



# Protocol Appendix D

# TEAMS & PROJECTS

## PART I: LIST OF TEAMS & DUTIES

### INTRODUCTION

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

The 'List of Coordinator and Team mandates' is ordered alphabetically and states the name of the Coordinator(s) and Team, roles and aims as well as the main tasks. The tasks are divided into 'mandatory tasks' and 'other tasks' with the meaning that 'mandatory tasks' have to be fulfilled annually (if not defined otherwise) and 'other tasks' do not necessarily have to be fulfilled each year. Besides that, the mandates offer the possibility to include Team-specific regulations.

This does not apply if a Team officially dissolves/ceases to exist. In this case the mandate of this Team shall automatically be deleted from the list. However, the General Assembly has to be updated on the deletion of the Team.

### I. EXTERNAL OPPORTUNITIES TEAM

- I.1.** In principle, the Team falls under the supervision of the Public Relations Advisor.
- I.2.** External Opportunities Team overviews and manages external opportunities for the Association and its members/individuals. The Team thereby supports the Board in partner relations, contributes to the external impact of the Association, and supports the (professional) development of individuals of the Association.
- I.3.** Possible tasks of the team are to work together with the PR Advisor on partner communication, organisation of Partner Week, sharing and obtaining external opportunities that can be of interest to individuals in EGEA, organising joint events with partners, managing the Internship Database, and keeping an updated list of Universities.

### II. FINANCE TEAM

- II.1.** In principle, the Team falls under the supervision of the Treasurer.
- II.2.** The Finance Team aims to secure a stable financial base for EGEA through attracting sponsors.
- II.3.** Possible activities of the Team are acquiring partners and sponsors for EGEA, follow

up on partner and sponsor agreements, promoting Friends of EGEA, providing fundraising training for EGEAns, and looking into possible grant opportunities.

## III. GREEN TEAM

**III.1.** In principle, the Team falls under the supervision of the Events Advisor.

**III.2.** Green Team raises awareness about sustainability within the Association and beyond and tries to reduce the Association's impact on society through promoting more sustainable practices.

**III.3.** Possible tasks of the team are enhancing ecological awareness and sustainability in EGEA, updating the Green Book and certify events and entities accordingly, (co-)organising projects and activities with a sustainable scope, embed the Sustainable Development Goals further in EGEA.

## IV. INCLUSION TEAM

**IV.1.** In principle, the Team falls under the supervision of the Vice-President.

**IV.2.** Inclusion Team aims to increase inclusion of and approachability for all members of the Association. A special focus is put on new members, or “newbies”.

**IV.4.** Possible tasks of the team are supporting entities and Regional Teams in reaching newbies, organising newbie presentations and providing material to entities to present EGEA to newbies, assist in the organisation of Newbie Weekends, organise Newbie Area on every Congress, promote engagement of EGEAns in Teams, Projects, Working Groups of the Association, spread awareness about inclusion, for instance through the Code of Conduct, to promote active involvement in EGEA (i.e. through EGEA awards, certificates, ...).

## V. MEDIA TEAM

**V.1.** In principle, the Team falls under the supervision of the Public Relations Advisor.

**V.2.** The Media Team aims to manage the Association's external and internal presentation and visibility and supports the Public Relations Advisor with PR and (social) media related tasks.

This way, the team supports in generating an external impact beyond members of the Association to comply with the Association's Vision, Mission and Values.

**V.3.** Possible tasks of the team are to provide promotion materials to Entities, Regions, Teams and Projects; manage official social media channels; create and publish monthly newsletters; manage the official photo archive of events; organise training events about the various aspects of (social media) promotion; guard the quality of promotion and

social media accounts in EGEA; guard and follow the Social Media Strategy and the Visual Identity of the Association.

