EVERYTHING YOU NEED TO KNOW ABOUT A YEAR AS A BOARD MEMBER OF THE SPIL

BECOME A MEMBER OF THE LUSTRUM BOARD!

40 XL

EVERYTHING YOU NEED TO KNOW ABOUT A YEAR AS A BOARD MEMBER OF THE SPIL
Apply for the XLth SPIL board!

Dear CaterSPIllar,

In front of you lays the “board information booklet”, containing everything you need to know about being a SPIL board member. Every function is described as it was this year, but some changes may happen after this booklet was written. We understand that just reading this booklet might not be enough. One thing all board members can already assure you: not one day will be the same. Becoming a SPIL board member will be a wonderful experience that teaches you all kind of skills, from answering professional emails to assisting in organising a big variety of activities. Don’t be afraid to contact a board member to talk about what their day looks like! We are always willing to answer all questions you might have and provide you with even more information about what becoming a board member of the 40th SPIL board might entail. Make sure to look at the important dates on the back of the booklet and get your motivational letter ready. We are looking forward to receiving your applications!

With love,
The 39th board of the SPIL, CaterSPIllar
This booklet is almost too short to be able to explain to you completely what makes a board year with the SPIL unique. For one year, you work hard to bring both the association and yourself to a higher level. You get to learn about yourself, what professional qualities and talents you have and how you can use them to the fullest. A board year teaches more than a year of studying and each specific function lets you develop different skills. Not only will you develop your talents, you will also create a great network around you of people you meet in Leiden, The Hague and elsewhere. You will meet many fellow students and, more importantly, you will meet inspiring people who will make you remember why you have chosen to study political science in the first place. Moreover, you will learn to cooperate with your fellow board members and build friendships that will last a lifetime. Lastly, it is ideal to be a board member of SPIL, as it can be combined with studying or intensive hobbies. Time management is a skill you will master quickly and you will be able to make the most of your day (or even your year). Of course, it it also possible to blow of some steam at one of many free borrels…

This booklet will, however, give you a general idea of what a board year is like and it is also a guide with all the necessary information and dates. Unfortunately, some things about the near future are still uncertain and therefore not all information may be entirely correct. We will keep you informed when we have to change things!
A board year at SPIL is part-time. This means that you will have enough time to study. It is important, however, to keep to a schedule. It is wise to plan ahead and to decide for yourself how many study points (EC’s) you want to earn during your board year. It is therefore advisable to set up a meeting with one of the study advisors about the possibilities of combining a board year with earning study points.

*Can I earn 60 study points during a board year?*

It varies per person how many study points they want to earn during their board year. Some will earn all their study points, others earn just enough and choose to postpone most of their exams. History teaches us that it is very well doable to combine your studies with a board year. One should, however, be well informed before starting the year.

*I have not finished my “Propedeuse” yet: can I still become a board member?*

If you are interested in becoming a board member and if you have not yet finished your ‘Propedeuse’ (the 60 study points of the first year), it is wise to create a study plan with a study advisor. Together with him or her, you can look into the possibilities and decide upon what would be the best course of action. Will you try to earn all your study points, or will you follow only some courses? It is best to set up such a meeting before starting a board year at SPIL, or even before submitting an application letter. With the study advisor’s support, a lot more is possible.
An investment

Be sure to gather enough information and think about how you will spend your time during the year. Consider whether or not you want to combine your studies and board year with a job. Many employers are very enthusiastic about potential employees with additional, extracurricular experience, like a board year. This is why becoming a board member of the SPIL is a wise choice and an investment for your future career. Another upside: Leiden Universiteit will partly compensate the time you invest in a board year. As a compensation, you will receive approximately €1000.- per person.
If you think after reading this booklet: let’s do this!, you will start the application procedure. The information below is important if you choose to apply and please keep the named dates clear in your agenda.

The application procedure for the 40th board starts with writing an application letter. This letter should be no longer than one or two pages and you can email it together with your Curriculum Vitae to secretary@spilplaats.nl. The deadline for the letters is **Sunday May 10th**. Please mention at least the following in your letter:
- Why would you like to be a board member of SPIL?
- What is your best memory of SPIL?
- For which functions would you like to apply and why?

