

# AIESEC Maastricht

Board Positions '17 – '18  
Application Booklet







**Dear reader,**

Great that you are considering a board position within AIESEC Maastricht! We are now recruiting for board positions that start in July 2017. This booklet contains all necessary information regarding the available job profiles and the application procedure. Since AIESEC uses a lot of abbreviations, we have provided you with an abbreviation list at the end of this booklet. An AIESEC board year provides you with great opportunities and challenges. During your year as a board member, you will develop yourself personally and professionally; expand your national and international network; develop a global mind-set, and have a lot of fun.

It is AIESEC's mission to develop young people into responsible leaders who have the capacity to shape the world around them. Many great leaders of today joined AIESEC when they were young. For example; Kofi Annan, Bill Clinton, and queen Maxima. Our team consists of 27 enthusiastic and ambitious people who are working together in four teams. Will you be the next one to join the AIESEC team?

We are looking forward to seeing you during the application period and are eager to learn more about you and your ambitions.

Good luck and enjoy the process!

On behalf of AIESEC,

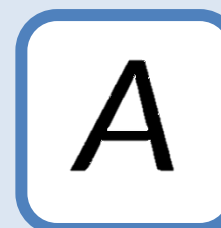
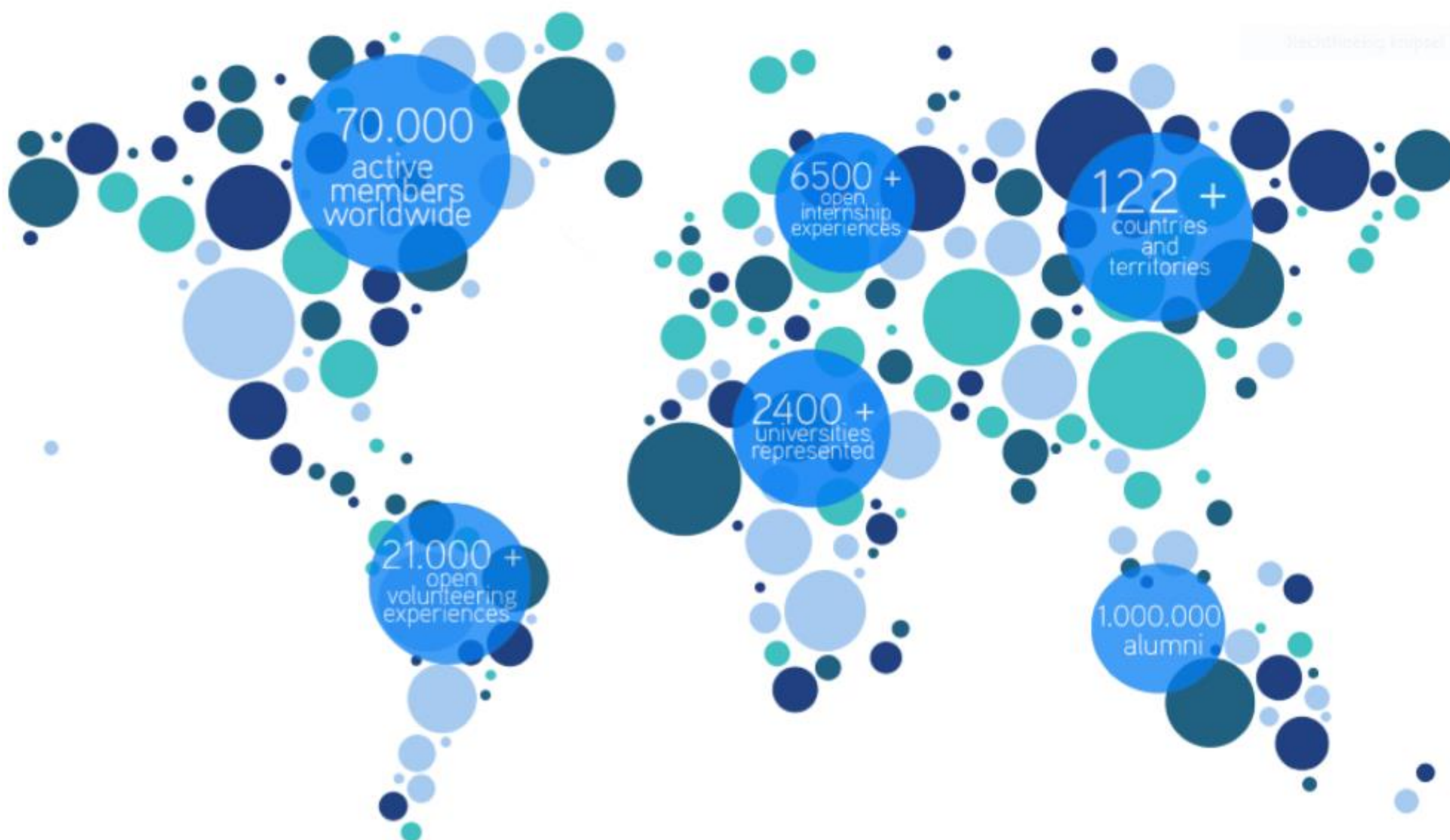
Simone Jeuken

