

# CALL FOR

## CO-SOKESPERSON, TREASURER AND EXECUTIVE COMMITTEE MEMBERS

**GENERAL** 26 - 29 MAY  
**KARLSRUHE** **ASSEMBLY**

**Deadline for application: April 28th, 2022 23:59 CET**

The Executive Committee is the second highest decision-making body of FYEG after the General Assembly and is responsible for running the organisation 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, including two co-Spokespersons, one Treasurer and five Board Members. At least half of them must be people who identify as woman (cis and trans) and/or trans and/or genderqueer.

Being a member of the Executive Committee is a demanding and time consuming role, but it is also extremely rewarding with a multicultural working environment, possibility to decide on FYEG's political and strategic development, cross Europe travelling (when the sanitary situation allows), and being at the centre of a pan European project to represent young greens. We are looking for people who believe in the green principles and are willing to voluntarily dedicate an average of 10 hours a week to FYEG, plus around 30 full days of participation in statutory and educational activities during the coming year (not including travel time).

The mandate of the Executive Committee Members will last until the next General Assembly, planned to take place in Spring 2023.

**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.

The members of FYEG Executive Committee are entitled to a monthly allowance up to a maximum of 100 EUR per month. The FYEG EC members are free to claim the allowance depending on their need.

The allowance is meant to cover preparation and participation in the following meetings:

- FYEG activities, including regular EC meetings;
- EGP Committee Meetings and Councils;

- Study Visits to Member Organisations approved by the EC;
- Other events or meetings approved by the EC.

In addition to the monthly allowance, Executive Committee members are entitled to reimbursement for their costs for travel, accommodation, food and child care costs when travelling, in accordance with the FYEG reimbursement rules.

### Responsibilities of the Executive Committee Members

The Executive Committee of FYEG is composed of 8 members (two co-Spokespersons, one Treasurer and five Board Members) of which at least half of them identify as woman (cis and trans) and/or trans and/or genderqueer

### Co-Spokespersons

The Co-spokespersons coordinate the Executive Committee and represent FYEG to the public. This includes working with media and social media, producing political statements and representing FYEG towards the European Green Party and other organisations just as well as medially. You should have very good communication skills and ideally experience with the media. You should also be willing to take extra responsibility for the overall work of the Executive Committee and be a good organiser and team leader with vast experience in teamwork.

If you have questions about this role you can contact the current spokespersons: Eleanor ([eleanor@fyeg.org](mailto:eleanor@fyeg.org)) and Stefanie ([stefanie@fyeg.org](mailto:stefanie@fyeg.org)).

### Treasurer

The Treasurer is responsible for the yearly budget of FYEG. You should either have experience in the financial management of an organisation or be willing to learn. 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 regular updates to the EC on finances. You also have the responsibility for fundraising. The treasurer works closely together with the Secretary General and the Office, which ensures the daily financial management of the organisation. This position is therefore advisable for a person who is based in or can frequently visit Brussels. The treasurer is also a regular EC member and is therefore also expected to take some of the tasks described below.

If you have any questions about this role you can contact the current treasurer, Gülce ([gulce@fyeg.org](mailto:gulce@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 overseeing the preparation and running of the various activities FYEG conducts throughout the year (such as the summer camp, seminars, training, 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, support to Working Groups and Ecosprinter Editorial Board, participation in partners' activities. The work includes a lot of emailing, video calling and other work behind your computer as well as a lot of travelling (visiting MOs and having IRL EC meetings). As an EC member you also represent the organisation to our partners, member organisations, as well as legally towards the Belgian state.

For questions contact the current EC members: Benedetta ([benedetta@fyeg.org](mailto:benedetta@fyeg.org)), Clara ([clara@fyeg.org](mailto:clara@fyeg.org)), Ivanka ([ivanka@fyeg.org](mailto:ivanka@fyeg.org)), Miriam ([miriamshaw@fyeg.org](mailto:miriamshaw@fyeg.org)), and Wanja ([wanja@fyeg.org](mailto:wanja@fyeg.org)).

### Requirements

EC candidates should:

- Not be older than 35 years old.
- Speak and write comfortably in English (as a working language).
- Be proactive and have a sense of initiative.
- Have enough time and thus preferably not cumulate with other mandates.
- Have good organisational skills.
- Have an experience within one of the FYEG Member organisations
- 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 not be a member of another political party or a movement in contradiction with FYEG's political platform.
- Be prepared to travel: There are approximately six to eight IRL activities a year that you need to attend; additionally you most probably will have responsibility for additional projects where you must be present (study visits, educational activities, partners meetings, etc), as well as many possibilities to participate in other international activities. Co-spokespersons are required to attend additional IRL meetings (4 to 6 additional activities)
- Have regular Internet access and be prepared to do most of the communication online.

Please take into consideration that the work in the EC is time consuming. The IRL EC Meetings take place in Brussels, mostly on weekends from Friday to Sunday (plus travel time), and online meetings are held on a weekly basis. Before you apply for a position, please consider if you have personal resources for continuous and challenging work for a year.

### Multiple positions holding

FYEG strives to have non-cumulation of positions. EC

# GENERAL ASSEMBLY

26 - 29 MAY  
KARLSRUHE

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.

### Applications

To apply please send the following documents to [office@fyeg.org](mailto:office@fyeg.org):

- Filled-in application form (PDF/odt) (the form is available on <https://www.fyeg.org/GA22>)
- 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 organisation.
- Outline of what your plans are for the organisation or your vision for FYEG
- Detailed CV
- A clear picture or scan of your passport or both sides of your ID
- A picture, scan or electronic proof of residence, in case your address is not visible on your passport/ID. The proof of residence should contain your name and address and can be either one of the following:
  - a driving licence,
  - extracts from official registries dated from less than 9 months,
  - a tax return or tax demand dated from less than 9 months,
  - an electoral summons dated from less than 9 months,
  - social security document dated from less than 9 months,
  - electricity, gas or water bill dated from less than 1 month (not a phone bill)
- A short presentation text (up to 1000 letters) for the website.
- A digital image for our website (at least 900px)
- 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 sent to all MOs and the GA will decide whether this person is admitted to be a candidate or not).

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

FYEG implements the European Union's General Data Protection Regulation (GDPR). Part of the data you will provide (except your ID card and proof of residence) will be publicly accessible on our website. If elected, your data will



remain accessible on FYEG website at the latest until 1 year after the end of your mandate. If not elected, the data will be deleted up to three months after the end of the GA. For more information about FYEG's privacy policy, please visit <http://www.fyeg.org/privacy>

### General Assembly

We expect all the candidates to attend the General Assembly. The travel costs will be reimbursed but you will have to pay the 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 Office ([office@fyeg.org](mailto:office@fyeg.org)) and the Treasurer ([gulce@fyeg.org](mailto:gulce@fyeg.org)) at least two weeks before the General Assembly.

In case you are elected you will be asked to have a handover meeting between former and newly elected EC members on Sunday afternoon (29th of May) and attend a longer first EC meeting somewhere during the two first weeks after the GA (all candidates to the EC will be asked to fill in a doodle in due time before the GA for this to be smoothly planned).

**GENERAL** 26 - 29 MAY  
**KARLSRUHE** **ASSEMBLY**

