



Protocol Appendix D

ARTICLE 1 - DEFINITIONS

Team - A permanent operational body within EGEA, supervised by a Board member and established to fulfill a specific functional mandate.

Team Coordinator - An individual appointed annually to lead a Team, manage its internal operations and serve as the main contact with the supervising Board member.

Supervisor - A member of the Board of EGEA who is responsible for overseeing the work of a designated Team and ensuring alignment with the Board's strategic goals.

Working Plan - A document that outlines the annual objectives, activities and intended outcomes of a Team.

Progress Report - A written update submitted by a Team Coordinator detailing the Team's activities, accomplishments and challenges over a defined period.

Mandate - The defined scope, aim, tasks and responsibilities assigned to a Team, as outlined in this Appendix.

ARTICLE 2 - INTRODUCTION

2.1. This document is Appendix D to the Protocol of the EGEA and forms a binding part of the Association's governance framework. It outlines the structure, responsibilities and mandates of EGEA Teams, which are permanent operational bodies supporting the work of the Board of EGEA (BoE).

2.2. Teams are established to carry out strategic and operational tasks for the benefit of the Association and its members. Their work reflects and extends the roles of the BoE, ensuring specialised capacity and continuity in specific functional areas.

2.3. Each Team is supervised by a BoE member; by default the assignment is as follows: The Digital Communication Team is supervised by the Public Relations Advisor, the Growth and Inclusion Team by the Secretary, the Marketing and External Opportunities by the Treasurer, the Science Team by the Event Advisor, and the Training Team by the Vice President.

BoE members have the option to change the supervision of assign the Teams among each other and announce the change of assignment to team coordinators. The supervisor is responsible for aligning the Team's goals with the Board's overall strategy and for supporting the Coordinator in their leadership role.

2.4. Each Team is led by at least one Team Coordinator, appointed annually. The

Coordinators act as the operational lead, facilitating the Team's internal processes and serving as the primary contact with the supervising BoE member. The appointment process is initiated by the BoE supervisor, in consultation with the Team. The Vice President ensures coordination among all Teams in accordance with their responsibilities as outlined in the Protocol, Article 11.8.2.4.

2.5. Teams have defined mandates consisting of aims, tasks and reporting obligations. These mandates are reviewed regularly and may be amended upon by the General Assembly.

2.6. If a Team is dissolved, the removal of its mandate from this Appendix must be approved by the General Assembly. Prior to proposing the dissolution of a Team to the General Assembly, the Board shall review the Team's activity and consult the respective Supervisor and Team Coordinators. A recommendation must include justification for the dissolution and outline whether the responsibilities will be reassigned.

ARTICLE 3 - TEAMS AND MANDATES

3.1. General Provisions

3.1.1. Each Team has a specific name, supervising BoE member and clearly defined scope of responsibility.

3.1.2. Each mandate includes a stated aim, a list of mandatory tasks that must be performed annually or as defined, and other optional tasks which may be pursued as capacity and relevance allow.

3.1.3. The following Teams are listed alphabetically and represent the officially recognised Teams of the Association.

3.2. Digital Communication Team

3.2.1. The Digital Communication Team is responsible for managing the Association's digital infrastructure and ensuring effective internal and external communication channels are in place and functioning.

3.2.2. The Team maintains and develops the official website, social media platforms and newsletter, while also supporting EGEA's Visual Identity and communication standards.

3.2.3. Mandatory Tasks:

- a. Support the EGEA website, newsletter and official social media platforms.
- b. Ensure GDPR compliance and manage internal systems.
- c. Support other EGEA bodies with technical and promotional tools.
- d. Uphold and apply EGEA's Visual Identity Guidelines.

3.2.4. Other Tasks:

- a. Organise training sessions on digital tools and communication.

- b. Maintain digital archives and documentation systems.

3.3. Growth & Inclusion Team

3.3.1. The Growth & Inclusion Team supports both the expansion of the Association through engagement with new potential members and the strengthening of inclusion across all EGEA structures and events.

3.3.2. The Team assists in onboarding new entities, works to create welcoming environments and helps ensure equitable access to participation within the Association.

3.3.3. Mandatory Tasks:

- a. Engage prospective members and geography departments.
- b. Support onboarding and establishment of new entities.
- c. Promote internal inclusion practices and equity.
- d. Collaborate with Regional Teams to support entities.

3.3.4. Other Tasks:

- a. Organise integration initiatives such as Newbie activities.
- b. Maintain and improve outreach and onboarding materials.

3.4. Marketing and External Relations Team

3.4.1. The Marketing and External Relations Team plays a key role in ensuring EGEA's financial sustainability managing relations with sponsors that support the Association financially, making EGEA more visible in the European academic and labour market and introducing individuals of EGEA to internship, job, Master's/Ph.D., ERASMUS+, conference and other external geographical and geography-related opportunities.

3.4.2. The Team contributes to the maintenance and establishment of sponsor relations, financial assistance and advice to event organisers, supports grant and fundraising efforts, promotes professional and academic opportunities to individuals of EGEA, and promotes financial awareness and tools among individuals of EGEA.

3.4.3. Mandatory Tasks:

- a. Contribute to identifying and reaching out to potential financial and non-financial sponsors but also maintaining relations with existing sponsors.
- b. Develop strategies on how to approach new sponsors.
- c. Support congress and event organisers by giving advice regarding budget development, fundraising and financial planning.

- d. Support and promote Friends of EGEA.
- e. Ensure sponsorship agreements are executed properly.
- f. Advertise external geographical and geography-related educational opportunities like jobs, internships, study programs, conferences and career events inside and outside of EGEA.
- g. Plan and organise career talks.
- h. Manage, expand and promote the Internship/Job Database and the ERASMUS+/Master's/Ph.D. programme Database.

