



Description board positions

The National Congress of Public Administration 2024/2025

Dear applicant,

In this document, you will find information about the National Congress of Public Administration (LCB), the different positions on the LCB board and the application procedure. Given that the LCB will be organised in Amsterdam in 2025, we hope this information will inspire you to apply for the board of this great congress.

What is the LCB?

The LCB is an annual congress organised by a board composed of public administration students (or related studies). The aim of the congress is to bring together students, (young) professionals and experts around a relevant societal theme. Visitors have the chance to listen, discuss and learn, but visitors also have the chance to find out about career opportunities that are in line with their field. In short, the LCB connects the science of public administration with the practice of public administration

Board of the LCB

The 24th edition of the LCB will be organised in Tilburg and will take place on the **13th of May 2024**. The board for this edition consists of seven students from Tilburg University. As the LCB 2024 will take place in Tilburg, we have chosen to organise the congress in Dutch, partly because of the working language of Tilburg's public administration bachelor. However, this is not a requirement. It can be organised either bilingually or in Dutch. Although some positions are slightly more work than others, you can easily continue studying alongside your work on the board.

Application procedure for the LCB 2025

Because Machiavelli made a successful bid to bring the LCB to Amsterdam, the new board will consist of Machiavelli members. This year's application committee consists of Abel ter Steege (Commissioner Public Relations & Vice-Chair LOB), Zeynep Akdoğan (Secretary Machiavelli) and Coen Klein Hofmeijer (Chair of the LCB 2024).

The application process will be as follows:

1. Send your **CV** and **motivation letter** to voorzitter@lcb.nl by **18 April 2024 at 23:59**. Please also mention in your motivation letter which three positions you prefer and why you are suitable for them.
2. The interviews will be held on the **24th and 29th of april**, depending on the amount of applications. So put both days into your agenda!
3. The LCB 2025 candidate board will be announced in the week of **1 May**.
4. LCB 2025 (13 May) - The candidate board will help out as the day committee at the LCB. This will also give them a chance to get inspiration for their congress. Make sure you put this day in your agenda!

Do you have questions about the application process, the LCB or the various board positions?

Contact

Coen Klein Hofmeijer (voorzitter@lcb.nl or send an text to +31681569365).

We look forward to your application!

Sincerely,

The Applications Committee

Chair

Are you enthusiastic, do you bring people together and can you assess a situation objectively? Do you like to work together and roll up your sleeves when people need your help? Then perhaps the position of chair is for you! It is an interesting and complex web of tasks and responsibilities, in which you will have to find your own way. In collaboration with the rest of the board, you will create a tight schedule for the congress. More importantly, you make sure everyone does their job properly. In addition, you ensure a pleasant atmosphere within the board. As chair, you are the face of the organisation. Because of this, as chair you will spend more time on the LCB than other board members, because you attend external meetings and events. Moreover, after your own year on the board, you will take a seat on the Supervisory Board, which meets four times a year.

Responsibilities

- Preparing and leading weekly meetings
- Discussing responsibilities and tasks
- Creating a pleasant working environment for your board
- Keeping the agenda and arranging/distributing the workload
- Supporting board members in all their work
- Keeping in touch with external partners, the LOB and the Supervisory Board
- Oversee the progress of the board
- Participation in Supervisory Board meetings (4x a year), VB meetings (1x every 6 weeks) and LOB meetings (1x every 6 weeks)

Skills

- Performs well under pressure
- Strong communication skills
- Can remain objective
- Enthusiastic and able to convey this to the board and external partners
- Likes networking
- Attention to detail and good organisational skills
- Knowledge of the other functions, especially finance
- Being strict when necessary

Collaboration

As chair, you naturally work with everyone. Therefore, it is important that you understand each position and also know what is involved in these positions. You help or give advice to your fellow board members where necessary. Externally, you deal with the universities, Landelijk Overlegorgaan Bestuurskunde (LOB), Supervisory Board and the Association for Public Administration (VB).

Secretary

Perfectly running internal and external communication is very important for a secretary. The secretary is the first point of contact for external parties who want to reach the LCB. In addition, the secretary controls and monitors all incoming and outgoing documents of the LCB. As secretary, you will be responsible for the Committee of Recommendation, the newsletter, taking notes of weekly meetings and organising ticket sales. You will also organise the themed announcement drinks and old board dinner. In doing so, you will also support the other board members as needed. Possibly, pr-tasks will also fall under the Secretary's duties portfolio.

Responsibilities

- Establishing and keeping in touch with the Committee of Recommendation
- Coordinating internal communication and organisation
- External communication via newsletter
- Archiving and documenting important meetings, decisions and documents
- Coordinating ticket sales

Skills

- Good language skills
- Good at keeping an overview and creating
- Clear and business-like communication
- Good teamwork skills
- Openness and enthusiasm for learning new skills and new approaches to problem solving
- Multitasker

Treasurer (preferably dutch-speaking)

The treasurer is responsible for everything that has to do with finances. You are responsible for both the budget of the LCB and the budget of the foundation. Besides making and maintaining the budget, the treasurer has practical tasks such as applying for subsidies, dealing with taxes and registration with the Chamber of Commerce. Finally, the treasurer makes contracts for partners and creates and sends invoices to organisations. Together with the chair, you attend meetings with the Supervisory Board, in which you account for the financial documents.

