

Becoming a board member



Do you want to be on the 41st board?



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Introduction

Dear SPIL'er,

In front of you lies the information booklet on being a SPIL board member provided to you by the 40th board. We have written this with a bittersweet feeling, knowing that our board year is coming to an end, but yours is about to begin! This booklet is too short to tell you everything you need to know about being a board member, but we have tried our best. Please know that you can always contact us or any other previous board members if you have any further questions and want to have a (virtual) coffee and chat.

Becoming a SPIL board member will most certainly be a wonderful experience for you.

Not only will it teach you valuable life- and work-skills, such as heading meetings, organizing large-scale activities, and practicing your formal writing skills, but it will also expand your social circle and give you many new friends. No day is the same and you for sure will never be bored.

Please note that being a board member is not something you do all by yourself: whenever you are stressed or unsure about something, there are six other people there to pick you up and help you out. Therefore, do not worry if you feel like you do not fit all the criteria and are a bit insecure about your skills. Everything is teachable and you are not alone.

The last chapter of this booklet will give your more information about the application procedure. It will list all the important dates regarding the application, so make sure to write these down! We are very much looking forward to receiving your application and hope that you will enjoy your board year as much as we did.

With SPIL-yellow love,

The XL board of SPIL, 'SPILuminous'



General Information

If you are interested in becoming a board member, you probably have a lot of questions. In this chapter, we will try to answer the most frequently asked general questions. In the chapter following this, you will find more information on the tasks related to each different board position.

How much time will it cost me to be a board member?

A board year at SPIL is part-time. This means that you will have enough time to study, have a job and maintain your social life. How much hours per week you spend on this, can differ per position and period of the year. On average, you will spend about 10-30 hours per week on everything SPIL-related.

However, it is important to keep a schedule and let your fellow board members know where your priorities lie. If there is a set day or evening each week during which you are unavailable, you can usually plan around this. Keep in mind though that you will not only spend time on your own tasks, but that you are also expected to attend (almost) all SPIL-activities.

Will I get paid to do a board year?

Being a board member is an investment: many employers are enthusiastic about potential employees with additional, extracurricular experience, like a board year. This is why becoming a board member of SPIL is a wise choice and an investment for your future career. During the year, you will spend money on attending borrels, parties and trips. You might also spend money on travel costs. International board members do however get their public transport costs reimbursed by SPIL. 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.

Do I need to have been in a SPIL committee to apply for the board?

To understand how the association works and what it is like to organize activities, it is necessary to have been part of a SPIL committee before. However, it does not matter which committee this was, and you certainly can apply for a different board position than the one that 'belongs' to your committee! It is also not necessary to have been the chair of a committee to apply for the board. In the end, what matters most is your enthusiasm.

I do not have any writing experience, but I want to be the commissioner of DEBAT / I do not know anything about ICT, but I would like to apply for commissioner External Relations / etc. Is this possible?

Yes, it is definitely possible to apply to all board positions even if you do not have any concrete experience in this field. Your predecessor will be able to teach you anything that you need to know. Therefore, please do not hesitate to apply for any position that seems interesting to you!

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 ECT’s of the first year), it is wise to create a study plan with your study advisor. Together with them, you can look into the possibilities and decide upon what would be the best course of action. Will you try to earn all your ECT’s, 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.

Can I earn 60 ECT’s (‘studiepunten’) during a board year?

It varies per person how many ECT’s they want to earn during their board year. Some will earn all their points; others will 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. Think about how many ECT’s you would like to earn and be realistic in this. Also, make sure to set up an appointment with your study advisor to discuss your plans before the start of your board year.

Board positions

The SPIL-board will have seven board members next year. Currently, there are seven main functions and several secondary functions. Most committees belong to a specific position, but a few committees can be combined with any position within the board. These committees are explained further in the last part of this chapter.

