

Wanted: HOPweek-committee 2018



> Would you like to organize the biggest event for university students in The Hague?

> Are you ambitious and want to learn more about organising, working together and event management?

> Do you know all the cool hotspots in The Hague and Scheveningen?

>>> Then you might be the one we are looking for! We are looking for students to organise the third edition of The HOPweek in the summer of 2018.

Together with six other members of the part-time board, you can have a fantastic year!

We are looking for seven motivated and enthusiastic students who want to organise the introduction week and who identify with the following profile:

- You are not afraid to take initiative and you have a flexible attitude.
- You are a student at Leiden University.
- You live and/or study in The Hague or know it inside out.
- You love to organise activities, think of new ideas, and possibly are experienced with this.
- You are a social-animal and love working in a team.

What do you gain?

Organising this week will be a fun and informative experience that will look great on your CV. You'll improve your social skills, have meetings with the municipality and other business partners, and recruit many volunteers. You will receive 6 months board scholarship.

HOPweek

The HOPweek is the official introduction week for all students who are going to study at Leiden University, Campus The Hague. Next year the introduction week will be organized for the third time for around 1200 participants. During the HOPweek, our guides introduce the participants to the city, the university and student life. The committee will be working the whole academic year to organize this week.

What does such a year look like

During the HOPweek, the upcoming board will help the current board to see how the HOPweek organization works. After the week, the new board takes over.

After that, it depends on your position and the sub-committees you're in, what you're working on. The different positions of the board are explained below. You will be placed in different sub-committees, working on promoting the HOPweek or making posters for example. You will all be working together to make and plan the programme for the week. Because the HOPweek is only a few years old, you'll have quite a lot of freedom in deciding what kind of events you want to organize together.

Time

It is a part-time board, so you'll be studying at the same time, but that is very doable. At the start of the board year, it takes about 8 hours a week of your time, and that increases during the year. In July and August, you'll be working full-time to organize the week.

Fun

The HOPweek board is not just serious work. You'll be invited for drinks with other boards regularly, you can go on holiday together and you'll do loads of other awesome activities. Is it an experience never to forget!

Working together with EL CID and OWL

The HOPweek works together quite a lot already with the other two introduction weeks of Leiden University and this will only increase next year. For example, you'll work together with the EL CID to make the Vademecum, which is a magazine for all first year students of Leiden University.

The HOPweek organisation

The board consists of seven members and is part of Leiden University. Furthermore, the organization consists of MentorCreators (MC), who recruit and train the guides, and of a Coordination Team (CT), which helps the board during the HOPweek. The board recruits the MC and CT teams.

Board positions

Chairman

You chair all the board meetings and have a connecting role within the board. For external parties, you are the primary contact person and you maintain the relationships with the university, the municipality, but also with the student life in

Secretary & Commissioner Partners II

You take minutes during the meetings and you are responsible for all incoming correspondence. Together with the other Commissioner Partners, it is your job to acquire sponsoring.

Treasurer

You are responsible for the budget, the financial administration, and expenditures of the board.

Commissioner Volunteers

You are responsible for the recruitment, training and coordination of all guides and crew that make the week a success. You support them when needed and communicate the policies of the board to all volunteers.

Commissioner Participants

You are responsible for the promotional activities related to the participants. You are also the primary contact person for questions for the participants and you are responsible for the participants-administration and to divide everyone into groups.

Commissioner Partners

You try to get as many sponsors as possible and this requires sometimes some creativity. Therefore, you have many meetings with external parties. Increasing the brand awareness of The HOP is one of your most important tasks.

Commissioner Logistics

You are responsible for everything related to permits, logistics and transport. You maintain contact with the municipality, you close major deals with suppliers and you help the committee with the practical organisation of their locations.

So if you are the ambitious student we are looking for and want to organise a programme for 1200 students, we hope you will apply. You can apply here: <https://www.jotform3.leidenuniv.nl/form/71304526264> The deadline is June 11th. The interviews will take place in June. Questions? Please send an e-mail to info@hop.leidenuniv.nl