

# CALL FOR

## 2 SPOKESPERSONS

## TREASURER &

## MEMBERS OF EXECUTIVE COMMITTEE

The Executive Committee is the second, after the General Assembly, highest decision-making body of FYEG and it is responsible for running the organization between General Assemblies, including its political and communication activities as well as representing FYEG externally.

The Executive Committee of FYEG is composed of 8 members, which consists of two gender-balanced co-Spokespersons, one Treasurer and five Board Members.

Being a member of the Executive Committee is demanding and time consuming role, but it is also extremely rewarding with much cross-Europe-traveling, a multicultural working environment, possibility to decide on FYEG's development and being at the center of a pan European project.

We are looking for people who believe in the green principles and are willing to voluntarily dedicate to this mission **an average of 20 hours a week** during the coming year.

### A year in the Executive Committee of FYEG would offer you:

- The opportunity to work for a dynamic, youth-powered, and growing European political youth organisation.
- A year in which you will get familiar with European level (youth) policy and the field of European Youth NGOs.
- Space to work within the Green family on international, European, and national contexts
- A chance to improve your professional, political, and activist skills and enhance them with hands on experience.
- A possibility to work on a project basis in multicultural and international teams and through this develop your team-work and leadership skills.
- A lot of hard work and a lot of fun.
- A year you'll never forget.

### Requirements

EC candidates should:

- Not be older than 35 years old.
- Speak and write comfortably English (as a working language).
- Be pro-active and have a sense of initiative.
- Have enough time and thus preferably not cumulate with other mandates.
- Have good organisational skills.
- Be a good team player.
- Be responsible for the tasks undertaken, especially projects preparation, implementation and follow up in line with the team and the office.
- Be committed to the goals of FYEG and cannot be member of another movement/political party in contradiction with FYEG's political platform.
- Be prepared to travel: There are approximately eight to ten EC meetings a year; additionally you most probably will have responsibility for additional projects where you must be present, as well as many possibilities to participate in other international activities.
- You should have regular Internet access and you should be prepared to do most of the communication online.

Please take into consideration that the work in the EC is time consuming. The EC Meetings mostly take place on weekends from Friday to Sunday (plus travel time). Before you apply for a position, please consider if you have personal resources for continuous and challenging work for 12 months.

### Responsibilities of the Executive Committee members

The Executive Committee of FYEG is composed of 8 members, which consists of two gender-balanced co-Spokespersons, one Treasurer and five Board Members.

#### Female and Male Co-Spokesperson

The Co-spokespersons represent FYEG to the public. This includes working with media and social media, producing political statements and representing FYEG towards the European Green Party other organisations. You should have very good communication skills and experience with media. You should also be willing to take extra responsibility for the overall work of the Executive Committee and be a good organizer and team leader with vast experience in teamwork. If you have questions about this role you can contact the current spokespersons: Kim ([kim@fyeg.org](mailto:kim@fyeg.org)) and Fabian ([fabian@fyeg.org](mailto:fabian@fyeg.org)).

#### Treasurer

The Treasurer is responsible for the yearly budget of FYEG and for the bookkeeping. Experience with this matter is absolutely necessary. You should have a feeling for what kind of costs a board and an organisation can have. You should set goals and priorities for where to put the money and give a monthly update to the EC on finances. You also have the responsibility for fundraising. The treasurer works closely together with the Secretary General and this position would be advisable for a person who is based in or can frequently visit Brussels. If you have any questions about this role you can contact the current treasurer, Frank ([frank@fyeg.org](mailto:frank@fyeg.org)).

#### Executive Committee Members

The Executive Committee Members are responsible for making strategic decisions about the organisation during their mandate and between General Assemblies. The main tasks are divided at the beginning of the mandate among the EC itself. They mainly consist of preparing and running the various activities FYEG conducts throughout the year (such as the summer camp, seminars, trainings, conferences). It is highly recommended to have experience in managing and running such activities. Other tasks that EC Members must take on are the relations with the Member Organisations, Working Groups support, all the communication tools of the federation including the e-magazine "Ecosprinter", participation in other organisations' activities. The work includes a lot of emailing, Skyping and other work behind your computer as well as a lot of traveling (visiting MOs). As an EC member you also represent the organization to our partners, member organizations, as well as legally for the Belgian state. For questions contact the current EC members: Eka ([eka@fyeg.org](mailto:eka@fyeg.org)), Tariq ([tariq@fyeg.org](mailto:tariq@fyeg.org)), Predrag ([pedja@fyeg.org](mailto:pedja@fyeg.org)), Zuzana ([zuzana@fyeg.org](mailto:zuzana@fyeg.org)), Paula ([paula@fyeg.org](mailto:paula@fyeg.org)).

**Non-males and minorities are particularly encouraged to apply.**

### Multiple positions holding

FYEG strives to have non-cumulation of positions. EC members have to be able to combine their commitments to FYEG with whatever other tasks they may have. **Candidates to the EC have to lay open what other mandates and functions they have.**

### Application

- To apply please send the following documents to [office@fyeg.org](mailto:office@fyeg.org) by April 8th 2017 midnight CET.
- Filled-in application form (PDF/odt)
- A comprehensive motivation letter, explaining how your experiences match the profile, what you think you can contribute to FYEG and your vision on the role of a European political youth organization.
- Outline of what your plans are with the organisation or your vision on FYEG
- Detailed CV
- A copy or scan of your passport/ID AND (if you are not from or resident in Belgium) a copy or scan of a proof of residence (either from your local authorities or a water/electricity/phone bill in your name showing your address).
- A short presentation text for on the website and in the EC candidate brochure. Also attach a digital image for on our website.
- At least two letters of support, one being from the MO you belong to. (If that is not possible, the MO of which the candidate is from must provide an explanation of their rejection and the possible candidate has the right to provide a letter of justification. Both letters will be send to all MOs and the GA will decide whether this person is admitted to be candidate or not).

**Please bear in mind that your CV, your motivation letter, the MO references and your plans outline will be publicly available to all MOs and delegates at the GA.**

We expect all the candidates to attend the GA. Their travel costs will be reimbursed but they will have to pay the regionally adjusted participation fee that covers the accommodation and food. The participation fee should not stop anyone from candidating so if you and your organisation find yourself unable to pay this fee please get in contact with the Treasurer ([frank@fyeg.org](mailto:frank@fyeg.org)).

In case you are elected you will be asked to stay until Sunday 13th of May (16:00) in order to ensure a correct handover between former and newly elected EC members