Of course you can mention more things in your letter if you consider them to be relevant. After reading your letter, the board can invite you for an interview. Those interviews are taking place between **Monday May 25th** and **Friday June 5th**. This interview will take approximately one hour and the interview and your letter are the ultimate chance to convince the current board that you are very motivated to become a board member of SPIL. We realise that there is a long time between sending your letters and the interviews, but because of the rescheduling of exams and the corona virus situation, this was the best option. After the interviews the board will decide on the new 40th board of SPIL. In the late afternoon of Thursday June 25th the 39th board will announce the members of the 40th "kandidaatsbestuur" (KB, meaning 40th candidate board). In the evening the two boards will have dinner together and there will be a
festaive "Meet the New Board" borrel in cafe De Storm. Thereafter the KB-board will be presented to the General Assembly. This GA Voting upon the New Board will take place on **Thursday July 9th**. If the GA confirms the appointment of the new board, you will be called the 40th f.t. board (futurum tempore). Although the dates will in principle remain the same, circumstances might force us to do some of those steps differently and if so, we will let you know!

In the summer the f.t. board will be prepared for the new year, making sure that the transition between the boards will go well. The f.t. board will be active in presenting the SPIL to possible new members. That is why you need the keep the days **5th until the 7th of August** clear in your agenda for the Freshmen Weekend. In the week after, from the **10th until the 14th of August**, the El Cid takes place and from the **17th until the 21st of August** the HOP Week. Also, there will be extra introduction activities for IRO students in The Hague. Finally, the 40th f.t. board will take over at the General Assembly - Change of boards. This GA is scheduled to take place on **Thursday September 10th**.
The SPIL-board will again have seven members next year. The functions will be largely the same as in the 39th board, but some changes may be made to the committees. We have outlined all the functions for you as they were for 39th board.

Questions on the application procedure can be asked to anyone of the board members!
One might wonder: what does the president of the SPIL actually do? A lot of the work you will do is not easily noticeable, so here you can read the general outline of the function.

The most important, and time-consuming, task is keeping an overview. This consists of staying in close and direct contact with all the board members, keeping up to date on the developments in different bodies and being one of the primary contact persons for the association. Furthermore, you are the ears of the board; you listen to everyone and evaluate on a regular basis on what they are concerned with. During such evaluations you get to know what is going on with the board member’s personal, professional and academic lives. Additionally, you will be making the agenda and leading the board meetings. It is your job to keep those structured - make sure that everyone is heard and everything is done in time!

Besides writing your own policy, you will write the general policy together with the secretary. Throughout the year you will be keeping an eye on the general policy, evaluate it, and steer your
board towards the goals that were set up. Moreover, you will keep an eye on the year plan, this is the overview of all the activities that were planned for the year. By doing so, you will know if you are on the track you set out at the beginning of the year.

In addition to all these internal affairs, you will also be responsible for external representation. First of all, you will take part in the association meetings (VerO’s). These are meetings with the hall-way association of the FSW, and meetings with the associations based on the Campus The Hague. Secondly, you will have a place on the board of the Platform for Political Scientists (PvP). Thirdly, you will keep in contact with the Study Association Consultation Platform (StOP). All these different tasks will be what will fill your everyday next year. The fun part of this position is that no day is the same. You get to know great people; you get to work within an inspiring community, and you get to learn how to lead. From being in meetings to manning your shift in the common room to answering your emails or joining SPIL activities; there is never a dull day! And if there is, your board members will make sure to change that! On top of all else, you will work with six great other SPIL’ers, whom you will grow very close to!

Lustrum committee
The 40th board will have a lustrum committee to organize memorable events for the Lustrum year. This committee will consist of approximately 5 to 7 members. It is a special committee as it mainly writes its own policy and will present it at a separate GA. This committee will organize a range of events, going from parties to debates to lectures to a cantus. As the commissioner you will be in constant contact with the chair of the committee and stay as closely involved as needed.

Do you want to know more about this position? Talk to Noor, send a message to +31 (0) 6 38 25 46 09 or send an email to president@spilplaats.nl
The secretary could be called the engine of the association. The function of secretary consists of many different tasks. You are responsible for the administrative side and the internal and external communication of the association. One of the biggest things you are in charge of is updating the member account. Mostly at the start of the year you have to make sure all new members are registered. As far as the communication goes, you will be ordering and answering loads of emails that come in each day.