President

One might wonder: what does the president of SPIL actually do? Besides from starting the SPIL anthem, the tasks of a president vary greatly. Your most important task is to make sure you know what everyone is doing at all times. This might seem like an easy thing, but it is going to be the thing you will spend the most time on: contacting your board members about the activities their committee organises and coordinating all the other things that need to be done. Furthermore, you are a listening ear within the board. As the president, you must make sure that everyone feels safe to share their feelings with you and that you are always there to assist them when needed. You hold evaluations with your board members and keep in very close contact with the rest of the board.

Tasks

For the board meetings, you will prepare the agenda and lead the meeting, to make sure that the rest of the board does not stray away too much from the important subjects. It is your task to make sure that your board members are up to date about university related matters. Furthermore, you are in contact with the chairs of the many committees SPIL has.

Besides this internal representation, you represent the SPIL externally. One of these tasks is taking part in the association meetings (VerO's) with the other FSW-associations and the assessor. You will also have a place in the Platform for Political Scientists (PvP) board that oversees the PiP-Committee. You will also represent the SPIL towards the Study Association Consultation Platform (StOP). This means that you will have to attend many meetings during which you get to meet so many new people, so you will expand your network immensely. Together with the secretary, the president writes the general policy and keeps the general goals in mind. All these different tasks will be what fills your day next year.

Luckily, not one day is the same! From being in meetings, taking your shift in the SPIL-‘hok’, answering an endless stream of emails, or joining SPIL activities, your days will be pretty much filled with all different kinds of activities, which is one of the benefits of this position. You are the face of the association, which means that you get to meet many people, talk at university events, and represent the association to the outside world. This makes for a sometimes difficult, but mostly beautiful and thankful position.

Committees

PiP-committee

With our sister associations (EOS, ismus and Machiavelli), the SPIL organizes the PiP-Congress. This will be done in a committee consisting of eight members, two of which will be SPIL’ers. The PiP-congress will be a one-day event filled with lectures, workshops and more.

Lustrum committee

Due to COVID-19, the 40th birthday of our association had to be postponed, which means that the president of the 41st board will continue to oversee this very special committee. This committee is put together every five years and celebrates the SPIL’s birthday on a larger scale. It has a special budget and committee and organizes even bigger parties, lectures, and activities. The celebrations take place throughout the whole year with a special Lustrum week.



As the president of SPIL, you...

- Are approachable and easy to talk to
- Enjoy regularly meeting new people
- Have great social skills and empathy
- Can keep an overview
- Are capable of taking the lead

If you have any further questions for Maryem, please send an email to president@spilplaats.nl or contact her by phone.

Secretary

The secretary could be called the engine of the association. The function of secretary consists of many different tasks, but happens mostly in the background. As the secretary, you are responsible for the administrative side and the internal and external communication of the association. You are also the right hand of the president, meaning you will assist them in whatever way you can. The secretary is often the person who knows the most about all the regulations and history of our beautiful association. You are always aware of what your fellow board members are up to, as you keep track of the year planner and agenda.

Tasks

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 from both SPIL-members and external parties.

Taking minutes is also very important for the communication within the association. The secretary takes minutes at the board meetings and the General Assemblies, which can be a tedious but valuable process. The General Assemblies are organised by the secretary as well. You will be putting together the documents that will be discussed during the assembly, make the booklet, work with the GA-chair and book a location. You will also work on the general policy of the board together with the president.

Along with the policy, you will 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 board members and their committees are organising, which is very convenient when you are writing the monthly newsletter to all 1500 SPIL-members. As you may have noticed by now, a board year as a secretary comes with a lot of writing, a great skill to develop!

Furthermore, the secretary organizes the CoBo, assists the treasurer with the collection of the membership fee, and might have a committee or two to oversee. In general, the secretary makes sure the association is run smoothly so all your fellow board members can do their job properly. No day is the same and you will never be bored!

Committee

As the secretary, you do not have any set committees, but it is definitely possible to take up a committee. This year, the secretary was responsible for the Introduction committee on which you can find more information in the last section of this chapter.

