

Bloom Board Brochure

Dear interested members,

We are happy to see that you might be interested in applying for a position in the second board of Bloom! This document will give you all the information you will need to decide whether to apply or not. It also gives a brief **overview** of how Bloom functions and what the application process will look like. After reviewing the document, feel free to **contact any current board members** in case you have any concerns or questions. We will also organise an information session on **11th March** to explain more about the roles and responsibilities of the board members.

About Bloom

Study Association Bloom is the study association for **Computational Social Science** students at the University of Amsterdam. The association became official in 2023 but it has been functional since late 2022. Bloom is responsible for creating a **welcoming and vibrant community** for the students. It aims to create a **community** where everyone would have fun during their studies and grow their skills and interests!

What it means to be on the board

The highest power in an association is by definition the General Assembly, which consists of the members. There is however a board to execute what the General Assembly says. To do this, the board presents a **policy plan** and a **year budget** at the start of the year, and if the General Assembly approves, they can start executing these plans. In practice this means that the board as a team meets every week and as a whole is responsible for executing the plans made. Every individual member of the board takes on tasks relating to their position, and these are discussed during the board meetings. The board is controlled by the General Assembly during GA's, where they update the members on the progress of their plan and where the members can give their input for the months that will follow. Luckily it is not just the board doing all the work. At least as important are the contributions of the active members, meaning the members who are in committees. The board is responsible for **overseeing the committees** and making sure they are following the plans laid out in the policy plan. To make sure as many CSSci students are (active) members, the board makes sure that a **broad variety of events** are organised, so that there is as much value as possible for the highest number of students possible.

Besides all this, being on the board is a **unique opportunity** to get professional experience in working in a team, running an organization and organizing events. It is also a great way to **make friends and connections** with board members from other associations and programs, and to develop a broad variety of (social) **skills** and experiences that you do not usually get from studying.

As the 2nd board of Bloom, you will build upon foundations created by the 1st board, but you will still have **a lot of freedom** to shape the association in the way you want.



Traditions can be created; committees can be founded, and new ideas can be implemented. This is unique, since most associations have existed for years and there is not a lot of space anymore for creativity. These other associations can also be used as inspiration, and from experience they are more than happy to help when needed.

The board of Bloom will consist of **7 positions**, each of them will be elaborated on more later in this document.

The application process

Application for the board can be broken down into simpler steps. Given below are a few **key dates** we suggest you save on your calendars if you are considering applying. These dates might change depending on the availability of the external member of the Application Committee.

Date	Event
Monday, 11th March 2024 at 5p.m.	Information session
Tuesday 12th March 2024	Applications open for new Board
Monday 25th March 2024	Applications close
3rd – 10th April 2024	Interview period
15th / 16th / 17th April 2024	Teamwork day
Monday 22nd April 2024	Application committee calls the nominees with the results
Friday 25th April 2024	Applicants confirm
18th – 19th May 2024	Transition Weekend

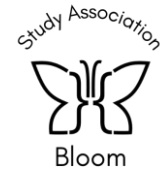
Information session – All current board members will be present to answer your questions and share their **experiences** of being in the board on that day.

The application period **starts from 12th March** and ends on 25th March. Submissions on any time during this period will be considered equally. Your application will consist of a short motivation letter (up to one page) explaining your interest and relevant experiences. You can also send a resume if you want to, but it is optional.

The Teamwork Day is a day where all remaining applicants work together on some fun group exercises. This day is meant to see the group dynamics and teamwork abilities. The Application Committee will call you on **22nd April** to let you know their **decision**. You will have till the end of the week, **25th April**, to confirm or reject your position.

If you decide to accept your position, you will be expected to join the current board at the **transition weekend** from **18th to 19th May 2024**.

You will be nominated for your position during a **General Assembly (GA) in mid-May**, where you can introduce yourself and answer any questions from members. After the GA



you will slowly be **introduced** to your new **responsibilities** acting as the candidate board, under the guidance of your predecessors. You will be officially installed in the **Opening GA** in autumn.

Your Responsibilities

Chair:

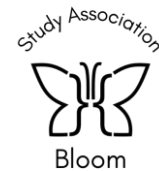
As the chair your role can be explained best by splitting it up to internal and external responsibilities. Internally you are first of all responsible for preparing and chairing the board meetings. This means that you need to be up to date with everything that is going on within your board and the association, so you know what needs to be discussed. You will also check with your board members regularly how they are doing and feeling and support them however you can. This can result in you helping in several projects at a time, which is a lot of fun! To ensure a well-functioning board, you will make sure your board is comfortable with each other. To do this it is important that you organize enough moments to bond and have fun outside of Bloom.

Then there are the external responsibilities. You are the face of the association, which means that you will be in contact with other parties a lot. A big part of this are the other study associations at the faculty, since you will be on the board of the faculty association Fv-FMG together with 8 other chairs. It is important and a lot of fun to go out there and network with the boards of these associations. They can help you or Bloom out, or you can collaborate on bigger events that would otherwise not be feasible. You will also be in contact with the Computational Social Science program regularly, together with the Educational Coordinator and the Social Coordinator.

All in all, as chair you try to make the association as a whole run as smoothly as possible. Skills like listening, talking, teamwork, planning and keeping the overview are amongst the ones you will need and learn during the year, but because of how diverse the role is you might develop a lot more! For any questions about being the Chair or a board member in general, please contact Jelle at chair@bloom-uva.nl or +31 06 13 12 47 28.