Taking minutes is also very important for the communication within the association. The secretary takes minutes at the board meetings and our General Assemblies, which can be a tedious but valuable process. You will always be aware of what your fellow boardmembers are doing. These general assemblies are organised by the secretary as well. You will be putting together the documents that will be discussed during the assembly, making the booklet, working with the GA-chair and reserving a room. Also for the general assemblies, policy needs to be written.

Together with the president you will write the general policy of the
board. Policy is therefore also an important part of the function of secretary. Along with the policy, you will also make the year planner. This planner lists all the activities the SPIL is organising throughout the year. You will thus always be aware of what your fellow boardmembers and their committees are organising. These activities also need to be promoted to our members, which you will do in the monthly newsletter.

As you may have noticed by now, a boardyear as a secretary comes with a lot of writing, another skill to improve! Of course there is a lot more to explain, so if you still have any questions you can always contact me!

Do you want to know more about this position? Talk to Lisa, send a message to +31 (0) 6 83 36 76 36 or send an email to secretary@spilplaats.nl
The treasurer of the SPIL, together with the president and secretary, is part of the executive board. The word says it all, but the treasurer plays a key role in all matters that come up daily within the association. In almost all cases money is involved and everything that has to do with the finances, the treasurer makes the decision. The nice thing about the function treasurer is that you are involved in all parts of the association. First, you work a lot with your board members because they cannot spend money without the treasurer’s permission. Secondly, you have an important function on activities themselves. The presence of the treasurer is essential on, like during the the Short and Long trips or the borrels. The role of the treasurer is therefore, besides administrative, also very social. A very interesting combination that makes the role of treasurer so incredibly fun and challenging. Of course, the treasurer cannot take decisions about money matters uncontrollably. A Cash Audit Committee (KasCo) therefore checks SPIL income and expenses twice a year, by checking the accounts, the debtors and creditors and the cash flows in and out of the cash register. The findings that follow from this will be presented at the
General Assembly, as a result of which the members will also be informed of the functioning of the treasurer. As treasurer you get to know the association in a completely different way that is not visible to other people. As a result, the function at first sight seems incomprehensible or uninteresting, but the opposite is true. All of this makes the job challenging, complex and important. Especially when you can fulfill that function in a group with amazing people with whom you keep the association running for a whole year!

Do you want to know more about this position? Talk to Pien, send a message to +31 (0) 6 37 22 24 66 or send an email to treasurer@spilplaats.nl
As the commissioner of Education & Politics you are overseeing four committees and you are responsible to represent the association in educational matters within the university. The representation happens through the faculty’s student sounding board, as well as through a seat in the teaching committee (OLC) for which you need to be elected. The commissioner is also in direct contact with Studystore - the bookservice responsible for the ordering and delivery of the required course literature - and you are in close contact with the professors and instructors at Leiden university to make an inventory of the required literature of each course per block. The commissioner also oversees four independent committees. As the commissioner, you are responsible for setting out the policy goals of your committees and the association as a whole. You form the linkage between the board and the committees, by regularly being in touch with the chair of the committee and by closely following the committee’s work. You have to make sure the committees work according to the association’s policy and coordinate the work of the different committees together with your fellow border members to avoid any overlap between the committees.
Education Committee
The Education committee consists of approximately seven members including a chair, secretary and treasurer. This committee organises all activities that are focused on supporting the professional development of our members in the fields of academic skills and career perspective, and all formal activities such as for example debates, theme nights or lectures that are of political or academic relevance.

Excursions Committee
The committee of External Activities consists of approximately five members including a chair, secretary and treasurer. This committee organises all the activities that take place outside of the university and have political or societal relevance, such as excursions to ministries, embassies or NGOs.

Committee of Master Activities
The committee of Master Activities consists of approximately five members including a chair, secretary and treasurer. This committee organises activities focused on master students, with the goal to form a connection between the students, the University and the SPIL.

Stairs Affairs Committee
The committee consists of three SPIL members and three members of the study association for Public Administration B.I.L.. The committee organises regular interviews with guests that play an important role in the societal discourse. The event will take place at the Spanish Stairs in the Wijnhaven building in The Hague.

