



# RULE OVER MACHIARELLI



## Information Brochure



**Become our 60TH board!**



Deadline: 7th of April 2023, 23:59  
Email: [application@svmachiaivelli.nl](mailto:application@svmachiaivelli.nl)

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# Foreword

Dear member,

It's great to see that you are interested in fulfilling a position on the board of our wonderful association. This reader is the first step for those who want to take on the challenge of being a Machiavelli board member. This document provides you with all the information you need to make your decision and for you to learn more about the way Machiavelli is organised, about the different positions within the board and the ins and outs concerning the application procedure.

If you are interested in applying we advise you to read this document very carefully so that you have an idea about what a board position entails and what the application procedure looks like. Do not hesitate to approach the board members to ask them about their experience or the Application Committee for any questions you still have after reading this document. We will all be more than happy to answer your questions!

*The 59th board of Studievereniging Machiavelli,*

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Meghan Rider - Internal member  
Bartu Vural - Current board member*

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# ABOUT MACHIAVELLI

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Machiavelli is the study association for political science students at the University of Amsterdam. With **over 2000 members**, we are the biggest and oldest study association for political science in the Netherlands. The association was founded on the 3rd of June 1964, with the aim of protecting and fighting for the interests of political science students. The upcoming year will be the association's 60th year, and the 12th Lustrum. In its early years, the association had such a strong (political) opinion that even the AIVD (the Dutch intelligence service) found its way into member's meetings to collect insider information.

Nowadays, the study association is a politically neutral association, but it is still committed to the interests of the students of political science. By working actively together with the department, evaluating the programme and forming a contact point for students, Machiavelli contributes and maintains the quality of education.

In addition to this educational task, Machiavelli is a valuable addition to the regular curriculum of the Bachelor and Master. Machiavelli organizes many interesting activities such as pub lectures, debates and interviews with

influential politicians. Moreover, Machiavelli provides a fun social network to many of our students. By organizing parties, weekends, sports events and cultural events, a weekly borrel and many trips abroad Machiavelli plays a big role in our members' social life.

Furthermore, we maintain relationships with many external parties: Machiavelli works together with many other study associations both within the UvA (e.g. within our faculty) as well as many outside Amsterdam. Machiavelli meets up with public administration associations and political science associations around the country every six weeks. Internationally, we are also represented in the International Association for Political Science Students (IAPSS).

Over the years, Machiavelli has developed into a professional organization, which has a good reputation among students of Political Science, the department and the UvA in general. As a board member, you help to maintain its good name and at the same time, continue to further improve the association with new ideas and developments.

# THE MACHIAVELLI BOARD

A board year at Machiavelli is the perfect opportunity to gain a lot of unique experiences during your studies. Whether it is about organizing events, running the association behind the scenes or simply having a lot of fun with members: your board year will undoubtedly be one of the most interesting, meaningful and lively challenges you will take on in your life.

For an entire year, you will work closely with six fellow board members, with whom you will meet, hang out, discuss and debate, and party a lot. The way each board becomes a close group of friends is really special. Every former board member will tell you that a board year is the best opportunity to learn how to work within a group. In addition to that, you will develop meaningful skills that you can apply in your professional career.

The Machiavelli board has seven members: A Chair, Secretary and Treasurer (they form the daily board) and four Coordinators, namely Education, Political Activities, Social Activities and International (they are in charge of the organisation of events).

Later on, we will explain the different tasks of these functions. The board also shares a lot of common tasks. The most important task amongst these is hanging out with members, both at events as well as in the Machiavelli Room. A big enthusiastic members base is of utmost importance for Machiavelli as the members are the ones for who you do your hard work such as organising many events. Besides that, the board shares many responsibilities such as promotion and assistance during events.

# THE CHAIR

A Chair is quite a hard role to quantify in a whole as some qualities might not be present in the candidate before after put in the position. I have enjoyed and grown into this role myself where your options are endless on how to structure the entire board to you and your board member's liking.