Secretary:

As the secretary, you are responsible for membership administration and maintaining communication with the members of the association. With the internal promotion commissioner, you will be responsible for maintaining the functionality of the website. Membership management will be one of your core responsibilities. It entails monitoring the backend membership database of the association and supporting members. You will also communicate with members, providing them updates about association activities, events, and developments. So, to some extent you shape how the board is perceived by its members.



An exciting part of being the secretary is creating monthly newsletters for the members. You can unleash your creative potentials in these newsletters and share the board accomplishments with the members.

Other administrative tasks include taking minutes during the board meetings and maintaining the board documents and files. So, you will be responsible for most of the written information of the association. If you like organising files and documents and nurturing connections, then this might be a fit for you!

In case of any questions, reach out to me (Akanksha) at secretary@bloom-uva.nl or +41 77 988 4891.

Treasurer:

The treasurer oversees the association's financial health. Responsibilities include annual budgeting in cooperation with committees, subsidy applications, daily bookkeeping, and reimbursements, and ensuring committees are on track with their spending. The treasurer plays a crucial role in ensuring Bloom's funds are spent in alignment with its values.

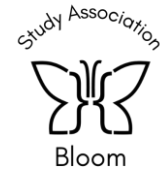
A good treasurer has excellent overview skills and pays great attention to detail. You must manage finances comprehensively while keeping track of individual expenses. Bloom uses a bookkeeping system, which automates many mundane tasks. Many responsibilities of the treasurer offer independence and flexibility, which is especially helpful during busy weeks.

Despite the responsibility, you are not alone. You work with an Audit Council comprising of experienced treasurers who provide advice and help catch any oversights. Committee treasurers also provide support by overseeing their committees and communicating budgets for events.

For any inquiries, feel free to contact Rosa at +358 50 440 9865 or treasurer@bloom-uva.nl.

Internal Study Commissioner:

The Internal Study Coordinator helps to facilitate academic and career-related development for members by ensuring that relevant and diverse initiatives, activities, and events take place. This can include ambitions such as pub lectures, guided study sessions, guest lectures and workshops from people in CSSci-related fields, job fair days, and so forth. This will be executed through the management and organisation of various committees, which currently include Education and Career.



This role mainly involves supporting your committees and helping Bloom grow well-roundedly by fostering an inclusive and fun environment that empowers collaboration with CSSci students and staff, and sometimes other associations and external partners.

Feel free to reach me at study@bloom-uva.nl with any questions!

Internal Social Commissioner:

The main responsibilities of the Social Commissioner are to ensure fun social events for the members through overseeing the work of Social Activities, Party and Borrel, and Travel committees. Even though you might not always be directly responsible for organising the events, you make sure that they happen in proper time, responsibly, and that they reflect the interests of Bloom members. Your responsibilities are also making sure that the three committees you are coordinating receive enough support and motivation from you (that they can turn to you in case something goes wrong). However, you are also there to give constructive feedback and help the committee heads grow into and feel confident in their positions.

As the Social Commissioner you also want to make sure that the association provides a sense of community. That is why apart from helping with any kind of social events, you are responsible for providing enough bonding opportunities (along with other commissioners) for people active in the association, so the committee members and committee heads.

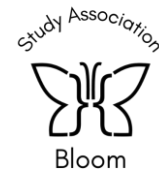
Apart from that, you are also free to collaborate and keep a close relation with the programme. Sometimes there are opportunities when CSSci wants to collaborate with Bloom for events, or vice versa, and then you are partly responsible for the communication.

If the description of this position makes you excited, go ahead and apply! If you are still a bit hesitant or simply want to find out more, feel free to text me on WhatsApp +48 730282828.

Internal Promotion Commissioner:

The main responsibility of the Internal Promotion Commissioner is the promotion of the association through overseeing the activities of Marketing and Magazine committees.

You are responsible for all promotion channels on social media and all the content that will be shared. You make sure that there is a balance in promotion for events and that all the promotion is correct before it is posted. You are also responsible for Bloom's merchandise: sweaters, pens, water bottles, etc. This will also involve developing and



maintaining Bloom's 'corporate identity' including colours, templates, logo, etc. You will be working on this together with the Marketing committee.

You will also be coordinating SPILL – Magazine committee; in this role you will be the editor-in-chief along with the Magazine head. You ensure that the magazine is released, and the produced content aligns with the association's image.

Lastly, you will be maintaining the visual aspect of the website and updating the information there.

In case of any questions, feel free to contact Karolina at promotion@bloom-uva.nl or +48 729 425 049

External Relations Commissioner:

As the name might already suggest, the External Relations Commissioners main task is creating and maintaining the external partnerships of Bloom. This includes acquisition, but it could also involve getting value in ways like free workshops or discounts for the association.

In your day to day, you will be mailing and talking with a variety of companies and organisations, so professional communication is a must. You can also get involved with organising an event together with a committee, so another skill you will use as External is teamwork and leadership.

All in all, you are someone who likes looking for ways to get value for Bloom and Bloom's members from partners. You enjoy networking, making deals and being the representation of Bloom.

**Best wishes,
The first board of Bloom**