Do you want to know more about this position? Talk to Catrin, send a message to +49 1522 755 37 07 or send an email to educationpolitics@spilplaats.nl
As the Commissioner of Global Relations you are responsible for the organisation of all trips abroad SPIL organises. This means overseeing the Brussels Trip committee, the Short Trip committee, the Long Trip committee and the Congress committee. You are responsible for setting out the policy goals of your committees and the association as a whole. You attend important committee meetings and essentially form the link between the board and the committees. You help the chairs to make sure the committees meet their deadlines, function accordingly and you are in charge of all policy related decisions your committees make. As the Commissioner of Global Relations, that would mean that for example you help the committee to check the safety of the destination the committees choose for the trips, you are in contact with chosen hostels and for example flight ticket companies, or that you make sure the CASSA-subsidy is requested at the Leids Universiteits Fonds for example, since these are more policy-related matters.

**Brussels Trip Committee**

The Brussels Trip committee is appointed in May and organizes a two day excursion to Brussels in November. The committee
consists of five people, including a chair, secretary and treasurer. The committee is responsible of the transport, the stay, the program and the promotion of the trip.

**Short Trip Committee**
The Short Trip committee organizes the Short Trip in January. The committee consists of seven people, including a chair, secretary and treasurer. The committee is responsible of choosing the destination, the transport, the stay, the program, the promotion and the organisation of the pre-activities for the trip.

**Long Trip Committee**
The Long Trip committee organizes the Long Trip. This means usually a two-week trip to a destination outside of Europe, in the summer, after the retakes of the second semester. The committee consists of seven people, including a chair, secretary and a treasurer. The committee is responsible of choosing the destination, the transport, the stay, the program, the promotion and the organisation of the pre-activities for the trip.

**Congress Committee**
The Congress committee is appointed in September. Usually SPIL organised a trip to the World Congress of the International Association for Political Science Students in Europe, but as there have been a lot of changes, there is more room for freedom now. The exact details of the tasks of this committee in the future have yet to be decided on. The committee consists of seven people, including a chair, secretary, and treasurer. Organising a trip to a congress is a possibility, but organising some kind of an related activity ourselves is also possible. Other committees

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Do you want to know more about this position? Talk to Frits, send a message to +31 (0) 6 34 67 95 26 or send an email to globalrelations@spilplaats.nl
The Commissioner of Internal Relations oversees the Yearbook committee and the DEBAT committee.

**Yearbook Committee**
The Yearbook Committee has its own chair, secretary and treasurer and approximately four regular committee members. The committee writes the articles that are placed within the yearbook and graphically design the entire layout of the book. As the commissioner, it is your task to communicate well with the chair of the committee and the SPIL board. You also need to attend meetings that the committee has. You are responsible for staying in touch with the printing company and making sure that the whole process runs smoothly so that the committee can create a great new yearbook.

**DEBAT Committee**
As editor-in-chief of SPIL’s semi-scientific magazine you are responsible for one of the pillars of SPIL. Together with the chair of the committee - with whom you will be working closely - you will be making sure that a broad range of subjects is to be touched upon in the four issues of the magazine. Next to the paper edition, since a little more than a year ago
we have a separate website for DEBAT. This means that it is up to you to keep the website running and up-to-date.

The committee exists of around 25 people to fill several positions: the chair and secretary, the DEBAT online subcommittee, and the editorial board. Although you are in the end responsible that our magazine will get delivered to over 1500 people, managing the committee is to be done by the chair, but in case something is not going as planned or they are not doing the job properly, you need to be ready to step up your game. As you are responsible, you set out the broad vision for the entire committee, you will be writing the policies your committee and your chair need to hold themselves to. You will be making a year planning, to make sure that everything is done right on time, and if you want to decide to publish issues revolving around a certain country, political ideology, or event.

The editorial board, just like in previous years, checks the grammar and gives feedback to their peers, and can also be responsible for the graphic design. It is important to have a great eye for detail since it will be you who will be doing the final check and ensure the result is a coherent and consistent magazine. What you need to be is stress resistant and calm, you will get asked all sorts of questions by possibly ten people at the same moment.