I will guide you through what I have encountered being the most beneficial skills and traits to possess if you are interested in the role of Chair of Machiavelli. There is a general agreement from chairs the past many years that the role is very diverse and different from any other position. The Chair has a leading character and needs to be the head of the association but also has many other responsibilities such as one-to-one board member contact, the external connection between Machiavelli and our department, other associations and the professional world. All of these roles make it super fun to be Chair as you meet many new faces in and outside of the field of Political Science which can be challenging but also exhilarating.

Chairs often divide the role into Internal and External because the role covers so many different corners of the association.

Internally the Chair is the mediator between the board members, facilitator of the weekly board meetings and also leads the Career Committee. In this part of the role the Chair has a more ad hoc role to the other board members to ensure that everyone is informed, structured and thought through all the details of their planned events etc. An extremely fun part of the role is to keep your board members excited and motivated to do quality work and have fun whilst doing it.

The Chair also plans board bonding activities exclusively for the board to have a fun time together and get to know each other outside of Machiavelli. Last but not least for the internal part, the Chair organizes the two policy weekends where you all together write and discuss policy plans for the association, but also gives a great opportunity to hang out together. The board is a new family where you get to know each other very well and connect on a deeper level and as Chair this is the most rewarding thing.

The external part is a bit more extensive as it requires switching between roles on a weekly basis. There are three external boards which the Chair takes part in: the PvP (Political sciences national association) Fv-FMG (The faculty association for social and behavioural sciences) and the LOB (Public administration national association). This is where you get to network, be professional and grow in many ways while having fun with new friends across the Netherlands. Next to the external associations the department is also of crucial role to the Chair as they decide on what goes and what doesn't so keeping this relation good is important for the future of Machiavelli.

Being the face of our beloved association is an exciting challenge and a big honour. As chair you have to be creative in finding solutions where others might have become stuck already.

Clear communication is essential for good cooperation. Henceforth, the Chair must be a team player and professional, Because of this, as the Chair you must be able to work in a structured and organized way as cooperating with many different people also results in having many tasks at the same time. These skills will grow throughout the year with the help of predecessors and surrounding bodies, so no need to fear.

*Questions? Contact Mathilde via:  
chair@svmachivelli.nl or +31 6 33 58 75 22*

# THE SECRETARY

The Secretary has a very central function within the board. You're in contact with everyone and are up to date on what your fellow board members are working on. You are eager to help your board members out by coming with fresh ideas, helping with promotion, administrative tasks or communication. As a secretary, you form the Daily Board together with the Chair and the Treasurer. This means that you have set tasks that you are responsible for, some of which are big and most of which are small. These tasks can be divided into four pillars: administration, organisational tasks, promotion and the members' Magazine De Derde Dinsdag.

The Secretary takes care of the general administration of Machiavelli. This entails keeping the memberbase up-to-date, maintaining the website and the official WhatsApp, sending out the monthly newsletter, taking minutes of the board meetings and keeping close contact with members -answering questions ranging from membership issues to other requests. When it comes to promotion, the Secretary keeps an overview of the social media channels, makes a promotional schedule and helps improve the promotion through innovation.

Additionally, the Secretary designs and orders promotional items, such as the sweater and the book sale bags, pens etc.

Together with the Presidium, the Secretary organises the General Assembly, which is at least three times a year. This includes, among other things, sending out invitations, booking the location and ensuring everything runs smoothly.

As a Secretary, you also lead De Derde Dinsdag Committee, which is responsible for the members' magazine. As the Secretary you are the chief editor. Here you will learn how to work with Adobe Indesign, Photoshop and Illustrator, as well as how to chair meetings, motivate a committee, set deadlines and how to put together a magazine.