## VI. SCIENCE TEAM

**VI.1.** In principle, the Team falls under the supervision of the Vice President.

**VI.2.** The main aim of the Science Team is to promote science within EGEA and to strengthen the quality of scientific activities in EGEA. The Team aims to encourage EGEAns to share their scientific work and to participate in scientific events. Additionally, the Chief Editors of the European Geographer are part of the science team and it is aimed to publish one issue of the European Geographer (EGEA's scientific journal) each working year.

**VI.3.** Possible tasks of the team are to organise scientific events as the Scientific Symposium and Scientific Poster presentation at congresses; organise other scientific events that are not related to congresses (i.e. scientific conference, scientific forum, e-lectures); promote scientific discussions and the exchange of knowledge in EGEA; reward EGEAns for their scientific contributions; cooperate with partners on scientific level; support entities in qualitative Scientific Events at a local or international level.

**VI.4.** Mandatory tasks of the team are to publish one issue of the European Geographer during the working year, coordinated by the Chief Editors together with the editorial sub-team in Science Team.

## VII. TECHNICAL SUPPORT TEAM

**VII.1.** In principle, the Team falls under the supervision of the Public Relations Advisor.

**VII.2.** Technical Support Team (or Tech Team) maintains the website and provides assistance with other technical questions. The Tech Support Team should have access to the necessary information to be able to fulfil their duties ensuring that it complies with the General Data Protection Regulation of the European Union (GDPR).

**VII.3.** Possible tasks of the team are improvement of the website when necessary; provide other technical assistance to bodies and individuals when requested.

**VII.4.** Mandatory tasks of the team are daily maintenance of the website; compliance of the website with the GDPR; maintain the Google Drive environment of the Association; provide support for Board, Regional Teams, Teams, Projects, entities about automatisisation of processes (e.g. in Google drive).

## VIII. TRAINING TEAM

**VIII.1.** In principle, the Team falls under the supervision of the Vice President.

**VIII.2.** The Training Team aims to provide personal development opportunities for individuals in EGEA, thereby strengthening the capacities of EGEAns and its leaders. This is done through offering various training opportunities and establishing a Community of EGEA Trainers. The team guards over quality of training in order to provide high quality, accessible learning opportunities about soft skills for all individuals and bodies in the Association.

**VIII.3.** Possible tasks of the team are to promote lifelong learning and personal development amongst EGEAns; (support entities to) organise training events; support all bodies in personal development and leadership skills (Team Management Training); organise training events for new EGEA Trainers (Training New Trainers); provide or share training opportunities for EGEA Trainers (i.e. manage the EGEA Trainer Community); promote exchange of training experience between EGEA Trainers (i.e. Training Advanced Trainers, Trainer Meetings); ensure training quality through a certification system; exchange with partner organisations about good practices in the dissemination of personal development.

## PART II: PROJECTS

### INTRODUCTION

The Projects are voluntarily formed groups that are not part of an EGEA Team, have a temporary character, and are working for the development of the Association without a clear mandate included in the Protocol.

1. The establishment of a new Project:
  - 1.1. Initiatives or individuals interested in forming a new project present their idea to the Board through the official e-mail address.
  - 1.2. The Board approves new Projects by contacting the involved individual(s). In case the Board does not approve the Project, it can be presented to the General Assembly for approval.
  - 1.3. After approval the Project is established and has rights and duties set out in the following articles.
2. The rights of Projects are:
  - 2.1. To make recommendations and proposals for the development of the Association to the Board and to the General Assembly for their review and approval.
  - 2.2. To request an egea.eu e-mail account and/or a subforum for communication on the website. The Board decides on the approval of these requests.
3. The duties of the Projects are:

- 3.1. To achieve the goals set at the beginning of the working EGEA year or at the establishment of the Project by the Project members.
      - 3.2. To update the Association regularly on the progress of the project.
      - 3.3. To write a report about the progress of their work once per working year and present it to the Board.
    4. The Structure of the Project groups:
      - 4.1. Members of every Project group appoint at least one Project Leader who will be representing the Project and its work to EGEA, the Board and other administrative bodies of the Association.
      - 4.2. New Project members are approved by the Project group or its Leader.