As the secretary of SPIL, you...

- Can work in an organized and structured manner
- Are approachable
- Have affinity with writing and language
- Are tedious and detail-oriented
- Enjoy learning all about the association and its history

If you have any further questions for Anna, please send an email to secretary@spilplaats.nl or contact her by phone.



Treasurer

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 for everything that has to do with the finances, the treasurer makes the decision. This position is essential to the association and requires someone who can work by themselves and carry a large responsibility.

Tasks

The treasurer is responsible for all the finances of the association. This means that you will have access to the bank account and do the bookkeeping. A great thing about this position is that you are involved in all parts of the association. Firstly, you work a lot with your board members because they cannot spend money without the treasurer's permission. Secondly, you have an important function during the activities themselves. The presence of the treasurer is essential at activities such as the trips and borrels. The role of the treasurer is therefore, besides administrative, also very social. This is an interesting combination that makes the role of treasurer so incredibly fun and challenging.

Of course, the treasurer cannot take decisions about money matters uncontrollably. The Audit committee (KasCo) therefore checks the 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.

Do not worry if you do not have a lot of knowledge about finances yet, as you will learn this all during the training period. 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 fulfil that function in a group with amazing people with whom you keep the association running for a whole year!

Committee

As the treasurer, you do not have any set committees, but it is definitely possible to take up a committee. This year, the treasurer was responsible for the Festive committee on which you can find more information in the last section of this chapter.

As the treasurer of SPIL, you...

- Are a rational and practical person
- Have a problem-solving mindset
- Are tedious and detail-oriented
- Do not get stressed out easily
- Enjoy keeping in contact with many different committee members

If you have any further questions for Jorgen, please send an email to treasurer@spilplaats.nl or contact him by phone.



Commissioner

Education & Politics

As the commissioner of Education & Politics, you are responsible for most of the formal and educational activities that take place within SPIL. You oversee a total of four committees. Furthermore, you are responsible for managing the book sale. It is also a long tradition that the person holding the position of commissioner of Education & Politics applies to the BSc Political Science Programme Committee. This is quite a heavy workload which is why traditionally, the commissioner of Education & Politics will take on less 'extra board tasks' than some other board members. Furthermore, you will represent the association in all educational matters within the university.

Tasks

The representation of political science students' interest happens through a seat in the Programme Committee (OLC). The Commissioner of Education has also traditionally been part of the Faculty' Student Sounding Board. The commissioner is in direct contact with Studystore - the book service that oversees the ordering and delivery of the required literature for students - and with the professors and instructors at Leiden University to make an inventory of the required literature of each course per block.

As a commissioner, you are responsible for setting out the policy goals of your committees and the association as a whole. You will attend committee meetings and form the linkage between the board and the committees. You make sure the committees meet their deadlines, function accordingly and help the committee out in whatever way is necessary.

The great thing about this position is that you can practice a lot of useful work-skills, such as networking, formal communication, and managing committee members. This might seem a bit scary at first, but you will gain knowledge along the way and have great committee members to work on activities with.

Committees

Education committee

This committee organises all activities that are focused on supporting the professional development of SPIL-members in the fields of academic skills and career perspective. They evaluate all Political Science bachelor courses and organize educational activities such as lectures, workshops, and the annual Career Night.

Excursions committee

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. One of the highlights is the annual Embassy Hop.

Masters committee

This committee focuses on master students and aims to strengthen their connection with SPIL and the university. In the past, this committee has organized borrels, workshops and activities with PHD-students.

Stairs Affairs

This committee consists of three SPIL-members and three members of the study association for Public Administration, the 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, The Hague.

As the commissioner of Education & Politics of SPIL, you...

- Have a broad interest in political matters
- Are not afraid to approach experts and organizations
- Care about students' needs
- Are a good networker
- Can coordinate and manage many different tasks at once

If you have any further questions for Petra, please send an email to educationpolitics@spilplaats.nl or contact her by phone.