Thus, the Secretary is one of the most diverse functions in the board, with a very broad range of tasks. You will learn a lot of practical skills that will help you a lot in your career. As a Secretary, it is important to have an eye for detail, to be organized, to be critical, to be assertive, to be professional and to have strong communication skills. You will improve these skills along the way, as well as learning new ones, so don't worry.

Being a Secretary means learning by doing, developing through trial and error and gaining a ton of practical experience in the field! Does this seem like a function for you? Do you have any questions regarding being a board member, the tasks of a Secretary or anything else? Don't hesitate to contact me!

*Questions? Contact Bartu via:  
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# THE TREASURER

As treasurer of Machiavelli, you will be responsible for the association's finances and maintaining its financial health. It is a critical position within the board that has the final saying when it comes to money, as you have an overview of all the expenses and know what is happening at all times. During the year you will encounter lots of financial challenges that have to be dealt with. During these times, you'll have to be able to work under pressure. While facing these challenges you should not only safeguard Machiavelli's interests for the short term, but also for the long term.

To make a long story short, you will be in the cockpit of the association and have the opportunity to guide the study association Machiavelli to the good direction and make an impact.

## *Financial Health*

To maintain the financial health of the association, the budgets are your best ally. The first thing that you'll be doing is making a budget plan for the whole year. Later in the year, you'll be making a financial half year report, followed by an annual financial report. You will present these masterpieces on the General Assemblies where you will be held accountable for the work you and your board have been doing. You will be making these financial plans and reports with the help of our bookkeeping system Exact-Online. This bookkeeping system will help you keep track of the financial situation of the association. In order to do this correctly, you should always be up to date with paying your invoices, receipts and claim forms. Last but not least, you will be spending a lot of time checking and making budgets for your fellow board members, and making sure these budgets are in line with the annual budget.

## *External Relations Committee*

Aside from the tasks of the treasurer within the executive committee of the board, the treasurer is also responsible for the External Relations Committee. The External Relations Committee is one of the younger committees within Machiavelli and is tasked with finding suitable sponsors and other external partners for the association. The work that the committee does consists of sending lots of emails, making a bunch of phone calls and setting up meetings with prospective partners. The structure of the ERC changes every year, you can choose to be the chair or a coordinator. Furthermore, the External Relations Committee can also be chaired by the chair of the board. This decision will be left to the 60th board.

## *Book sale*

Furthermore, the book sale that Machiavelli hosts each semester will be your responsibility. Machiavelli, together with six other associations (from our faculty) have a contract with a book partner called Smartbooks. Machiavelli is part of the BVC (book sale committee). Machiavelli is one of three leading associations in this setup, together with CASA (Cultural Anthropology) and Comenius (Educational Sciences). Together with a board member of CASA and Comenius, you will not only organize Machiavelli's book sale, but be a key communication channel for other associations and the book partner as well. Organizing the book sale also means being in contact with the department. Not only you are charged with collecting all of the titles for each semester and sending these to Smartbooks, but also with maintaining a good and close communication with the department.

You will promote the books sales in every way you can, do a membership check on everyone that bought books, check if the books are present at the time of the emission and otherwise make sure the emission goes as smoothly as possible by keeping track of administration and making sure people get refunds when necessary. The book's sales are very important for Machiavelli's income and therefore require a sharp eye and a lot of work to be well taken care of.

### *Contribution*

Finally, you will be in charge of the contribution collection process. Contribution starts together with the secretary by making a thorough clean up of Congressus. Furthermore, it is important that you keep an eye on the members that sign up so that their banking details are correct.

*Questions? Contact Delfina via:  
treasurer@svmachivelli.nl or +31 6 15 28 75 85*

During the second semester, you'll begin the collection process. This is one of our biggest sources of revenue, therefore it is important to keep an eye and preparing it thoroughly.

