



egea

Protocol Appendix D

2017

PROTOCOL

APPENDIX D: LIST OF COMMITTEE MANDATES

INTRODUCTION

This document is an Appendix D to the Protocol of the Association and consists of the 'List of committee mandates'. This Appendix is a part of the Protocol and must not contradict with the Statutory Base.

The 'List of committee mandates' is a collection of all the committee mandates. These mandates state the name of the committee, its role and aims as well as the main tasks. Besides that, the mandates offer the possibility to include committee specific regulations. Additions or changes of any kind to this Appendix require the approval of the General Assembly on a proposal presented according to the regulations as set out in the Protocol and Appendix A.

This does not apply if a committee officially dissolves/ceases to exist. In this case the mandate of this committee shall automatically be deleted from the list. However, the General Assembly has to be updated on the deletion of said committee. The 'List of committee mandates' is structured alphabetically.

I. ACTIVITIES AND EVENTS COMMITTEE

I.1. Name of the Committee

The Committee is called 'Activities and Events Committee' and abbreviated to 'ActCom'.

I.2. Role and aim of the Committee

The Activities and Events Committee keeps record of events and activities in EGEA and tracks their quality. It also supports event organisers and shares the best practices between them. On request, the ActCom provides data about events to the official bodies of EGEA. The Committee works in close cooperation with the Event and PR Advisor.

I.3. Tasks of the Committee are

- I.3.1.** to help activity and event organisers
- I.3.2.** to prepare the evaluation of congresses, and if requested in advance, of other events as well
- I.3.3.** to manage the Database of Events and keep it up to date in cooperation with the Regional Teams

I.3.4. to create the Entity Ranking List according to the Appendix B

II. COMMUNICATION AND MEDIA COMMITTEE

II.1. Name of the Committee

The Committee is called 'Communication and Media Committee' and abbreviated to 'CMC'.

II.2. Role and aim of the Committee

The Communication and Media Committee aims to provide EGEA and EGEAns with quality pictures from activities that they can use for internal and external promotion. The CMC is in charge of updating and maintaining EGEA's social media accounts, including Facebook and Twitter. Furthermore, it edits the monthly newsletter, as well as performs other media and promotion related tasks.

II.3. Tasks of the Committee are

II.3.1. to take, gather, file, store and manage a picture archive of all EGEA events with pictures that are free to use for EGEAns for EGEA purposes (internal and external promotion, entity management, trainings, workshops, presentations etc.)

II.3.2. to manage and maintain ALL social media accounts (together with the Board and other officials)

II.3.3. to edit the monthly newsletter

II.3.4. to provide assistance with regards to promotion (entity, activities, congress, etc.), if requested

II.3.5. to develop general promotion material, if requested

II.3.6. to coordinate the collection and management of promotional material together with the Secretariat in Utrecht.

II.4. OTHER REGULATIONS REGARDING THE COMMITTEE

II.4.1. The Committee is structured in different groups, which work independently and are end-responsible for their work.

II.4.2 The groups report back to the committee representatives, who facilitate communication and meetings, motivate them and report to the Board.

III. EGEA GREEN

III.1. Name of the Committee

The committee is called „EGEA Green“ and has no abbreviation.

III.2. Role and aim of the Committee

EGEA Green focuses on raising the ecological awareness within the Association. Therefore EGEA Green established the EGEA Green Book. This work of reference consists of a list of guidelines to encourage a more ecological behaviour. Entities and event-organisers can receive a label of recognition by EGEA Green on the basis of the proposed guidelines.

The aim of the committee is to promote to all EGEA event-organisers to take into account the guidelines and encourage to fulfill them in the best possible way.

Besides the EGEA Green Book the Committee will try to establish and maintain relationships with partner associations or other resources to develop the most recent know-how on ecological management of an NGO and respective events.

The ultimate goal of the Committee is to spread the philosophy on an individual level; transcending the ‚borders‘ of EGEA as an association and by doing so creating a broader ecological insight for the young scientists and citizens of the Earth.

III.3. Tasks of the Committee are

III.3.1. to enhance the ecological awareness within EGEA

III.3.2. to update the EGEA Green book on a yearly basis

III.3.3. to provide a platform for ecological projects

III.3.4. to give all EGEAns the possibility to contribute to EGEA Green by expressing ideas

III.3.5. to create and maintain an up-to-date channel of information concerning a sustainable way of being active in EGEA, which is open to everyone.

III.3.6. to keep the information about Committee associates, certified events and entities up-to-date on the EGEA website

III.4. Other regulations regarding the Committee

III.4.1. Membership of EGEA Green requires a short letter of motivation to green@egea.eu.

III.4.2. The committee assigns only one representative, which can be changed whenever the majority of the members of EGEA Green wish so.

IV. EUROPEAN GEOGRAPHER

IV.1. Name of the Committee

The Committee is called ‘European Geographer’ and abbreviated to ‘EG’.

IV.2. Role and aim of the Committee

The Editorial Board of the European Geographer is an official body within EGEA which issues the European Geographer, the periodical semi-scientific publication of the Association.

IV.3. Tasks of the Committee are

IV.3.1. to publish the “European Geographer” every year

IV.3.2. to give all EGEAns the opportunity to contribute to the magazine by expressing ideas, sharing scientific work and reporting about EGEA activities and affairs

IV.4. Other regulations regarding the Committee

IV.4.1. The representative(s) of the European Geographer are called ‘chief editor’.

IV.4.2. The Editorial Board of the European Geographer can appoint up to two chief editors.

IV.4.3. In case the Editorial Board is not likely to publish the “European Geographer” at least once during the year, they are obliged to notify the Board as soon as possible.