3.4.4. Other Tasks:

- a. Identify and share relevant grant and funding opportunities.
- b. Promote financial literacy within the Association.

3.5. Science Team

3.5.1. The Science Team fosters scientific engagement among members and coordinates the production of scientific content, including academic sessions and publications.

3.5.2. It ensures scientific quality across EGEA activities and contributes to the visibility of geography-related research and discussion within and beyond the Association.

3.5.3. Mandatory Tasks:

- a. Support the organisation of scientific sessions during congresses (e.g., poster sessions, symposia).
- b. Oversee the quality and coordination of the European Geographer publication.
- c. Promote and maintain standards for EGEA's scientific activities.
- d. Promote and inform about the current EGEA theme year and propose theme year topics during the Annual Meeting of the GA.
- e. Raise awareness about sustainability within the Association and beyond and try to reduce the Association's negative impact on society through promoting more sustainable practices through updating the Green Book and certifying events and entities accordingly, (co-)organising projects and activities with a sustainable scope.

3.5.4. Other Tasks:

- a. Support collaborations with external academic bodies.
- b. Facilitate knowledge-sharing initiatives.

3.6. Training Team

3.6.1. The Training Team supports the personal and leadership development of individuals through the creation and facilitation of training opportunities.

3.6.2. It organises training events, maintains a pool of certified EGEA Trainers and contributes to the strategic learning culture of the Association.

3.6.3. Mandatory Tasks:

- a. Organise regular training events.
- b. Maintain and coordinate the EGEA Trainer Pool.
- c. Oversee training quality, including certification systems.

3.6.4. Other Tasks:

- a. Promote lifelong learning opportunities.
- b. Facilitate peer exchange among trainers and training organisers.

ARTICLE 4 - STRUCTURE AND FUNCTIONING OF TEAMS

4.1. Each Team consists of the following roles:

- a. A Supervisor, who is the designated member of the Board of EGEA responsible for oversight and alignment of the Team's work with the Board's strategic objectives.
- b. Team Coordinators, who manages internal operations, facilitates communication and ensures the execution of the Team's mandate.
- c. Team Members, who contribute to the tasks, projects and strategic objectives of the Team.

4.2. Team membership is open to all individuals from EGEA members or candidate members and is subject to approval by the Team Coordinator in consultation with the Supervisor.

4.3. Teams are expected to maintain a collaborative and inclusive working environment and uphold the values and objectives of EGEA in their work.

4.4. Each Team must maintain internal documentation including but not limited to meeting minutes, project plans and ongoing task records, accessible to the Team and its Supervisor.

ARTICLE 5 - ELECTION AND APPOINTMENT OF TEAM COORDINATORS

5.1. Team Coordinators are appointed for a term of one year and may be reappointed without restriction.

5.2. The election process is coordinated by the supervising BoE member and follows the steps below:

- a. A call for applications is opened at least 50 days prior to the Annual General Assembly.
- b. All individuals from EGEA member entities may apply.
- c. The current Team members vote through an anonymous and transparent

process.

d. The Supervisor, in consultation with the Team, confirms the appointment of the Coordinator based on the result and overall suitability.

5.3. In the case of a resignation, extended inactivity or dismissal of a Coordinator, the Supervisor may appoint an interim Coordinator and initiate a new appointment process.

5.4. A Coordinator may be dismissed upon joint decision of the Supervisor and the majority of the Team if they are found to be neglecting duties or acting against the interests of EGEA.

ARTICLE 6 - ROLES AND RESPONSIBILITIES OF TEAM COORDINATORS

6.1. The Team Coordinator is responsible for the day-to-day functioning of the Team and serves as the primary contact point for both Team members and the supervising BoE member.

6.2. The rights of the Team Coordinator include:

- a. Access to and control over the digital infrastructure used by the Team.
- b. Authority to delegate tasks within the Team.
- c. Participation in cross-team or strategic Board meetings when invited.
- d. Direct communication with the Supervisor on behalf of the Team.

6.3. The duties of the Team Coordinator include:

- a. Implementing the Team's Annual Working Plan.
- b. Organising regular online meetings and coordinating in-person activities as relevant.
- c. Managing the Team's shared drive, email inbox and internal documentation.
- d. Ensuring timely submission of reports and updates to the Supervisor.
- e. Facilitating the onboarding and transition to the next Coordinator.
- f. Representing the Team within EGEA and externally when delegated by the Supervisor.

ARTICLE 7 - REPORTING AND ACCOUNTABILITY

7.1. Each Team is required to submit:

- a. An Annual Working Plan no later than two weeks after the Annual Meeting of the General Assembly, created in cooperation with the incoming Coordinators and Supervisor.
- b. Biannual Progress Reports, submitted to the Supervisor and, upon request, the Board.
- c. Meeting summaries or minutes, shared internally and, where relevant, publicly.

d. An Annual Activity Report, submitted at least 20 days before the Annual Meeting of the General Assembly, providing a summary of the Team's work and achievements. This report shall be presented at the Annual Meeting and is subject to approval by the General Assembly.

7.2. The Supervisor is responsible for reviewing these reports, providing feedback and addressing any deviations from the plan or concerns about performance.

7.3. A Team failing to meet its reporting obligations may be subject to formal warning, intervention by the Board or review of its mandate.

7.4. All reporting formats and deadlines may be standardised annually by the Board to ensure consistency and comparability across Teams.

7.5. Each Team may be subject to an internal evaluation by its Supervisor once per year. The evaluation may include a review of goal achievement, engagement, documentation, and alignment with the BoE strategy.