### *Summary*

Being the treasurer of the biggest and oldest political science association is a responsibility, but also really fun. You learn how to: keep an organization financially healthy, lead people, set out policy and interact with external parties. At the beginning and halfway through the year you'll reach your peaks: during these peaks the budget plan and the half-year realization align with the book emissions. During the year, you'll get to know the association from the inside out and you're permanently up to date to all events and what's going on within the association. It is by far the best and most educational function that Machiavelli has to offer.



# THE EDUCATION COORDINATOR

The Education Coordinator position, was the one the association was founded for, but also one of the more diverse positions. The tasks of the Education Coordinator can be divided into the sections: Quality of education and events.

## *Quality of education*

The most important task of the Education Coordinator is to monitor the quality of our education and represent the students' interests in education-related decisions. Therefore, you participate in meetings with the department to represent the students' interests towards the department. You also have to work closely with a lot of different people: from the first-year coordinator to the programme committee, the Education Coordinator is involved with everyone. Additionally, the Education Coordinator is THE contact person for both students and teachers. For example, regarding the move from online to offline education, I was in close contact with the programme committee, bachelor director, first-year coordinator and professors to provide them with the perspective of the students. This is a great responsibility and opportunity. This gives me the opportunity to pick important issues and choose which topics I want to pay more attention to.

## *Events*

As mentioned before, the Education Coordinator does not only represent students' interests, but also gets to organize fun and interesting events together with his or her committees.

The range of these events is endless: pub lectures, open evening, education dialogue and a symposium. In this part of the function, you also have a lot of freedom; as long as the activity is related to education or the university, you can organise it. You can also think outside the box.

Lastly, as Education Coordinator, you are also the chair of the Master Committee and organising professional events for master students. Summarising, being the Education Coordinator allows you to develop yourself in different ways and take on very diverse projects. In my experience, being responsible for the contact with the department helps a lot with developing communication, representing and lobbying skills and becoming more professional. This is also something the career aspect teaches you. On the other hand, you develop an entirely different set of skills by organising events.

In conclusion, you learn a lot by being the education coordinator already suggests just like the title already suggests. If you have any questions or want to talk about the position, feel free to contact me.

Having a cup of coffee together is difficult in these times, but we can always call or take a walk to discuss the position!

*Questions? Contact Mary via:  
education@svmachiaivelli.nl or +49 170 54 39 111*

# THE POLITICAL ACTIVITIES COORDINATOR

Glad to see you have made it to the description of the Political Activities Coordinator (PAC)! Now you will be taken on a journey that will surely convince you – as far as you have not already been convinced – why you should pursue this position. Politics is a big part of our lives as political scientists-to-be, which is why this position is a great way to submerge yourself even more into our discipline. Choosing which position within a board would most suit you is difficult, so with this summary, I hope to provide you with all the knowledge needed to make up your mind.

**Inventiveness & creativity**  
This position offers a lot of opportunities for your inventiveness and creativity to shine through. Not only does it require flexibility because of an ever-changing news cycle, but it also challenges you to come up with new formats for events, to ameliorate your communication with external parties and many other things for your inventive brain to chew on. How do you connect the most pressing issues in the news to a broader topic that will create an insightful and fun event that attracts all students? That is the main question you seek to answer when you are organising and coordinating political activities. As a political activities coordinator, you and your committee will work on a diverse range of events.

Recently we had debates on topical issues such as the housing crisis this with politicians and activists, discussions with figures such as Mayor Femke Halsema about the drugs debate in Amsterdam, election debates such as the recent Amsterdam Municipality Debate we had, meet and greets with prominent people such as our Machiavelli Meets installment with Member of Parliament Renske Leijten. Upcoming is a field trip to the Hague as well as the second edition of our annual Model United Nations organised by SV Machiavelli, where, as Political Activities Coordinator, you play a large part in.