Commissioner

Global Relations

As the Commissioner of Global Relations, you are in charge of organizing some of the highlights of every SPIL-year: the trips! Four times a year, the association spreads its wings to travel inside and outside of Europe. As many SPIL'ers as possible come along on these trips. The trips are often seen as one of the most special and fun activities of the year, so this is a very thankful job.

Tasks

As commissioner, you are responsible for overseeing the Brussels Excursion committee, the Short Trip committee, the Long Trip committee, and the Congress committee. You will set out the policy goals of your committees and make sure that these are carried out. You will attend committee meetings and essentially form the linkage between the board and the committees. You help the chair to make sure the committees meet their deadlines and function accordingly. In general, you oversee all policy related decisions your committees make. As Commissioner of Global Relations, this means for example that you help the committee to check on the safety of the destination they choose for the trips and that you make sure the CASSA-subsidy is requested at the Leidsch Universitair Fonds, since these are more policy-related matters.

Furthermore, you carry quite a heavy responsibility on the trips itself. Together with your committee, you make sure the program is carried out and that the group arrives on time to the right locations. When a SPIL'er gets sick, loses their passport, or is lost, you (with the help of your fellow board members of course) have to find a way to solve these issues and make sure that everyone is safe.

These things might sound difficult, but remember that you are not alone in this and that the committee and board will be of tremendous help to you. Overall, being the commissioner of Global Relations is a very exciting position in which you will develop your organization skills and can be as creative as you want!

Committees

Brussels Excursion

This committee organises the yearly excursion to Brussels. This one-night stay includes visits to organisations and institutions, often EU-related, and lectures by various speakers.

Short Trip

This is a trip inside of Europe which will last one whole week in January. The destination is always politically relevant. The rest is up for the committee to decide!

Long Trip

The Long Trip is a two week trip to a destination outside of Europe. In the past, SPIL has travelled, among other destinations, to China, the USA and Argentina.

Congress Committee

Every year, SPIL attends a political science congress in Europe. The main task of this committee is to organize the trip to the congress and the activities around it.



**As the commissioner of Global Relations of SPIL,
you...**

- Can work under pressure
- Enjoy all aspects of organizing a trip
- Are practical and keep a cool head in difficult situation
- Can delegate tasks and are a great team-player
- Are able to juggle multiple tasks at once

If you have any further questions for Bas, please send an email to globalrelations@spilplaats.nl or contact him by phone.

Commissioner

Internal Relations

The commissioner of Internal Relations is responsible for some of the crown jewels of the association: the DEBAT magazine and the annual yearbook. This means that you will oversee two committees. Historically, the commissioner of Internal Relations is also the person in the board who picks up quite a few extra board-related tasks. In this position, you will help shape the magazines and yearbook that SPIL'ers will save for a long time and are an essential part to the association.

Tasks

As editor-in-chief of SPIL's semi-scientific DEBAT 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 make sure that a broad range of subjects is touched upon in the four issues of the magazine. Next to the paper edition, DEBAT also has a website. It is up to you to keep the website running and up to date.

The DEBAT committee is the largest committee of the whole association and consists of around twenty-five members. These are divided in sub-committees such as DEBAT online, the editorial board and the graphic designers. You will make sure that the magazine gets delivered to all 1500 SPIL'ers. As you carry the final responsibility, you set out the broad vision for the entire committee and write the policy that your committee and your chair need to hold themselves to. You will be making a year planner, to make sure that everything is done right on time, and decide upon publishing special issues around a certain country, political ideology, or event.

The commissioner of Internal Relations also oversees the writing, designing, and publishing of the yearbook that is filled with interviews, memories, and reports of all things SPIL. This means that this position is one in which you can be very creative and shape it however you like. The best thing about being the Commissioner of Internal Relations is that you will have a large 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 on within the years to come.

Committees

DEBAT committee

The SPIL has its own quarterly DEBAT Magazine and DEBAT online website. There are different tasks in this committee, ranging from editorial board to general members, graphic designers and the DEBAT online writers.

