

Job and Task Description of Board and CNR

Adopted by the CNR Novi Sad, September 2009

CNR

Composed of all NRs, the CNR represents the AGM during the ESN year and is one of the strategic bodies of ESN International.

The CNR collaborates with the Board on a joint approach for the strategy and the policy making of ESN.

The CNR acts as the primary contact of the Board and facilitates the communication between Board and sections. The CNR voices the needs of sections at the International level.

The CNR advises and checks upon the work of the Board.

The CNR expresses its opinion and gives feedback on issues concerning the Network.

NR

Tasks

Tasks can be country specific and can be delegated to the NB. Each NR should explain own planned activities in an individual, annual action plan and their specific task is the execution of this plan.

Representation

Represent the national position and opinions of sections at the international level. Participate in CNR meetings, be active between meetings and regularly give feedback for CNR, Board and various ESN International projects.

Represent the position of ESN International (CNR and the Board) at the national level reasonably.

Participate at the respective Regional Platform.

Be an ambassador of ESN and international students in general, representing the vision, mission and values of ESN.

Communication

Maintain timely and active communication within the network within all three - international, national and local levels.

Stay up to date with what is going on within the CNR and Board. Regularly inform CNR and the Board about situation in own country; write country report before each CNR meeting and annual report for the AGM documents.

Contact sections regularly. Promote ESN International projects and activities and ask sections for feedback, as well their ideas on new initiatives. Promote ideas, tools and methods from other countries to own sections and vice versa.

Encourage sections to pay the membership fee in time and fill out the Section Questionnaire.

Promote ESN Cards.

Prepare sections for the AGM - forward the AGM documents in time and provide explanations.

Promote Regional Platforms and other ESN International events.

Network Support

Support the Board. Get involved in international project teams. Initiate and develop projects for ESN International.

Strengthen the national level. Create and/or sustain the NB. Introduce own successor to the job of NR.

Support sections and help individuals and organizations, who are willing to establish new sections.

Motivate, recruit and support ESN members to be active at the national and international Level of ESN.

Organize National Platforms on a regular basis, inviting international guests if feasible.

Show and feel responsibility for the network.

Additional opportunities

Actively participate in ESN International Committees.

Join the CNR or CND coordinating team.

Visit other Regional Platforms, NP's of other Countries and various ESN events.

Help mentoring other new NR's (Buddy system).

Encourage networking and exchange between sections and create social contacts.

Skills and Characteristics

Communication: fluent in English in speaking and writing (official, diplomatic language), good presentation skills and ability to express opinions constructively.

Social skills: team working, respectful, willing and able to give and receive feedback / criticism while keeping good spirit.

Personal: committed, responsible, reliable, well-organized, confident, target oriented, open-minded, internationally oriented.

Recommended additional skills: exchange experience, creative, empathic.

Board

Board is the executive and strategic body of ESN International.

Tasks

Management

Organize daily work of ESN International.

Advise, consolidate and improve the network.

Provide and collect resources, knowledge, information, and opportunities.

Provide PR material (ESN Cards included).

Continuously collaborate with the CNR.

Develop and manage ESN International projects. In cooperation with the network initiate new activities for ESN.

Take care of the vision, mission and network culture of ESN.

Be the role model for the network.

Representation

Represent ESN and international students towards partners, stakeholders and general society.

Communication

Provide information about all ongoing projects (general information for the public; detailed information for ESN-members), official ESN meetings, and developments in ESN International and outside world.

Provide information requested by CNR or its members in reasonable time. Timely respond to NRs' and Local Sections' requests.

Provide well-organized and adequate resources and tools for spreading information and communication.

General skills for Board members

Communication: fluent English in speaking and writing (official, diplomatic language), presentation skills, ability to express opinions effectively.

Social skills: team working, respectful, willing and able to give and receive feedback / criticism while keeping good spirit.

Technical: basic IT skills.

Personal: committed, responsible, reliable, well-organized, confident, target oriented, stress-resistant, independent, multifunctional, open-minded, internationally oriented and culturally aware.

Experience in ESN: relevant experience and knowledge of ESN (min. 6 months, preferably more than 1 year). Good understanding of ESN in general.

Recommended additional skills: exchange experience, work experience, French and/or Dutch language knowledge (for President and Vice President required), management and project management skills, networking skills, creative, empathic, friendly, good work-life balance.

Board Positions

President

Tasks

Coordination of the Board and the whole network;

Representation of ESN externally and of the Board internally;

Keeping good contact with external Partners and Sponsors;

Teambuilding, motivating and coaching the Board;

Implementation of ESN strategy;

Contact to the CNR;

Having the overview what is going on in and around ESN;

Position of ultimate responsibility;

Cooperation with Treasurer in fundraising.

Position Specific Skills

Professional: leadership, complex-thinking, diplomatic, authority, convincing / persuasive, good social skills.

Personal: visionary, crisis-proof, balanced personality.

Vice - President

Tasks

Network care and administration;

Facilitation of internal procedures;

Internal events;

Representation of ESN;

Support and substitute for the President;

Writing grant applications and reports;

Project coordination.

Position Specific Skills

Professional: leadership, representative, precise, analytic, creative writing skills.

Personal: empathic, supportive.

Treasurer

Tasks

Accounting;

Invoicing;

Financial planning and forecasting;

Membership fee collection;

ESN Card management;

Fundraising;

Production and distribution of PR materials;

Audit;

Administration (secretary issues, taxes etc.), in cooperation with the President.

Position Specific Skills

Finance related: knowledge in accounting and finance, risk management.

Communication: ability to explain finances to non-finance people.

Personal: assertive, precise, organized, strict, control.

Web Project Administrator

Tasks

Web project development / management / coordination;

Realization of ideas;

Investigation and application of new technologies;

Graphics;

External relation support (especially concerning the Corporate Identity).

Position Specific Skills

IT: good knowledge of HTML, CSS, JavaScript; programming experience with web applications in PHP, MySQL, LDAP; web mastering skills including practical experience;

practical problem solving capabilities (like website customization, managing large databases).

Design: basic graphic design skills and experience with raster and vector designs.

Communication: ability to discuss technical problems with non-technical people.

Personal: flexibility / adaptability, creativity.

External Relations

Tasks

Development of media and communication strategy;

Provision of information;

Management of communication tools;

Active promotion of ESN projects and activities;

Contact to non-commercial partners, student organizations and press;

Monitoring usage of ESN Corporate Identity (internally and externally).

Position Specific Skills

PR related: creative writing skills, PR experience / skills and communication studies desirable, good communication skills.

Personal: flexibility, sociability, networking skills, creative, supportive, convincing / persuasive.