Obviously, a board year entails a lot of social interaction. There are the communication and activities you will undertake with your fellow board members and if people come to you with ideas for political activities you are expected to be an active listener. As mentioned earlier, your committee is there for you to help you in all your endeavors. They serve as an evaluator, motivator, crew, and they are the fountain of ideas! It is important to keep close ties with the committee for it to work to its fullest capacity. You will be working alongside a lot of external associations/organisations.



Over the years political activities have been organized together with youth movements of political parties, other study and student associations and any organization that approaches you with a great idea. Examples of this are the annual Fv-FMG Activity, which is a cooperation project between all associations of the faculty. The PAC also organizes the PiP Congress, which is a combined effort between multiple political science study associations in the Netherlands. Combining forces result in the most successful events that people will talk about for a long time afterwards!

#### Skills

Besides creative and social skills, there is a lot more you will learn this year. You

will also delve into creating the most effective promotion, you learn how to cooperate professionally with external parties and above all, the organizational skills that you develop, positively affect your planning and communication skills. Every event requires sticking to planning, coming up with (and sticking to) a budget and sometimes chasing up your committee members to get the results you are waiting for. All-in-all, a board year, especially as a PAC, will be incredibly fun! Have you already become enthusiastic or do you want to know a little bit more? No worries, feel free to contact the board, at any time for a chat, a call or a walk in the park!

*Questions? Contact Board via:  
[pac@svmachiavelli.nl](mailto:pac@svmachiavelli.nl) or +31 6 44 28 95 07*

# THE SOCIAL ACTIVITIES COORDINATOR

This section is dedicated to the role of the Social Activities Coordinator (SAC) of Machiavelli. After reading this you will know more about being a SAC. If you still have any questions regarding this specific position or being a board member in general, feel free to reach out to me so we can meet for a drink, alcoholic or not.

## *The Social Backbone*

One of the main responsibilities for SAC is the social cohesion within the association. Of course, you are not everyone's entertainment of the night. However, you do need to set the example when it comes down to 'gezelligheid' and approachability. Try to make people feel comfortable and safe, by sensing the atmosphere and acting on it. This means that you are also not necessarily the one in the spotlight all the time, making the party. Just make sure everyone feels welcome and inspire your fellow board members to follow your lead in that. If you are a true SAC-er, you have a sixth sense for social relations, the character of a situation and connecting people. You are the pacer, but you also know at what pace you should do that. Social cohesion is not the result of just drinking beers and being funny and it is very important to be aware of that as SAC. Especially since the role of SAC has grown due to internationalization. It is no longer just the goal to connect members from different years, but also from different countries and cultures.

## *Create and complete activities*

As SAC you are, in principle, free to organize the year the way you want to. However, at the same time you have to take into account the opinion of the GA.

As SAC you are, in principle, free to organize the year the way you want to. However, at the same time you have to take into account the opinion of the GA. Keep in mind that members can have a certain expectation pattern, but do not let this stop you from exploring new possibilities and investing your time and effort in something you are truly passionate about. This also applies to changing the schedule you might have been familiar with in previous years. Try to find a balance between the status quo and your own interpretation. Leaving your mark as SAC requires a lot of creativity, flexibility, perseverance and discipline; but this also means extra satisfaction when you create a successful event!

Luckily, you do not have to fulfill your tasks all by yourself! SAC has the most events in a year, which means there is a lot of room for your committee members to grow and learn as well. Being able to motivate and inspire your committee members and to create a safe and well supervised learning environment for them is arguably the most important task of SAC. If you invest in your committee from the start and provide them with ample opportunities to organize events, they will become an irreplaceable help to you. Additionally, the sooner you divide our committee and divide roles, the easier it will be for you to start your year off.

## *Multitasking*

As SAC, you are busy with a thousand-and-one things at the same time. Different events that require your attention at the same time, keep in touch with different people involved in your event (external parties),

payment deadlines, collaboration and communication with your committee and the rest of the board, every-day promotion etcetera. In short: it is a hectic existence. To survive this, you have to learn to plan and structure your work. You will have to plan out your year and set deadlines for yourself. It will give you space and time to think about all the small, important details. Involving your committee as often as you can will also alleviate your workload, as long as it is structured!