Yearbook committee

This committee will compile material throughout the whole year to present in the yearbook! This 200-page book summarizes and immortalizes the whole SPIL-year and is filled with interviews with prominent journalists and politicians. Additionally, the committee will think of a nice and fitting theme and design the yearbook from cover to back.

As the commissioner of Internal Relations of SPIL, you...

- Are creative
- Have affinity with writing and design
- Are able to manage a large committee
- Have an eye for detail
- Can stick to deadlines

If you have any further questions for Renée, please send an email to internalrelations@spilplaats.nl or contact her by phone.



Commissioner

External Relations

The commissioner of External Relations is essential to the association, as they bring in money and make sure all the amazing activities by the committees get promoted. As commissioner of External Relations, you are responsible for the acquisitions, ICT, and promotion of the SPIL. This means that you work together with a lot of different people for the promotion aspect of this position, but are also able to work by yourself (and with the committee) on the acquisition aspect.

Tasks

For the acquisitions part of this position, you will keep in touch with the companies that SPIL already has a contract with and approach new companies. The commissioner of External Relations sets themselves an acquisition target at the beginning of the year and tries to meet this by reaching out to new companies. You will also develop two SPIL merchandise items with the committee, a very fun and creative task!

Besides this, the commissioner of External Relations makes sure the SPIL website is up to date. By fixing any mistakes, uploading registration forms, and keeping the agenda organized, you will make sure that any member can visit the SPIL-website and find what they need. Furthermore, the commissioner of External Relations uploads photos and reports on the website, along with internships and other useful materials to SPIL'ers. Do not worry if you do not know anything about maintaining a website yet, as you will learn all of this along the way.

The commissioner of External Relations is also responsible for the promotion of all SPIL-activities. This entails promoting everything the committees organize by uploading on social media and creating posters. You will make a promotion schedule to ensure that members are not spammed with activities and remain in touch with committee chairs who organize activities that require special promotion. The commissioner handles all social media of the SPIL, including Facebook, Instagram, Twitter, Snapchat, and LinkedIn. You will also make sure, together with the committee, that someone takes pictures at all activities.

For this position, you can get as creative as it gets. You will be able to develop many useful skills, such as writing formal and informal texts, reaching out to new companies, and managing multiple social media channels.

Committees

Promotion committee

As SPIL organises numerous activities and parties, this committee will ensure that those activities are promoted via posters, social media, or any other creative idea they may have! The committee will also document these amazing activities.

Acquisitions

This committee has two main tasks: maintaining relationships with organisations outside of SPIL (sponsors or partnerships) and establishing new ones. Additionally, the committee designs at least two SPIL merchandise items each year!



As the commissioner of External Relations of SPIL, you...

- Can handle last-minute work
- Are proactive and not afraid to reach out to companies
- Work in a structured and organized manner
- Are creative
- Have an eye for design and photography

If you have any further questions for Jette, please send an email to externalrelations@spilplaats.nl or contact her by phone

Other Committees

There are a few committees that do not necessarily belong to any particular board position, but will be divided among the 41st board. For the Festive and Introduction committee, this will be decided by the 40th board. The other committees can be divided by the 41st board themselves.

Festive committee

This committee will organize all the parties and borrels of the SPIL. There are monthly borrels in both Leiden and The Hague. Also, fun informal activities will be organized during the year, such as movie nights, band nights and terrace hops. To top it off, you will also organize the annual SPIL gala! This committee has quite a heavy workload, but is also one of the most fun committees of SPIL.

Introduction committee

This committee has aims to make the first-year students feel at home at SPIL and the university. Examples of activities that have been organized are the Friends & Family days, speed dating events and study groups. This committee can get very creative! As a cherry on top this committee, they will be in charge of the organization of the Freshmen Weekend at the beginning of the next academic year for all new students.