Local Committee President  
AIESEC Maastricht 2016/2017





## in general



### What is AIESEC?

A global, non-political, independent, not-for profit organization run by students and recent graduates of institutions of higher education.



### Vision

Peace and fulfilment of humankind's potential. The way we create impact is by developing leadership.



### International Platform

Our platform enables young people to discover and develop their potential to provide leadership experiences for a positive impact on society.



### Members

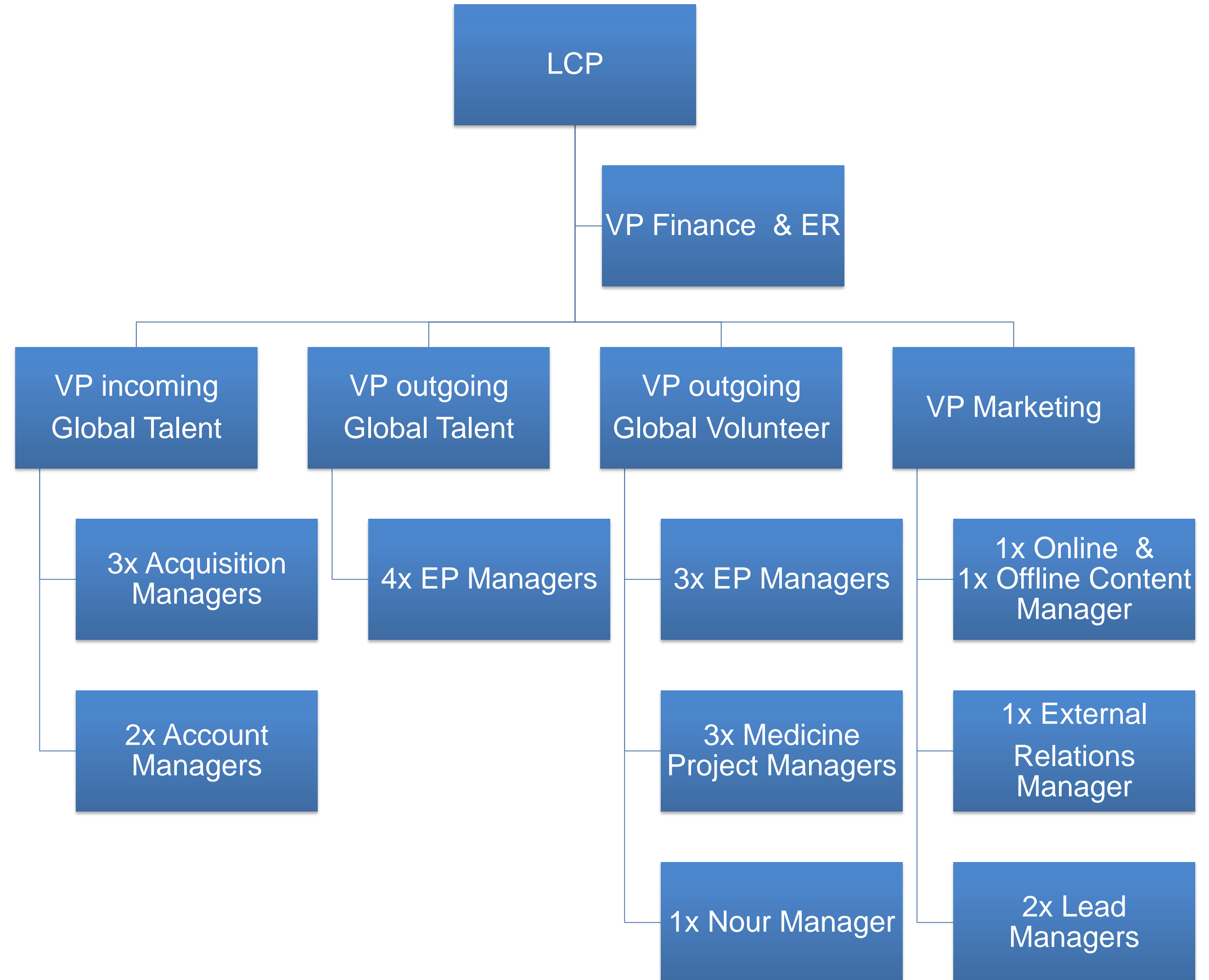
AIESEC members are interested in world issues, leadership, and management. AIESEC does not discriminate on the basis of race, colour, gender, sexual orientation, creed, religion, national, ethnic or social origin.