Most importantly: trust in your capabilities, let your creativity flow, and remember to include others in your work. This will not only help you solve problems, but you might also come up with amazing new things that our members did not even know they were missing!

*Questions? Contact Kosma via:  
sac@svmachivelli.nl or +31 6 28 29 86 42*

# THE INTERNATIONAL COORDINATOR

And last but certainly not least, As the International Coordinator, you represent Machiavelli abroad. You do this by giving members the opportunity to explore exciting and unique locations across the globe. During these trips, you visit a range of different institutions from embassies to NGOs while also meeting new people and exploring local politics and culture. There are many trips spaced throughout the year and each one offers a different experience, whether that be due to the destination, the activities, or even the people who helped you organise it!

This variety of factors brings with it many new challenges which will make sure that you are never bored. But how do you make sure that you can offer Machiavellians several trips in the academic year while also maintaining Machiavelli's international contacts?

Firstly, the position requires you to be creative, especially with the destinations you choose and what you may want to do once you're there.

Machiavelli has been travelling internationally for over a decade and has scratched off quite a bit of the world map. However, you still have the chance to be creative in where you take our members, who and what you may want to visit on location, and which activities you can do there.

Secondly, you need to be organised. This is not only necessary for keeping in touch with Machiavelli's international contacts but also for the successful organization of the trips themselves. This skill comes in handy the most when you are dealing with the budget of your trip, which ensures that the trips are accessible for members and that Machiavelli's finances stay healthy.

Thirdly, you need to be flexible: the world is a crazy place and so coordinating and organising trips can mean encountering a few unexpected challenges. As the International Coordinator, you are the one who finds innovative solutions to any challenges that come your way.

Lastly, you need to be social and approachable. For a lot of students, a Machiavelli trip may be their first time traveling without family members. It is up to the international coordinator to ensure that the participants are not only having a great time, but also feel safe and comfortable around you. .

Of course, you don't do all of this on your own. To help you organise these trips, you will have several committees. Each trip is different and has its own committee with a few members in each one. As the International Coordinator, you are the chair of these committees, making sure to lead your hard working committee members in the right direction. A well-functioning committee means you are doing something right! But it is more than just about creating a fun final product. The process of planning a trip with your committee members is a lot of fun and has built a lot of my friendships this year.

The trips will probably be the highlights of your board year. This is your chance to shine! You and your committee members will make sure that you all have an amazing and unforgettable experience.

However, one thing is certain: it will never fully go to plan. In these situations, it is important to remain calm and look for solutions. In the end, you and your dedicated committee will always find a way! This can provide an invaluable learning experience.

All in all, the International Coordinator is one of the most diverse, well rounded, and challenging positions within the board. This position also allows you to enjoy all the fun that comes with traveling all around the world! It is also extremely accessible for those who do not speak Dutch because you manage Machiavelli's foreign contacts. As the position is still quite new, you can also be very creative with new ideas within the position!

Even though the planning of my trips has not always been smooth sailing, I am very happy with the range of trips I have been able to provide. The most fulfilling part of the role of International Coordinator is when you, and your committee, have been working tirelessly on a trip, and to see it come to reality with people really enjoying themselves.

*Questions? Contact Harm via:  
international@svmachivelli.nl  
or +31 6 25 20 92 62*

# AN INTERNATIONAL BOARD

Machiavelli internationalized, together with the Political Science program, three years ago. This resulted in our very first international board year in 2018/2019. (In 2019/2020 there were no non-Dutch speaking persons taking place in the board, in 2020/2021 there was one, and now we have six).

