

# Acquisition committee

## Main goal

The main goal of this committee is to set up collaborations with companies. **Three** committee members, together with the PR Officer from the board, work on relations with companies.

## Duration and workload

**From:** February 2022 - November 2022

**Estimated Workload:** 2-3 hours per week (Flexible)

## Activities through the year

- Introduction activity
- Weekly meeting
- Monthly committee dinner
- End-of-the-year activity

## Functions

- Chairman
  - The chairman is the one who has the overview: they know which companies are contacted, what stage of the campaign the committee is in, and what everyone within the committee is doing. Together with the PR Officer, the chairman arranges all things beside company contact or events like lunch lectures. This person has a great overview, can manage a (small) team, and doesn't mind picking up tasks together with the other committee members.
- Commissioners of acquisition (2)
  - These two committee members carry out the main acquisition campaign that the committee sets. They are the main contact persons for companies, together with the PR Officer. They send emails to companies, and set up (online) meetings with companies. Also, they are in contact with the treasurer of the board when agreement documents have to be set up. A commissioner of acquisition is a determined person. Someone not afraid to start a conversation. Last but not least: they are structured and always know what conversations are running at a specific moment.

# Events Committee

## Main Goal

The goal and vision of this committee would be to work towards promoting the interaction and cohesion amongst SET students and alumni by being responsible for conducting social and cultural events. **Three** committee members, together with the events head from the board work on organizing various events throughout the academic year.

## Duration and Workload

**From:** February 2022 - November 2022

**Estimated Workload:** 2-3 hours per week (Flexible)

## Activities

- Introduction activity
- Weekly/Bi-weekly meetings with the committee
- Planning for monthly social event (physical/hybrid)
- Monthly committee dinner (team building)
- End-of-the-year activity

## Functions

- Event Chair:
  - The event chair will be the one who will keep a check on the overview and progress of the committee and will work with both the events head and the committee to set goals and targets for every event.
  - The event chair has a great sense of responsibility, can manage a team to achieve the goals, and wouldn't mind picking up tasks with the other committee members.
- Event Coordinators (2):
  - The two event coordinators/event specialists will be responsible for executing and carrying out every other aspect of event planning. The main duties include being involved in the brainstorming for event ideas, selecting venues, and arranging the logistics of the events. Also, to be in touch with the treasurer of the board to keep in check the planned budget.
  - The event coordinators possess a basic understanding of the event, great sense of planning and organization, public speaking, networking skills, and creative thinking.