# AIESEC Maastricht

## Structure





# What does AIESEC have to offer you?

## Personal Leadership Development

The leadership qualities that you see here were developed by AIESEC. It shows the qualities that we want every person that engages with AIESEC to develop within themselves. Thus allowing you to be prepared for the challenges of the future.



## Professional Development

On the picture here you can see a training we had during this year at one of the National Conferences. During the year you'll get various trainings both from external partners and from AIESEC'ers.





# What does AIESEC have to offer you?

## Team Experience

As part of one of the four teams you'll have a whole lot of good times. You work together on a functional level, you'll have weekly team dinners and twice a year you'll go on a team weekend.



## And a whole lot of fun!

During your year we'll go on weekends with the entire LC twice; we'll also have two national conferences, and you can go abroad to an international AIESEC conference. Next to that; we have the weekly drinks, the possibility to join for lunch every day, national events, and dinner with the entire group!







# Full-time Board Positions

The following job descriptions are an accurate summary of the tasks and responsibilities of the EB members, giving by the EB of 2016 - 2017. AIESEC is constantly looking for improvement, which is why job descriptions for next year may be altered in the upcoming months. We will do our best to keep you updated should there be any changes!



# Executive Board Positions – Full-time

EB of AIESEC in Maastricht

As an EB'er, you will officially start your term at the 1st of July 2017. However, once you are selected you will already have a number of responsibilities as EB-elect. This mainly involves the transition to becoming an EB'er on a part-time basis. Full-time AIESEC members are only in a position for one year. Therefore, it is vital that we try to ensure a minimal loss of knowledge and experience. We try to make sure you are prepared to the fullest, in order to provide you with an optimal starting period. During this preparation period we will do our best to operate within the possibilities of your schedule.

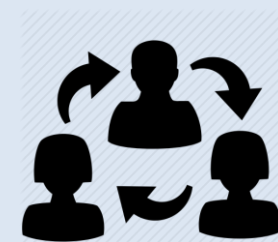
During the summer, AIESEC's processes and operations diminish in intensity. There are no meetings, and most part-timers are on vacation. You are not expected to work full-time, but we do recommend you to spend some time working during the summer. It's perfectly possible to go on a holiday, but take the time to get to know your team, try to familiarise yourself with your responsibilities and make sure you are well prepared for the big start in September. The amount of hours fluctuates per person, and is also something you can discuss with your predecessor.

Please take note of the fact that while most operations are inactive during the summer, dozens of students are abroad on a voluntary program or professional internship. It is the responsibility of AIESEC that even in the summer months, these students are guaranteed of quality AIESEC service.

Being in the EB of AIESEC in The Netherlands is a full-time job. A workweek within AIESEC can be around 40 hours or more, so consider the extra pressure you would put on yourself should you choose to add extra workhours to that.

We maintain a schedule of 10:00h to 16:00h. This does not include the meetings and drinks on Tuesday evening, team weekends, conferences and trips. Expect to have an AIESEC event during the weekend per six weeks. They sometimes include international travelling and always include trainings and parties.

From the 1st of July 2017 onwards, you will be expected to be full-time available for AIESEC. You will officially end your term on the 1st of July 2018.







### **Local Committee President**

“As LCP I have been the final responsible for the Local Committee in Maastricht. This means that you are the face of AIESEC, both internally and externally. The job description is very broad, and involves many supporting tasks to make sure that the teams can operate. It is the LCP’s responsibility to lead the LC, the EB and ensuring a good team atmosphere. I have been leading our entity according to the strategy for 2016 and 2017, while ensuring member development. The LCP tracks and coaches the VP’s and members on all processes, targets and personal goals and wellbeing. Recruitment of new members is also a responsibility of the LCP. Furthermore, I make sure that all stakeholders are satisfied with our services. In short, the LCP monitors that AIESEC achieves what we strive for: developing leadership in students.” – Simone, LCP ‘16-’17

The LCP application deadline has already been passed, so unfortunately, it is not possible to apply for this position anymore.