As 2018/2019 was the very first time Machiavelli had an international board member, there was a lot to explore. However, if the years have learned us one thing, it is that it is more than possible to be in the Machiavelli board as someone who does not speak Dutch. Where it is definitely not impossible to be an international in the board, fulfilling a board position may require more dedication to make it work as for example not everyone that the board is in contact with is willing (or capable) to

speak English. This should not scare you off though, as the 59th Board with international majority was able to perform communication with all of our partners in English. Enough motivation and dedication are key for a board year to be successful.

International board members can rely on the support of Dutch-speaking board members when needed: you are all in this together!

All positions in the Machiavelli board are open to both Dutch and international students. Being able to speak Dutch is definitely beneficial, but you can perform just as well with English only as long as you are dedicated to put in the effort!

# OFFICIAL BODIES

## WITHIN THE ASSOCIATION

### **General Assembly/GA**

*(Algemene Ledenvergadering/ALV)*

The General Assembly (GA) is the highest body within the association. Every year at least three GA's will take place. At the end of the academic year, there is a nomination GA, during which the new (candidate-)board will present itself and the 'old' board will present their annual report.

In the transmission GA, which is the first GA of the academic year, the new board will be officially installed and they will present their policy plan and budget for the upcoming year. The second GA is the mid-years GA and takes place in February. During this GA, the board presents its half-year report and the new Application Committee will be installed.

As a board member, you are responsible for all your actions. The GA can ask (critical) questions concerning the actions of the board. Eventually, the GA, consisting of members, will approve the plans of the board and thus have the final say in the association.

### **Advisory Board**

*(Raad van Advies/RvA)*

The Advisory Board is an advisory body, consisting of former board members. Each board member is linked to a buddy from the Advisory Council, often someone who has fulfilled your position on the board a few years back. At least five plenary meetings per year with the board and the Advisory Board are scheduled. During these meetings, the Advisory Board provides support behind the scenes where necessary. They advise the board on topics such as group dynamics, mental health or practical topics concerning the association.

### **The Audit Committee**

*(KasControle Commissie/KasCo)*

The Audit Committee checks the bookkeeping and the financial state of the association. The Audit Committee, consisting of former treasurers of Machiavelli and one external treasurer, also checks the budget, the half-year financial report and the annual report before it will be presented during a GA. They will advise the GA, whether to vote in favour or against the budgets. The treasurer works closely with the Audit Committee and receives advice from this body when needed.

### **The Presidium**

The Presidium is responsible for organising and chairing the GA, making sure that the meeting will run smoothly. The Presidium consists of a chair, a vice-chair and a secretary. Although the presidium is responsible for the GA, the secretary and chair of the board will assist the presidium where needed, such as in inviting all members for the GA and finding a suitable location.

### **The Application Committee/ApCo**

*(Sollicitatie Commissie/SoCo)*

The Application Committee is responsible for choosing the new Machiavelli board. They are responsible for setting up a well-organised and professional application procedure. This committee consists of an external member (mostly a former board member of another association), an internal member and a board member, selected by the General Assembly. Every year, a new Application Committee is formed.

# THE APPLICATION PROCEDURE

Are you still excited to commit yourself to Machiavelli for an entire year together with six fellow board members?

Congratulations on making this great decision. In this part, we will give you all the information needed to apply for a position on the board.

It is important to know that only the Application Committee knows who is applying for a board year during the procedure. The rest of the board and the applicants will not know that you are applying unless you decide to reveal this yourself. The whole selection procedure is strictly confidential.

