

## **Call for candidates for the two Vice President positions of the European Students' Union (ESU)**

Brussels, 5<sup>th</sup> March 2019

The Executive Committee (EC) hereby issues a call for two Vice Presidents of the European Students Union (ESU). The Vice Presidents are, together with the President, a part of the Presidency, which is an operational decision-making body responsible for the day-to-day coordination and management of the organisation and steering of its institutions inside ESU Executive Committee. According to ESU standing orders (article 8.1), the Presidency (excluding the President) needs to be equally gender balanced (please consult the new gender definition in the Standing Orders), acting as ESU Vice President. In addition to that, the EC and the Presidency should represent the diversity of ESU and their members.

The mandate of **both Vice Presidents will last for 12 months from July 1<sup>st</sup> 2019 to June 30<sup>th</sup> 2020**. Though it will be required that the person elected will be available for a handover already after the Board Meeting. The elections will be **held during ESU's 76<sup>th</sup> Board meeting in Sofia, Bulgaria, from 9<sup>th</sup> until 11<sup>th</sup> of May 2019**.

Both Vice Presidents will be afforded a monthly Belgian minimum salary (approx. 1,500.00 EUR/month brut) and will work based in Brussels for the duration of the mandate. Suitable accommodation will be provided by the organisation.

The Board meeting of ESU elects both Vice Presidents. They share responsibilities related to organisational aspects, finances, administration, lobby work and coordination of policy-making as discussed and agreed upon by the Executive Committee. Both Vice Presidents may also call and chair an EC meeting. In doing so, they should develop an agenda together with the Presidency and the EC.

ESU Executive Committee will take a decision upon specific task division between Vice Presidents, based on a proposal from the Presidency. Once approved by EC, task division within the Presidency and EC in overall should be communicated to the Board.

Among other tasks and duties, both **Vice Presidents are responsible for:**

- Coordinating communication and relations with ESU associate members,

- Coordinating the relations and communication between the different ESU structures,
- Coordinating, together with the EC, correspondence with ESU members,
- Ensuring that all institutions of ESU are kept up-to-date with the developments of the organisation,
- Disseminating the minutes of the EC meetings to the ESU members and other ESU elected representatives,
- Carrying out the day-to-day financial administration of the organisation within the Executive Committee, in cooperation with the President and the Secretariat,
- Implementing the political strategies of the organisation.

### **Knowledge, Skills and Experience:**

- Ability to provide day-to-day effective coordination and management of the European Students' Union projects and other processes,
- Excellent interpersonal skills including proven advocacy and diplomatic experience,
- Excellent knowledge of English (and other European languages),
- Experience and knowledge of the European students' union, higher education issues and on the functioning and relevant work of the Bologna Follow-Up Group, European Union, Council of Europe, UNESCO and other,
- Experience managing projects, project finances and grant contracts, including donor and grant reporting and fundraising (work, to be assisted by ESU Project team),
- Experience in organisational development and sustainability,
- Ability to research, collate, analyse and summarise information,
- Willingness to travel and a high level of self-motivation will be essential.

The elected candidates will be invited for a presidency handover and a second handover together with the rest of outgoing and incoming hacks (29/06-04/07/2019). **Full availability for those dates is expected from all candidates.**

As an organisation strongly promoting equality, we require all ESU elected representatives and staff to follow the ESU Ethical guidelines, Code of Conduct and the Gender mainstreaming strategy. According to ESU's Gender Mainstreaming Strategy, we require the ESU elected representatives and the staff to have basic knowledge of Gender Equality issues and be able to mainstream the gender perspective into their working areas.

Being the Vice President is a considerable commitment, both in terms of time, necessary (re)location to Brussels, and workload. Candidates should bear this in mind and the letter of motivation should demonstrate that the candidate is able and willing to make such a commitment.

We invite every student with a genuine interest in ESU and its work to apply.

## **Application procedure**

*According to point 8.10 of the Standing Orders candidates are required to send:*

- ❑ Nomination Letter from a full member organisation***
- ❑ Curriculum Vitae, in Europass format***
- ❑ Motivation Letter***

*Applications must be submitted in writing to the ESU secretariat. Therefore, candidates shall send their full application (as attachments, links are not acceptable) by e-mail to [secretariat@esu-online.org](mailto:secretariat@esu-online.org) or hand it personally to the ESU Secretariat (Rue de l'Industrie 10, 1000 Brussels). **The deadline for submitting applications is 29<sup>th</sup> of March 2019, 23:59 CET.***

All application documents will be shared with all members of the Board through the Google Drive. ESU will remove such documents from the drive once the election process is over. However, ESU has no control over the transfer of such information once it leaves ESU's domains.

Should any explanation or further details be needed, please feel free to contact Beatriz Soler, head of the secretariat, responsible for the election procedure at [beatriz.soler@esu-online.org](mailto:beatriz.soler@esu-online.org).

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