

Board member of AEGEE-Mannheim

The board of AEGEE-Mannheim can consist of up to six people. Three positions are taken by the president, the secretary and the treasurer (see their specific information files). The concrete position names of the other board members are not specified. Instead, there is a pool of activities that need to be carried out. The members of the board split these tasks between themselves.

Members of AEGEE-Mannheim can apply for being a “Member of the board” only by already stating one or several concrete fields of interest and capabilities qualifying them for the position.

Requirements for the job:

- Specific requirements dependent on the task
- Capability to work in a team
- Practical experience in and knowledge about AEGEE

Task Overview

- Human Resources
 - Acquiring new members
 - Engage newly acquired members
 - Member management
 - Inform members via newsletter and social media groups
 - Regular evaluation of member satisfaction
- Public Relations
 - Creation of a PR strategy
 - Management of Social Media and Website Content
 - Creating graphics for events and promotional texts
 - Document the work and events of the antenna with pictures and videos
- IT Management
 - Maintain the website and other IT systems

- Event Management
 - Create and organize local events
 - Fill the weekly meetings with content
 - Organize international trips
 - Organize an alumni event
- External Relations
 - Be informed about what is going on within the AEGEE network (e.g. member of important Facebook groups, subscribed to all AEGEE E-Mail newsletters)
 - Be informed about current European and local events and trends
 - Outgoing Responsible for Summer University (promotion of Summer University project and support of outgoing members)
 - Contact to other Antennas, especially the ones in our area (Rhein-Main-Neckar region)
 - Organization/participation at the Rhein-Main-Neckar Stammtisch
- Fundraising responsible
 - Generate a source of income for AEGEE-Mannheim by fundraising money and/or goods from companies/institutions