## **I. Letter and CV**

The first of three parts of the application is to send your motivation letter and CV to [application@svmachivelli.nl](mailto:application@svmachivelli.nl) **before the 7th of April at 23:59.**

In this motivation letter, written in English or Dutch, you have to discuss the following things within a maximum of two pages:

- *Introduction of yourself: who are you, where are you from and in which stage of your studies are you?*
- *The reason why you are applying for a board year at Machiavelli. What do you expect from a board year and why could you be a good board member?*
- *Do you have any relevant experience? If so, what kind of experience?*
- *What are your competences? Can you explain or illustrate this?*
- *What is your role in teamwork situations?*
- *Are you applying for a certain position, do you have more positions you prefer or do you want to leave this open to the Application Committee? And why are you applying for this/these functions, why do these positions fit you?*

**Important note:** *the motivation letters will be anonymized by the external member taking part in the Application Committee (who does not know the applicants). In this way, the internal member and the board member (who might know the applicants) can judge the letters objectively.*

## **II. Interview**

Based on your motivation letter and CV, you will be invited for an interview. In this interview, the Application Committee will get to know you better by asking more about the topics you discussed in your motivation letter.

The interviews will take place between the **18th and the 25th of April**

take this already in mind. The interview will take around one hour and consists of three parts: a part about yourself, a part about why you want to be on the board of Machiavelli and the last part about your 'favourite' position(s).

## **III. Assessment Day**

Based on your motivational letter, CV and job interview, you could be invited for the Assessment Day. If you do not get invited, you can request a feedback moment with the Application Committee, in which they will explain to you why you are not invited for the Assessment Day.

The Assessment Day is will take place on

**May 13th** (Please note that this is a Saturday and that this date may change depending on the external party joining us). During the Assessment Day, you will have to respond to individual cases, but you will also be assessed on your teamwork.

*Questions? Contact the Application Committee via: [application@svmachiavelli.nl](mailto:application@svmachiavelli.nl)*

During this day, we will do different group assignments to see how every applicant is working in a group. This method makes sure that the Application Committee can assemble the best team and won't just select the best seven individual applicants.

The Application Committee, the invited applicants and a professional in assessments and group dynamics are attending the Assessment Day.

The external party is there to advise the Application Committee on group dynamics and cooperation. They have no say in the composition of the new board, since the Application Committee is the only party that has seen all the candidates during all three stages of the application.

The reason why there is an external company is because we as the Application Committee know how a board functions and how Machiavelli functions, but have no experience in putting together different personalities and characters in one group. Everything that is discussed during this day mustn't be shared with other people. Confidentiality is essential!

Eventually, based on the three stages of the selection procedure, the Application Committee will choose a candidate board.

In the last week of May (most likely on May 26th) every applicant will receive a phone call. In this phone call, the committee will tell you whether you are selected for the new board or not.

# AFTER THE APPLICATION

The nominated candidate board has to present themselves during the nomination GA on the **7th of June**.

The Application Committee will then also explain their choice for the new board. The GA will vote about the candidate board. Did you not become part of the board? There is in any case the chance to receive feedback from the Application Committee.

After the new board is appointed by the Application Committee and approved by the General Assembly in the beginning of June, the transmission period starts. In a few weeks, each board member will teach his/her successor all the ins and outs of their specific function. Each new board member will receive their personal transmission documents in which all useful knowledge and skills are specified.

From the **1st till the 4th of July**, the old and new board will go on transmission weekend together. During this weekend, the old board will make sure the new board is fully equipped to start their board year with confidence. But besides learning a lot about the organisation of Machiavelli, we will have a lot of fun, and you will get to know your board better.

If there is a reason why you cannot attend this weekend, let the Application Committee know as soon as possible.

In principle, a board year at Machiavelli lasts ten months, starting from September. But in practice, the new board starts preparing for the upcoming year already before the summer break.

To start the new board year well-prepared it is useful to begin writing your policy plan and set up your year planning (containing all events) already before the start of the new academic year. Besides that, all new board members are asked to guide a group of first-year students during the Intreeweek. This is a great opportunity for the new board to meet new members.

The end of a board year is July, when you have had your last events as well as the transmission weekend with the new board. For the Treasurer, a board year lasts a little bit longer, since the fiscal year ends in September. In the first months of your board year, your predecessor is still available to help and support you. During the GA in September/October, the 59th board will be officially discharged, and the new 60th board will be installed.