### **Vice President Finance & External Relations**

“As VP FER, I am part of the Head Office together with the LCP. It is the FER’s role to ensure financial sustainability and management of external relations in the Local Committee. My responsibility is to maintain AIESEC in terms of financial management and bookkeeping. This includes creating and tracking budgets and financial forecasts to ensure sustainability. I guide and track business units/teams on both financial and non-financial performance.

As manager of the AIESEC committees’ external relations, the FER maintains contact with our board of advisors from various companies and the university. I have been establishing new partnerships and evaluating current ones. Through these partnerships, value is created either through financial resources or strategic opportunities companies can bring us. Being a VP FER requires effective communication, emphasising quality, decision-making, planning and prioritising.” – Niels, VP FER ‘16-’17



### **Vice President Incoming Global Talent**

“The VP IGT is responsible for the incoming exchange team. I am enabling foreign students to come to the Netherlands for a professional internship. My team consists of acquisition managers and account managers. The acquisition managers sell internship opportunities to various companies. The account managers maintain contact with these companies and match their job description to students from our database. The iGT team takes care of contracts, housing, salaries, reception and all formalities and logistics. As VP, I have been responsible for the performance of the team, and the personal and professional development of the team members. This includes coordinating the team, tracking, motivating and supporting its members and providing leadership.”

– Maartje, VP iGT ‘16-’17





### **Vice President Outgoing Global Talent**

“As VP oGT, I have been responsible for the team that facilitates professional internships abroad for students of Maastricht University and students of the polytechnic school. My team consists of Exchange Participant Managers. The EP-managers help prepare the students planning to go abroad, and maintain contact with them once they are abroad. They help these students solving problems and make sure they have a valuable leadership experience. The responsibilities of the VP of this team are similar to the responsibilities of the other VPs: I am responsible for the performance of my team, and the personal and professional development of my team members. This includes coordinating the team, tracking, motivating and supporting its members and providing leadership.” Robbin – VP oGT ‘16-’17



### **Vice President Outgoing Global Volunteer**

“While being VP oGV, I am responsible for the team facilitating voluntary projects abroad for students of Maastricht University and students of the polytechnic school. The oGV team consists of Exchange Participant Managers, Medicine Managers and one Nour Manager. The EP-managers maintain contact with the students who want to go abroad, helping them while having problems and making sure they have a valuable leadership experience. Medicine Managers are responsible for the Medicine Project, which gives third-year Medicine students the opportunity to get experience in hospitals in third-world countries. The Nour manager is responsible for the students who want to bridge the gap with the Western and Arab region. The responsibilities of the VP are: the performance of the team, and the personal and professional development of the team members. This includes coordinating the team, tracking, motivating and supporting its members and providing leadership.” Egid – VP oGV ‘16-’17



### **Vice President Marketing & Communication**

“The MarCom team has the following mission: reaching as many students as possible to help provide more leadership experiences. The team works consists of one online- and one offline content manager, .two lead managers and one external relations manager. The lead managers in this team are responsible for finding the people interested and helping them find their projects. The external relations manager maintains contact with all student associations for workshops and marketing opportunities. As the VP, I have been responsible for the performance of my team, and the personal and professional development of my team members. This includes coordinating the team, tracking, motivating and supporting its members and providing leadership.” Thommy – VP MarCom ‘16-’17





