

Business At University 12 | Informative Lunch















7 committee members & 2 QQ

Chairman
Secretary
Treasurer
Commissioner Acquisition
Commissioner Logistics
Commissioner Events
Commissioner Marketing
QQ1 (Emma)
QQ2 (?)



Chairman

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

Peak - December, January

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 - February, March

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, February, March



Why joining BAU in general?

- **Professional contact** with companies in the architecture and built environment.
- Organizing different types of events
- Making acquisition calls
- Collaborating & internal communication
- Planning & prioritizing
- Create strong bonds with your committee members





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 days / 25h	a week
	2,5 days / 20h	a week



SCHEDULE

9 May Start sign-up

16 May Information lunch

23 May Deadline sign-up at Stylos.nl

19 May – 29 May Interviews

29 May – 13 June Committee selection

July/August Summer holiday

September Start of Committee and

Committee weekend



QUESTIONS?

Send an email to <u>kandidaatsbestuur@stylos.nl</u>

Catch us in person

or just send us a whatsapp (0652678240)

