

Function profiles 2024

Status: Decision making

Dear GA,

This document contains the job profiles for next academic year's new ASVA Board. The job profiles will give ASVA's Search Committee an idea of the kinds of people they should be looking for, and also provide insight into the qualities that will be tested and evaluated in the application process

The job profiles are largely consistent with last year's job profiles. All changes from last year are underlined.

Through this document we want to inform the GA about the profile that an applicant for an ASVA board year should preferably meet. At the GA you will have the opportunity to ask questions about this or criticize it.

Kind regards,

Solicitation Committee ASVA 2024

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Dear GA,

In the past, when nominating the new ASVA Board, many questions about our procedure came from the ALV. Therefore, the 2017 Solicitation Committee (SoCo) chose to present to the ALV the job profiles used when electing a new board. The job profiles were last updated in 2023. The 2024 SoCo has proposed a few minor substantive adjustments to these job profiles, which are underlined. The ALV can give input on these if desired.

We hope these job profiles will give the ALV and future applicants a comprehensive picture of what a suitable candidate for the ASVA Board entails. In the text below we have tried to summarize the job profiles for both the board as a whole and for each board position. It should be mentioned that the profiles are not conclusive, but more of a guideline of what we as SoCo are looking for.

General profile

This profile applies to each board member.

In general, an ASVA board member must be involved in student life and also have some relevant experience within (Amsterdam) student life. Think of experience within a board, a council or several committees. An ASVA board member should also be representative for the Amsterdam student population, for example in background, field of interest or involvement with the city. In addition, an ASVA board member is someone who is stress-resistant, knows how to get things done and can work well together.

Organizational qualities and perseverance are also important. An ASVA board member has sufficient command of the English language to conduct conversations in it. Furthermore, an ASVA board member must have graduated no more than one year ago.

In addition to carrying a board position, as described below, each board member is responsible for a number of portfolios. These portfolios are shared among prospective board members. These portfolios include Student Housing, Education college or university, Student Welfare, Diversity and Sustainability. In addition, each board member does maintain contact with external parties in some way, depending on the portfolios chosen.

In principle, each board member is expected to work full-time. However, consultation on a different time schedule is possible. The board positions listed below differ in terms of

time commitment. The time burden of the job-specific tasks is estimated to be placed after the board title. Boards are basically filled with work on the above portfolios, among others.

President (job-specific duties: 0,4-0,6 FTE¹)

The president is the external face of ASVA. This person therefore maintains contact with press and media. For this reason the chairperson should keep an overview of the general affairs of ASVA. The chairperson is an approachable person with an approachable attitude. Furthermore the chairperson is characterized by a convincing and proactive attitude, has good communication skills and stands firm in his or her shoes. In addition, the chairperson is able to read quickly and sharply articulate ASVA's opinion. Experience with public speaking is a must.

Vice president (job-specific duties: 0.4-0.6 FTE)

The vice president is the internal face of ASVA. This person is in charge of the internal organization. By this is meant that this person knows how to have the right attitude both in carrying out directing duties and in maintaining the atmosphere in the office. The vice president is accessible to discuss problems with and can maintain a good atmosphere within the staff and board. The vice president thinks of group interests, maintains internal relationships and is organizationally and socially adept. The vice president can think outside of a situation and knows what is going on within the organization. In addition, the vice president can work with precision and connect the dots. As the person ultimately responsible for the employee policy and file, having experience taking applications and team leadership is a plus.

Secretary (job-specific duties: 0,3-0,4 FTE)

The secretary maintains an overview of the work of the board, initiates structure and is able to connect the work of the board as needed. As a result, the secretary's job-specific duties require the ability to plan well and work accurately. This person has communication skills and preferably experience with administrative tasks. In addition, the secretary is both a team player and someone who picks things up and signals things well independently. High language skills are a plus.

¹ FTE stands for "full-time unit" and herewith expresses the workload. 1 FTE is 40 hours per week.

Treasurer (job-specific duties: 0,6-0,7 FTE)

The treasurer runs the financial side of the organization. The work includes planning and controlling the financial situation of ASVA. For this reason it is important that this person has an affinity for finance and preferably already has experience with bookkeeping. The treasurer is careful, structured and can work well independently. In addition, it is someone with a high sense of responsibility who stands firmly in his/her shoes. An economic, financial or data-related background is a must.

General board member (job-specific duties: 0 FTE)

The general board member is the contact person and ASVA expert on a specific substantive topic, such as housing, education, or student welfare, or something completely different, such as marketing and communications or ASVA's services, for example. This person deals with the developments on this and the pain points experienced by Amsterdam students on a daily basis. This board member is critical, analytical, proactive and can articulate the opinion of the Amsterdam student well to ASVA's partners. In addition, this board member preferably has an activist background or attitude. The general board member will have extra time to throw themselves into a major portfolio or project, so that they can excel in this area. Experience or affinity with any of the issues ASVA is committed to is a plus.

New function

In consultation with the Solicitation Committee, it is possible for applicants to propose a different set of duties than those named here. The Solicitation Committee is open to such innovations, but in making such decisions it will keep in mind the compatibility and functioning of the candidate board as a whole.

The candidate board

As a whole, the team must possess sufficient qualities and be able to function together as a well-oiled board. Here, both skills and prior knowledge in our substantive pillars of the candidate board are important. In addition, it is important that the candidate board as a whole is a representative reflection of the Amsterdam student population.

In our view, a strong board is about quality over quantity. For this reason, the SoCo does not make a fixed choice in advance about the number of board members to be hired. We hope that the GA will adopt these job profiles or else adjust them as they see

fit. That way we can jointly make a decision about what the upcoming ASVA board will roughly look like.