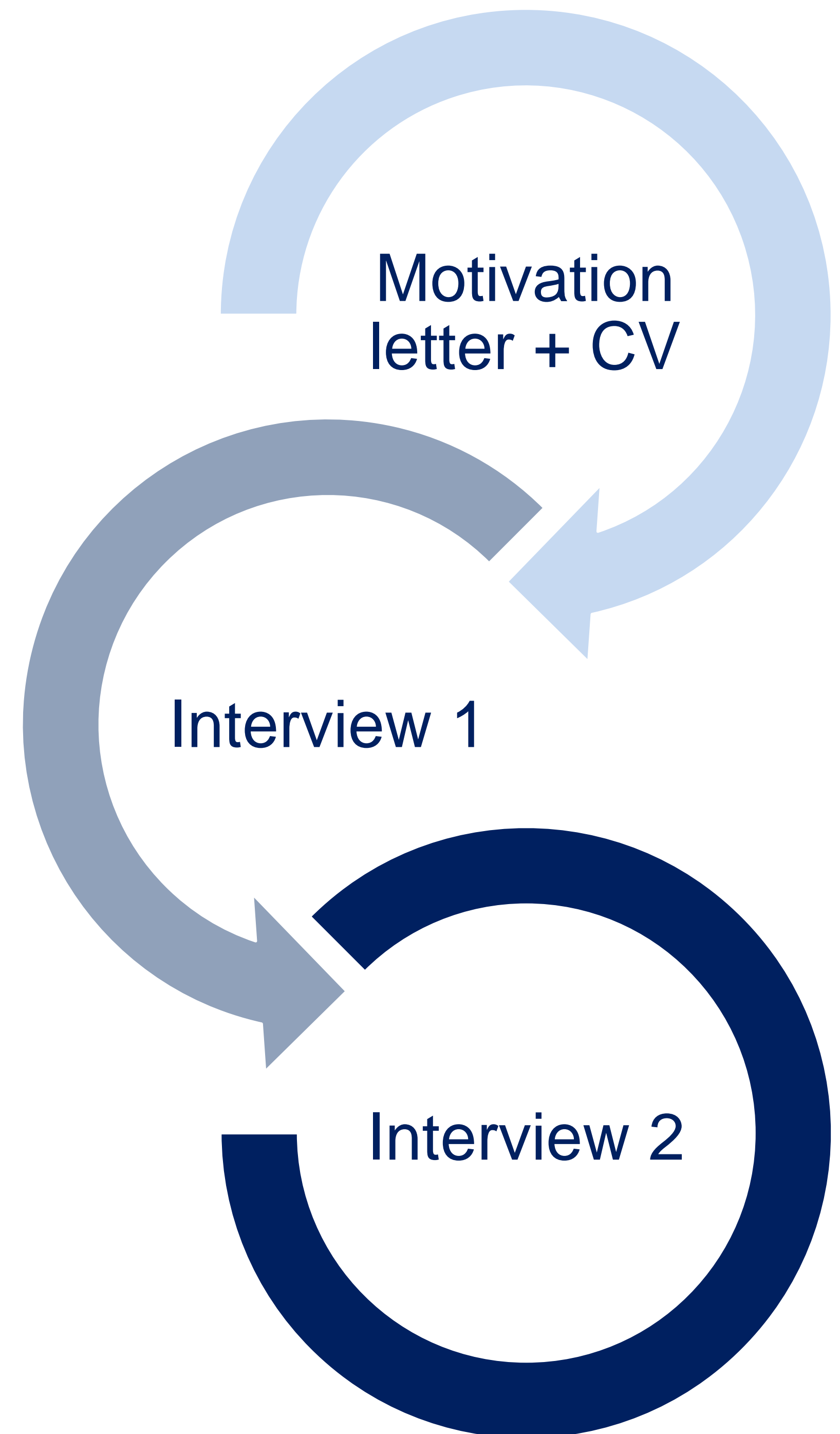
# Application Procedure

## *Full-time Board Positions*

The application procedure for full-time positions consists of 3 rounds. Firstly, you will hand in a motivation letter of 2-3 pages, together with your CV. After handing in your application, we will invite you for the first interview. If you successfully make it through this interview, you will continue to the second one.

Deadline of handing in motivation letter + CV: 9<sup>th</sup> of April, 23:59h

If you decide to apply, you can send me an e-mail ([simone.jeuken@aiesec.net](mailto:simone.jeuken@aiesec.net)), and I will give you further instructions.







# Part-time Board Positions

At our local office in Maastricht we work with motivated and ambitious students in four different teams. Each of the teams has a different focus, but we are all working together towards common goals.

On a daily basis, we run our processes, we talk to students, to companies, we write strategy, we talk to the network, we send and receive students to and from all around the world, we organize events and of course, we have a lot of fun. As a part time board member, you will spend an average of 15-20 hours a week on AIESEC from July 1<sup>st</sup>, 2017, both on working in your team or function and on working together with AIESEC in general and the other teams.


On the following page you find descriptions of our four different teams & the available positions within them.