SPIL-weekend committee

This weekend is filled with informal activities for every SPIL'er. With your committee, you will find a location in the Netherlands or a neighbouring country and organize all activities, such as a night out and a dinner. This weekend is very informal and a lot of fun.

Dies committee

The Dies committee is the committee that organizes all the activities in the birthday week of SPIL, the week of November 8. In 2021-2022, the postponed lustrum of SPIL will take place. The Lustrum committee will oversee this instead of the Dies committee. However, for the Dies week of 2022, the Dies committee will have to get started in the spring of 2022. Therefore, one board member will oversee this committee.

Several StOP-committees

The Study Association Consultation Platform (StOP) organizes several activities each year, such as the Interfaculty Party, the Interfaculty Congress and the Leidsch Debat.

Application Procedure

You have made it all the way to the end of this information booklet! Maybe you already know for sure that you want to apply for the SPIL-board and even which position you are interested in, or maybe you are more confused than ever. The next question is: how do you go from here? In this chapter, you will find all the information that you need regarding the application process. If you still have some questions after this, do not hesitate to contact the secretary of the board.

26th of March, 20:00h : the Board Interest borrel!

Whether you are sure you want to apply or are still very doubtful, everyone is more than welcome at the Board Interest borrel! Even if you already know that you will not apply this year, but might be interested in applying for a committee chair position next year or to apply for the 42nd board, we highly encourage you to attend this borrel anyway. You will receive lots of information and be able to ask all your questions to the current board. Remember, you are not obligated or expected to apply for the 41st board after this borrel, it is completely fine if you are simply there to listen.

March – April: gathering information

These weeks are the time for you to gather as much information as you can and would like to have. Traditionally, interested candidates use this time to talk to SPIL board members from the current and past boards. Since in-person coffee dates are a bit tricky nowadays, you can also call or Zoom them. If you need any contact details from previous SPIL board members, do not hesitate to ask this to the current board. The 40th board will also set up a coffee- or walking-date system, so keep an eye out for that on our social media!

23rd of April – 7th of May: sending in your application letter

The application procedure for the 41st board starts with writing an application letter. This letter should be no longer than one or two pages. You may email this, together with your Curriculum Vitae, to secretary@spilplaats.nl. The deadline for the letters is Friday, May 7th. Please mention at least the following in your letter:

- Why would you like to be a board member of SPIL?
- What is your best SPIL-memory?
- For which positions would you like to apply and why?

In the week of the 10th of May and/or the week of the 24th of May: interviews

After reading your letter, the board can invite you for an interview. The interview will take approximately one hour and is the ultimate chance to convince the current board that you are very motivated to become a board member of SPIL.

4th of June: Candidate Board announcement!

After the interviews, the board will decide on the new 41st board of SPIL. On the 11th of June, the board will announce the members of the 41st 'kandidaatsbestuur'. It will be a very special day, so make sure you keep the whole day free in your agenda!

Week of June 21st: Affirmation GA

In the week of June 21st, the Affirmation GA will take place. If the GA confirms the appointment of the new board, you will be called the 41st f.t. board (futurum tempore).

Summer of 2021: training process and introduction weeks

In the summer of 2021, the 40th board will prepare the f.t. board for their tasks starting from September to make 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 to be available in the following weeks:

- 9th of August – 11th of August: SPIL Freshmen weekend (EJW)
- 16th of August – 20th of August: EL CID Leiden
- 23rd of August – 27th of August: HOP-week The Hague

Due to the pandemic, the exact schedule is not known yet and some of these dates are subject to change.

9th of September: Change of Boards GA

Finally, the 41st f.t. board will take over at the General Assembly – Change of boards. This GA is scheduled to take place on Thursday September 9th.

Save the Date!

26th of March, 20:00h : the Board Interest borrel!

Friday May 7th : Deadline Application Letter

**The week of the 10th of May and the week of
the 24th of May : interviews**

4th of June: Candidate Board announcement!

Week of June 21st: Affirmation GA

Summer of 2021: training process and introduction weeks

9th of September: Change of Boards GA