

Business At University 11 | Informative Lunch















## 7 committee members & 2 QQ

Chairman
Secretary
Treasurer
Commissioner Acquisition
Commissioner Logistics
Commissioner Events
Commissioner Marketing
QQ1 (Bas)
QQ2 (Cyza)



#### Chairman

- Leading/hosting the meetings;
- Making and maintaining the schedule;
- Keeping an eye on everyone's well being;

Peak -

## Secretary

- Taking notes during meetings;
- Managing sign up and mail;
- Contact with the student participants;

#### **Treasurer**

- Making and maintaining the budget plan;
- Ordering materials;
- Making the exploitation;

Peak - January

Peak - November, December, January, April



## Logistics

- Working out floor plans for events;
- Tasks and time management during the events;
- Required material lists for every event;

Peak - January, February, March

## Acquisition

- Making the calling list;
- Fixing contracts;
- Final contact with companies;

Peak - October, November, January



#### **Events**

- Working out the details of every event;
- Contacting companies for events collaboration;

Peak - November, December, January

## Marketing

- Promoting the events;
- Handling social media and website;
- Designing posters;

Peak - January, Februari, Maart



# What every committee member will learn during BAU:

Professional contact with companies in the architecture and built environment.

Organizing different types of events

Making acquisition calls

Collaborating & internal communication

Planning & prioritizing





## **TIME MANAGEMENT**

September	0,5 day / 4h	a week
October – November	1,5 days / 10h	a week
December – January	2 days / 15h	a week
February	3,5 days / 25h	a week
	2,5 days / 20h	a week



### **SCHEDULE**

30 May 30 May

07 Jun

29 May - 12 June

12 June – 23 June

September

Information lunch

Information drinks @bouwpub

Deadline sign-up at Stylos.nl

Interviews

Committee selection

Start of Committee and

Committee weekend



# **QUESTIONS?**

Send an email to kandidaatsbestuur@stylos.nl

Or join the INFORMATION DRINKS!

Thursday May 30<sup>th</sup> | 17.00 - 18.30

@BOUWPUB