## Incoming Global Talent

As a member of the iGT team you are responsible for the Incoming Exchange program.

Together with both your coordinator and the other iGT team members it is your responsibility to create as many quality traineeship opportunities as possible and to give the trainees a leadership experience by coaching them during their time in the Netherlands.




- Main responsibilities:
- Acquisition of quality traineeships
  - Customer Relationship Management for local companies
  - Reception, integration and coaching of international trainees

- PART-TIME POSITIONS AVAILABLE:*
- Acquisition Manager
  - Account Manager
  - Trainee Manager

## Outgoing Global Talent

As a member of the oGT team you are responsible for the Outgoing Global Talent program.

Together with both your VP and the other oGT team members you select, support, prepare and coach students who wish to go on a professional internship abroad with




- Main responsibilities:
- Select, support, prepare and coach students
  - Build and maintain partnerships with AIESEC offices abroad

- PART-TIME POSITIONS AVAILABLE:*
- EP Manager

## Marketing & Communication

This team’s mission is reaching as many students as possible to help provide more leadership experiences. Your team works on online and offline marketing. The lead managers in this team are responsible for finding the people interested and helping them find their projects. The external relations manager maintains contact with all student associations for workshops and marketing opportunities.




- Main responsibilities:
- Organizing marketing events
  - Brand Awareness
  - Ensuring that students apply for our products and attend our events

- PART-TIME POSITIONS AVAILABLE:*
- External Relations Manager

## Outgoing Global Volunteer

As a member of the oGV team you are responsible for the Outgoing Volunteer program.

Together with both your VP and the other oGV team members you select, support, prepare and coach students who wish to go on a voluntary project abroad with AIESEC.



- Main responsibilities:
- Select, support, prepare and coach students
  - Build and maintain partnerships with AIESEC offices abroad