IV.4.4. Requests for special issues may be made to the Editorial Board in writing. The Editorial Board reserves the right to take the final decision on whether to go through with the publishing process or not.

V. FUNDRAISING COMMITTEE

V.1. Name of the Committee

The Committee is called ‘Fundraising Committee’ and abbreviated to ‘FundComm’.

V.2. Role and aim of the Committee

The purpose of the Fundraising Committee is to attract sponsors and partners who can benefit EGEA, work towards improving and diversifying EGEA’s financial basis and the external visibility of our Association. Furthermore, the committee’s work is to spread the knowledge about fundraising to EGEA individuals and try to connect them with the labour market.

The aims of the committee are:

- Finding long-term partners and sponsors for EGEA.
- Providing, spreading and developing knowledge about fundraising for the organisation.
- To make the aims and possibilities of the Support Fund known to every EGEAn.

The vision of the committee is that fundraising becomes a steady part of EGEA, for all entities and activities.

The mission of the committee is: Funding the Future of EGEA.

V.3. Tasks of the Committee are

V.3.1. to search for long-term partners and sponsors for EGEA

V.3.2. to take care to follow-up partners and sponsors in cooperation with the Board and Secretariat

V.3.3. to promote the Support Fund within EGEA

V.3.4. to support international activities during their fundraising campaigns

V.3.5. to organise fundraising trainings

V.4. Other regulations regarding the Committee

V.4.1. The committee should appoint one committee member as a contact person for every project of the committee.

V.4.2. It is strongly recommended to have one committee member out of every congress organiser team.

VI. TRAINING COMMITTEE

VI.1. Name of the Committee

The Committee is called ‘Training Committee’ and abbreviated to ‘TC’.

VI.2. Role and aim of the Committee

The Training Committee creates opportunities for personal development inside EGEA. The TC aims to make high quality learning opportunities about soft skills accessible inside EGEA and encourages EGEAns to make use of the learning opportunities and support offered.

VI.3. Tasks of the Committee are

VI.3.1. to create and promote opportunities for soft skill learning and personal development within EGEA

VI.3.2. to offer support for activity organisers, especially congress organisers, with the workshop leader and trainer application process and quality assurance

VI.3.3. to develop and maintain a database of workshop leaders and trainers within EGEA

VI.3.4. to ensure the quality of trainings in EGEA by providing certified trainers.

VI.3.5. to offer every individual of EGEA the opportunity to become a certificated trainer according to the official EGEA levels of certification. Those are 'EGEA junior trainer', 'EGEA trainer' and 'EGEA senior trainer'. Certifications of other associations may be recognized as equivalent.

VI.3.6. to gather, create and promote within EGEA best practices regarding Human Resource management.

VI.3.7. to develop and update on a regular basis the Human Resources strategy of EGEA.

VI.3.8. to look for cooperation opportunities within EGEA and towards parties outside of EGEA in matters related to the role and aim of the committee.

VII. REGIONAL SUPPORT COMMITTEE

VII.1. Name of the Committee

The committee is called "Regional Support Committee" and abbreviated to "RSC".

VII.2. Role and aim of the Committee

The role of the Regional Support Committee is to act as a helping hand in EGEA. The committee aims to provide EGEA entities and EGEAns with quality material for entity management.

VII.3. Tasks of the Committee are

VII.3.1. to provide assistance to Regional Contact Persons and their Assistants (as an extended Regional Team), and the Board of EGEA whenever needed.

VII.3.2. to create the Entity Survey in cooperation with the Regional Contact Persons and to send it out

VII.3.3. to develop and update the existing manuals for entities on a regular basis and to create new ones whenever necessary

VII.3.4. to create, develop and update documents useful for entity management on a regular basis

VII.3.5. to create, develop, and update the documents required during the entity establishment process

VII.3.6. to update the List of Universities with a Geography course and to store their contact data

VII.3.7. to organise and/or coordinate the newbie area at every Congress

VII.4. Other regulations regarding the Committee

VII.4.1. The Committee can be structured in different groups, which can work independently and are end-responsible for their work.

VII.4.2. The groups report back to the committee representatives, who facilitate the communication and meetings, motivate them and report to the Board.

VII.4.3. It is highly recommended to have Regional Contact Persons and Regional Assistants as members of the RSC.

VII.4.4. It is highly recommended to have at least one e-meeting between representatives of RSC and Regional Contact Persons per year.

VIII. SCIENTIFIC COMMITTEE

VIII.1. Name of the Committee

The committee is called “Scientific Committee” and abbreviated to “SciComm”.

VIII.2. Role and aim of the Committee

The main aim of the Scientific Committee is to promote science within EGEA. The SciComm is an official body of EGEA which aims to strengthen the quality of scientific activities in EGEA and to encourage EGEAns to share their scientific work and to participate in scientific events.

VIII.3. Tasks of the Committee are

VIII.3.1. to organise the Scientific Symposium; a presentation of EGEAns’ scientific work at the Annual Congress

VIII.3.2. to promote scientific discussions and the exchange of knowledge within EGEA.

VIII.3.3. to encourage EGEAns to contribute to the scientific side of EGEA.

VIII.3.4. to look for opportunities to reward EGEAns for their contributions to the scientific side of EGEA.

VIII.3.5. to look for cooperation opportunities within EGEA and towards parties outside of EGEA in order to promote science within EGEA.

VIII.3.6. to look for new opportunities and ways to bring science closer to EGEAns

VIII.4. Other regulations regarding the Committee

VIII.4.1. The committee consists of small groups.

VIII.4.2. The group leaders are responsible for their group, while the representatives are responsible for the whole committee.