

Dear Reader,

By now, almost two months have lapsed between the end of UNISCA 2018 and time of writing. Maybe you have never heard of UNISCA or maybe you are a long-time enthusiast. Either way, this document serves to clarify one aspect: if you think participating in our conference is all UNISCA has to offer you, you are wrong!

Each year UNISCA changes its Board of Directors, and eight new faces take charge in organizing a complex event with many facets. This is a task that demands creativity, persistence and cooperation of all eight board members. However, the reward is huge! You will be doing many things you haven't done before, learn a great deal and develop skills, friends and contacts for life.

If you are prepared to devote yourself to organizing UNISCA 2019, this is your chance! Expect to be involved around 12 hours a week, in which you'll meet with your fellow board members at least once a week. The term will last from October 2018 to October 2019. The board consists of eight members, performing tasks that are overlapping at times but very specialized at others. Below follows a brief overview of tasks per function (note that this list is incomplete as tasks shift internally and may be added or removed).

President

- Main representative for UNISCA and ultimately responsible overall
- Arrange speakers for the lecture week
- Organize Board and lead weekly meeting

Secretary

- Ultimately responsible for the enrolment of and communication with all applicants
- Responsible for the website
- Takes notes during the weekly meeting

PR & Event

- Ultimately responsible for all promotion of the conference
- Responsible for arranging housing for certain participants (if the board decides to pursue this)

-Responsible for room planning and activities during the conference

Treasurer

-Ultimately responsible for all financial aspects of the conference and the board year

Fundraiser

-Ultimately responsible for the raising of funds for the conference

Academic team (3 persons)

-Ultimately responsible for the academic component of the conference (study guides, digital learning environment, committee assignment etc.)

All in all, the board year poses a very interesting time and offers specific challenges per function! Interested? Send your résumé and motivation letter to secretary@unisca.org before the deadline: September 9th at 23.59. We do not require you to list your desired function in your application, but you can do so if you desire (no guarantees are made that the listed function is assigned). Do not hesitate to contact me if you have any questions (you can also take a look at our website for general information about UNISCA: www.unisca.org).

We look forward to hearing from you.

Kind regards,

Daan Dura

Secretary Board of Directors

UNISCA Foundation 2017-2018

E: secretary@unisca.org

W: www.unisca.org

