secretary. I was the secretary of the citytrip during my second year of the bachelor and I really enjoyed my function. I guess it's because I like to be organised and work accurately. So, when I applied for a board year, being a secretary was my first choice.

Being a secretary gives me a lot of freedom, because I can choose when and where I want to work on my tasks (most of the times). So, it's a very flexible function. Almost every day I try to check my mail, since I am the main contact person of the association. Besides all the spam, I receive different mails from different parties, like members who have a question, university mails or external parties who want to work together (these I often send to the external).

Besides checking the mail, another important aspect of my function is making the minutes. During the board meetings every week I always write the minutes. It keeps me alert during the board meetings, because I need to pay attention to everything that is being said. After I have written the minutes, I always sort them a bit and add a secret sentence. Which is most of the time, a fun fact about myself or something that I did. The other board members need to text me the secret sentence, otherwise they will get a cake point. Three cake points means they need to bring something to eat during the board meetings (but we already do this anyways).



Another task of mine is keeping track of the website. Currently we are developing a new website (maybe by the time you are reading this, the new website is already launched). Right now, my main priority is the new website, and I am really looking forward to the final product.

Another important task of mine is the member database. It's my responsibility to keep track of the database and together with the treasurer I will do the contribution. I also take care of the alumni database, together with the external officer.

Qualities

- Keeping an overview
- Working efficiently
- Good at time management
- Be creative
- Be thorough



Since I am really busy behind the scenes, I only supervise one committee and I am responsible for the website taskforce. Supervising a committee gives me the opportunity to be more in contact with members. Of course, there are also the many activities that I attend where I get to know many people and it makes me happy to see our members happy.

In conclusion, being a secretary is the best function there is!

Treasurer

As treasurer, you keep an overview of the financial position of the association and manage all its resources. This is done by creating a budget in the beginning of the year, writing a biannual financial report halfway through the year, and writing an annual financial report at the end of the year. In the meantime, you will keep an eye on the bookkeeping programme to compare the financials to the created budget. This is done through keeping the profit/loss account and the balance account updated. You are also responsible for keeping track of the inventory.

As you might expect, there is a very formal side to this function, which includes overseeing banking affairs and the financial situation of the association. On the other hand,

Qualities

- Financial insight
- Discipline and precision
- Eager to learn
- (Digital) organization
- Be assertive



there is also very social side to the function. You will have a lot of contact with the other board members and the committees.

I chose the function because I enjoy the formal side, and the involvement in every aspect of the association. The function allows me to learn a whole new skill, namely bookkeeping. I feel like this function has a social aspect, but I also feel like I can take a step back and work on my own thing, and having a balanced level of social and individual work feels nice. especially since I can choose mostly when I want to focus on which.

I spend a lot of time receiving and reviewing financial requests. Committees send these in, which show the financials of their activities. These always must be approved *before* the money can be spent. By reviewing these, you are always up to date on the planned activities, and it feels rewarding to see the ideas come to life. Because I am already quite busy, I am the supervisor of two committees, namely the Merchandise- and Financial Audit committee.

I would say that most of the time spent on SPiN, is doing function-specific tasks. Everything is very variable, but every weekday there is enough to do. I personally like to go to the gym in the morning, or go to my hockey practise in the evening, which is manageable time-wise. I also often meet up with friends on Fridays or the weekends, since there are usually no activities on those days. As for studying, I am on track to obtain 30 EC this year, but I would recommend following courses for which there are not too many mandatory workgroups, as the workload is very variable.

I hope that this gives a good overview of the tasks of a treasurer, as well as how it reflects on other parts of my life. I am always available for questions, and I will gladly tell you more on what I do as treasurer and why it feels like such a valuable and enjoyable function.



Day in the life

A typical day starts by checking emails. After reviewing financial requests and putting the received declarations and invoices in the right folders, I will work on a function specific task, such as making all the payments, or processing all the transactions from the bank account. I then check up on my committees. If there is an activity in the evening, I will make tickets for the door sale for my fellow board members to use. To end the day, I would make sure that I have consumed enough protein ;)

* Formal Internal Affairs Officer



* My name is Aenea, and I am the Formal Internal Affairs Officer this year. I started thinking about becoming board around a year ago. I was an active member, and a good friend of mine was part

* of the previous board. I was engaged with SPiN already by being in the orientation committee, and my friend often told board stories. These made me curious to know more about doing a board year. I also felt like I wanted to challenge myself to develop my social, professional and collaboration skills to learn how it's like to work together in a team to build our association. I already knew a lot of people within SPiN and it felt like I was part of a family.

* I remember the moment I heard I would be the Formal Internal Affairs Officer. I was hyped and excited to take on the journey of a board year. The function wasn't my first choice, but I didn't have to think twice if I wanted to accept or not. I knew that being an Internal is a very social function since you're in contact with the active members most. Being in contact with members, organising activities, learning, and having fun together is something that gives me energy and makes me happy so that was the motivation behind saying yes.

Qualities

- Keep an overview
- Supervising
- Be flexible
- Solution-oriented
- Be responsible
- Be social
- Give critique (and handle critique)

What I do

I am responsible for the formal activities. I supervise the study related committees, as well as a couple others. I help them arrange activities, support them where needed, and answer their questions. Together with Rob, the other Internal, we make a year planning and make sure there is a good ratio of formal and informal activities. It's a bit of a puzzle to plan everything, but it's also fulfilling when this works out. We even gave ourselves the nickname 'Agenda Architects'. Being an Internal feels like being at the heart of spin: our (active) members make the association, and working with them is what keeps our it spinning. Seeing them having fun and making new friends is rewarding. It reminds me of how I once started at SPiN and how I got to know so many amazing people. It's nice to give back to other students and give them the same experience I had when I got in touch with SPiN.

Day in the life

An average day during my week, starts with a room duty with another board member. Here, we drink coffee, have lunch, reply to emails, text with committees about the organisation of their activities, and have a Mario Kart Wii competitions. Afterwards, I meet with committees, have a board meeting (we have those once a week) or I study. Most of our activities take place in the evening/afternoon. When there is such an activity, I usually have dinner with the board or friends beforehand. In the weekend, we're mostly not working on SPiN, so I have free time to see some friends and do something fun together.