- PART-TIME POSITIONS AVAILABLE:*
- EP Manager s
  - Medicine Managers





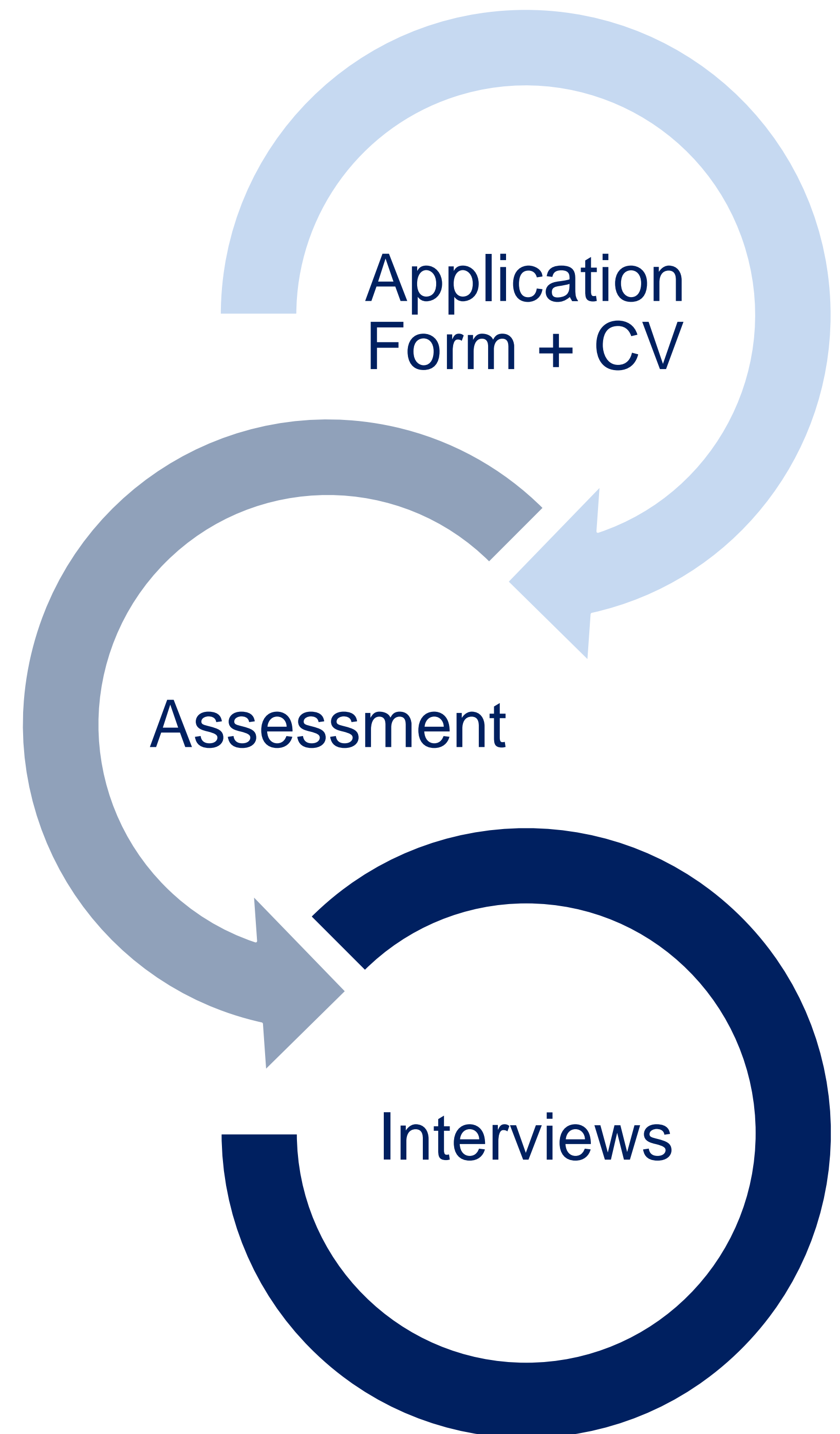
# Application Procedure

## *Part-time Board Positions*

The application procedure for part-time positions is as follows: you will first hand in the application form, together with your CV. Afterwards, an assessment round will take place. If you make it through the assessments, we will invite you for an interview of approximately 1 hour. If you wish to apply: please fill out the form via the following link:

