

European Youth Parliament Finland - EYP Finland ry I Asemapäällikönkatu 1 I 00520 Helsinki I www.eypfinland.org I info@eypfinland.org

# **Board activities of EYP Finland**

The Board is the highest decision-maker in EYP Finland. It coordinates the EYP activities in Finland and manages EYP Finland's assets. The key tasks of the Board include selecting and supporting the Head Organizers of the Sessions, sending delegations to the EYP sessions abroad, organizing and coordinating various projects, fundraising and other partnerships, co-ordinating EYP Finland communication, supporting local EYP-organizations and participating in the international EYP administration. The Board is elected annually at the Annual meeting and its term of office is the calendar year.

In 2016, a full-time general secretary was hired to work with the Board and assist, for example, in the administrative affairs of the organization. The Secretary General's contribution to work reduces the workload of Board members and gives the Board the opportunity to develop EYP Finland strategically forward.

# Why apply?

As a member of EYP Finland Board you can influence the development of a large youth organization from a vantage point! At the same time, you can learn useful skills, such as time management, leadership, and teamwork skills.

The office of EYP Finland is located at the premises of the Finnish Youth Co-operation Alliance in Pasila, providing a good working space and an opportunity to get acquainted with other organizations in the field. Board members are also frequently asked for various events both in Finland and abroad, so networking opportunities are extensive both within the EYP and outside.

Members of the Board are offered the opportunity to participate free of charge in paid training courses that are of interest to them, which support and develop the related skills responsibilities.

# The structure of the Board

In 2019, the chairman, six full members and two deputy members are elected to the Board. The Board appoints one or two vice-presidents from among its members, which are not individually elected at the Fall meeting. The Board decides on the final portfolios of its members after the Fall meeting at the constitutive meeting.

The following sections outline the general tasks of the Board members. Leadership candidates can use this division when considering what tasks might interest them in 2019. However, the portfolios do not necessarily move as such to the board of 2019.

#### 1. President

- Coordinating and developing the Board's activities, taking care of welfare issues and supporting board members, representing EYP Finland, co-ordinating and developing co-operation with other organizations and public organizations, funding applications from ministries and reporting jointly with the Secretary-General, administrative and supervisory posts.

## 2. Internal Affairs and Events

- Teacher and school relations, coordination and development of local organizations and local activities, member events and trainings, support to local chairpersons and school co-ordination.

## 3. International Affairs

- Communicating with other National Committees and participation in the EYP international administration, selection of trainers for membership events, opening of Officials' calls, coordination of delegates to sessions abroad together with the Secretary-General, coordination of possible international projects.

#### 4. Events Coordination

- Coordination of the sessions, development and organization of the sessions, training and guidance of the Head Organizers throughout the year and updating of the Head Organizer guide. Regular contacts with Head Organizers and their support.

#### 5. Finance and Fundraising

Managing and developing national partnerships, fundraising grants, applications for
EU Erasmus+ funding and reporting with the Secretary-General, support for fundraising of the sessions and local organizations, and leading the fundraising team.

## 6. Communications and Public Relations

- Coordinating and developing EYP Finland's internal and external communications, updating the webpage and social media with the Secretary-General, logo design coordination, updating and lay outs of materials, supporting the communication of sessions and local organizations, and managing and supporting the communication team.

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#### 7. Finance

- Supervising and developing the management of finances of the organization, budgeting for events and other activities. The Secretary General manages the association's practical financial matters, such as billing, expenses and collection of supporting documents to the accounting office.

#### 8. Academic Affairs

- The management of academic issues of the EYP sessions, such as agreeing on committee issues and coordination of the Preparation Kit. Communicating with the chairmen of the sessions. Academic matters are included in a member's portfolio or a substitute member can handle that portfolio.

## 9. Outreach and Inclusion

– Extending the EYP Finland event enrollment, maintaining and developing equality of the organization, promoting and monitoring the implementation of the parity stragy of EYP Finland. Tasks are included in a larger portfolio or a substitute member can handle the portfolio.

# The Board activity

The Board convenes regularly. In 2019, the Board meets on a monthly basis, and the members of the Board often attend EYP Finland events, trainings and sessions. In addition, the Board is constantly working through Slack and e-mail. The ability to use these communication channels on a regular basis is a prerequisite for the Board activity.

EYP Finland's Board is increasingly seeking to take into account the needs and well-being of members and volunteers, and to develop the organization's activities as required by these needs. We hope that the ruling candidates will have experience of the EYP and EYP Finland activities and the desire to commit to the development of EYP Finland. For example, past experience in a local organization board, working in committees or as a Head Organizer of the session is useful, but not necessary for the Board applicant. Attendance at events abroad and knowledge of different session roles are also seen as an advantage.