The best thing about being the Commissioner of Internal Relations is that you will have a big say in the making of the four editions of DEBAT and to think along with the Yearbook committee about the biggest memorabilia you will be able to look back with in the years to come.

Do you want to know more about this position? Talk to Niels, send a message to +31 (0) 6 30 77 56 36 or send an email to internalrelations@spilplaats.nl
The Commissioner External Relations will be responsible for the acquisitions, ICT and promotion of the SPIL. He or she will keep in touch with the companies that the SPIL already has a contract with and approach new companies. They will set themselves a goal at the beginning of the year and try to meet that by reaching out to new companies. Besides this, the commissioner of External Relations also makes sure the SPIL website is up to date. By fixing any mistakes, uploading registration forms and keeping the agenda organized, he or she makes sure that any member can visit the SPIL website and find what they need. Furthermore, they upload photos and reports on the website, along with internships and other useful materials to SPIL’ers.

The commissioner of External Relations is also responsible for the promotion of the SPIL. This entails promoting everything the SPIL organizes, by uploading on social media and drafting the newsletter together with the secretary. The commissioner also makes a promotion schedule to ensure that members are not
spammed with events and is in contact with other committee chairs who organize events that need special promotion. The commissioner handles all social media of the SPIL, including Facebook, Instagram, Twitter, Snapchat and LinkedIn. He or she also makes sure, together with her committee, that posters for all events are made and that there is someone to take pictures during an event.

Finally, the commissioner of External Relations is responsible for the two following independent committees:

**Acquisitions Committee**
This committee gets the freedom to design two merchandise products per year. Furthermore, they focus on non-financial acquisitions. For example they would get SPIL members reductions at certain brands, but don’t handle any acquisitions where the SPIL gets paid a certain amount of money. This is still the commissioner’s job.

**Promotion Committee**
The committee of Promotion is in close touch with the commissioner of External Relations to handle all promotion for SPIL events. They get to design banners, take pictures and their secretary is in contact with all other secretaries to get promotional material. The commissioner is not the chair of this committee, but keeps a close eye on them to make sure all promotion goes smoothly.

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Do you want to know more about this position? Talk to Gaia, send a message to +31 (0) 6 18 84 90 09 or send an email to externalrelations@spilplaats.nl
OTHER COMMITTEES

In addition to all the functions and committees outlined above, there are some more committees that you can apply to, to combine with your board position. Below you will find which committees you can apply for to oversee and what they do.

Introduction Committee
This committee organizes the Freshmen Weekend and several other activities for first year students. As responsible board member you make sure these activities are planned and organised. The treasurer of the 39th board has been responsible for it this year.

Festivities Committee
The Festivities Committee organizes all informal activities, including borrels, parties and the yearly SPI-L gala. Think about pubquizes, pubcrawls and movie nights. The committee can be as creative as possible, but all activities will be organised under your oversight. As the responsible board member you oversee the committee, arrange partnerships and keep in touch with our favourite bars. The Commissioners External Relations and Global Relations of the 39th board oversaw the two committees Social Activities and Festive Activities respectively this year, which are the two committees that merged into this new Festivities Committee.
In addition to those, there are two more committees the 40th board should divide amongst themselves. They are:

**SPIL-Weekend Committee**
The SPIL-Weekend Committee organises a weekend in spring for all SPIL’ers. This weekend can be in The Netherlands, Belgium or Germany. It is an informal weekend which is all about connecting SPIL members from different years and specializations of the political science course. The President of the 39th board oversaw the committee this year.

**Dies Committee**
Although there will be no Dies Committee for the 40th board because of the Lustrum, a new Dies Committee will have to be formed for the 41st board. This committee will already start working under the responsibility of one of the members of the 40th board. The Dies Committee organises all activities in the week of the Dies (anniversary) of SPIL, November 8. This week exists of special activities that can range from formal to social activities and also includes the traditional Dies Lecture. The Commissioner Internal Relations of the 39th board has overseen this committee this year.

We are looking forward to your questions and hopefully after that, your applications!
Save the date!

April 27 - May 10
Send in application letters

May 25 - June 5
Interviews

June 25
"Meet the new board" borrel

July 9
GA - candidate board vote

August 5 - 7
Freshmen Weekend

August 10 - 14
EL CID

August 17 - 21
HOP Week

September 10
GA - Change of boards