<https://aiesecnl.formstack.com/forms/aiesecboardfunctions>

Deadline: 30<sup>th</sup> of April, 23:59h

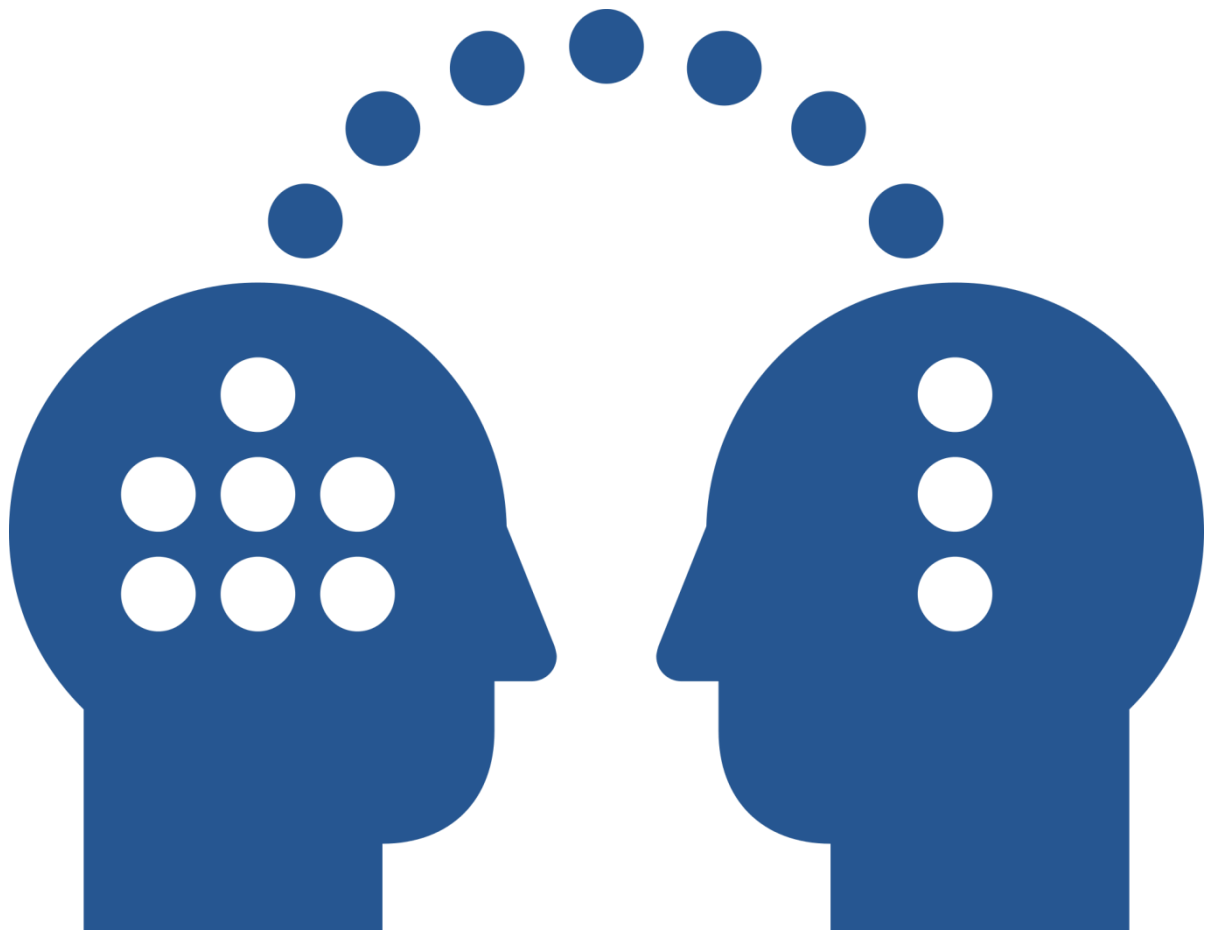




# After the announcement...

## Transition & Take Over

From the announcement onwards, the Take Over Period will start. In the beginning, this will mostly consist of Take Over sessions with your predecessor.. The period will take place until the 27th of June. On the left you find the dates that are already known, and where you are expected when you're elected.



Important Dates	
April, 9th	Deadline applications EB
April 18th-28th	Interviews EB
April, 30th	Deadlie applications LC
May, 1st – 12th	Assessment + Interviews LC
May 18th	National Take Over Start
May 19th	Local Take Over Start
May 22nd–24th	EB Borders* Only EB
June 9th/10th	EB Take Over Days* Only EB
June 14th	Local Advisory Board Meeting* Only EB
June 16th–18th	Take Over Weekend Maastricht
Mid June	National Training Day
June 22nd	Advisory Board Meeting* <i>Only EB</i>
End of June	Wisselconvent* <i>Only EB</i>
June 27th	Opzouts
July 1st	Start of term



# Explanation Abbreviations AIESEC

Like most companies, AIESEC uses a lot of abbreviations. We don't expect you to learn them by heart for now, but use the list below to help you understand all the information in this booklet completely.

Explanation Abbreviations	
AIESEC	Association internationale des étudiants en sciences économiques et commerciales
MC	Member Committee (The National AIESEC Board)
LC	Local Committee (The AIESEC team in a city)
LCP	Local Committee President
EB	Executive Board (all full-time positions)
VP FER	Vice President Finance & External Relations
VP oGV	Vice President Outgoing Global Volunteer. Coordinator of the team which sends Dutch students abroad for volunteering.
VP oGT	Vice President Outgoing Global Talent Coordinator of the team which sends Dutch students abroad for professional internships
VP iGT	Vice President Incoming Global Internships Programs Coordinator of the team which receives foreign students for professional internships
HO	Head Office (LCP+ VP FER)
NatCo	National Conference
IC	International Conference



# Final note

You have read the booklet for the applications for full- and part-time board positions now. We are sure you will do a great job in your application!

Do not hesitate to contact me throughout the selection procedure, we are all more than happy to help you! Also, if you wish to talk to other EBers or LCers, do not hesitate to ask me for contact details.

On behalf of AIESEC in Maastricht,

Warm regards,  
Simone Jeuken

- Simone Jeuken (0683674633) [simone.jeuken@aiesec.net](mailto:simone.jeuken@aiesec.net)
- Niels Meulmeester: [niels.meulmeester@aiesec.net](mailto:niels.meulmeester@aiesec.net)
- Maartje Zantman: [maartje.zantman@aiesec.net](mailto:maartje.zantman@aiesec.net)
- Robbin Bosch: [robbin.bosch@aiesec.net](mailto:robbin.bosch@aiesec.net)
- Egid van Bree: [egid.vanbree@aiesec.net](mailto:egid.vanbree@aiesec.net)
- Thommy Timmermans: [thommy.timmermans@aiesec.net](mailto:thommy.timmermans@aiesec.net)



**Good luck with your application!**

## **Useful Resources:**

[AIESEC the Netherlands](#)

[AIESEC International](#)

[AIESEC 2020](#)

[AIESEC Hub](#)

[Why, How, What of AIESEC](#)