Responsibilities

- Drawing up and updating the budget
- Applying for grants
- Drawing up contracts and signing financial commitments
- Drafting and checking invoices
- Monitoring expenses of other board members and keep them informed of the financial situation

Skills

- Being accurate with financial data
- Able to keep an overview
- Good at explaining finances to management and Supervisory Board
- Flexible and team player
- Experience with Excel or another programme that can be used for accounting
- Experience with accounting is a plus

Collaboration

Internally, the treasurer works mainly with the commissioner of acquisition to apply for grants. You also need to be aware of the status of acquisitions to keep the budget up-to-date. You will also work closely with the secretary for ticket sales. The other board members will need you for payments. In this regard, communication with the commissioner of location is most important, as venue hire is the biggest expense. External cooperation takes place with the university and other funds on grants.

Commissioner of acquisition

The commissioner of acquisition is responsible for bringing in and maintaining contacts with collaborative partners of the LCB. The LCB's income depends largely on the financial contributions of these partners. In consultation with the treasurer and the chair, the commissioner of Acquisition draws up a plan for this at the beginning of the board year. It is important that acquisition is collected in cooperation with the entire board. Many boards decide to set up an acquisition team of LCB board members. In addition to their own functions, they help the commissioner of acquisition achieve their goals.

Responsibilities

- Ensuring that companies and organisations commit to the LCB through sponsorship.
- Instructing fellow board members how to approach companies and organisations for partnership
- Head of acquisition committee
- Maintaining a record of companies and organisations approached;
- Make/maintain contact with sponsors;
- Good consultation with the treasurer on bringing in money;
- Identifies potential grants and acquisition partners;
- Prepares collaboration brochures and drafts guidelines;
- Visiting organisations to meet and convince them to become partners

Skills

- Open and professional attitude
- Formal language skills
- Good planning skills
- Ability to coordinate well
- Assertive and able to withstand rejection
- Team player

Collaboration

As commissioner of acquisition, you will basically work closely with the board members who want to dedicate themselves to the acquisition of the LCB in addition to their own positions. You will have a lot to do with the commissioner of workshops, because through acquisition you often end up with companies and organisations that are also willing to pay (thousands of euros) to organise a workshop or master class. You are also very busy identifying potential partners and contacting them. You have many individual contacts with board members about the status of the organisations they approached.

Commissioner of speakers

The position of commissioner of speakers is a challenging content-level position. You are responsible for the speakers and the coordination of the plenary programme on the conference day. This requires a strong vision. In the beginning, you work on the theme with the entire board. When the theme is ready, you look for suitable speakers and organisations that can flesh out the theme. During the process, together with the commissioner of workshops, you will oversee the content coherence of the congress. It is possible that Public Relations tasks will also fall under the commissioner's of speakers portfolio of tasks.

Responsibilities

- Composing the programme with plenary speakers
- Coordination at the congress
- Other parts of the plenary programme, e.g. panel discussion or interview
- Organising a gift and/or compensation for speakers and chairman of the day
- Making/maintaining contact with speakers

Skills

- Perseverance: continue to search for suitable speakers even after 10 rejections
- Eager to learn: want to learn how to do business and make appointments with people in high positions
- Business: you are able to discuss the topic with experienced speakers. In doing so, you can lead the conversation and give direction in a professional way
- Creative: connecting speakers to the LCB sometimes requires a creative approach
- Assertive: you are not afraid to go all the way to connect speakers to the congress
- Skilled in writing professional e-mails

Collaboration

As the commissioner of speakers, you will work closely with the commissioner of workshops. Together, you are responsible for the content of the congress. This means: a strong vision of the content, consistency in the execution of the theme and other content-related tasks. With the board member/members you're responsible for PR, you agree on how to promote the content programme. In addition, you will be in contact with the commissioner of location about the practical implementation of the programme.

Commissioner of workshops

The commissioner of workshops is responsible for half of the programme. Your main task is to design and determine the content of the workshops and master classes. For this, you will be in contact with the partners. At the start, you will brainstorm about the theme with the entire board. This is a fun, interactive process in which the central question of the day becomes increasingly clear and interesting. Once the theme is broadly ready, you start looking for companies and organisations related to the theme. You approach them to see if they are open to hosting a workshop. During this process, you oversee the consistency, but also the variety of the programme.

Responsibilities

- Approaching potential organisations for workshops and master classes
- Keeping in touch with organisations
- Playing a role in the design of the workshops and master classes
- Design a large part of the programme

Skills

- Being enthusiastic and able to convey this to partners in a professional and fun way
- Skilled in formal writing
- Good planning skills
- Ability to coordinate well
- Team player
- Perseverance
- Creative
- Assertive

Collaboration

Key colleagues would be acquisition, speakers and locations. As workshops and masterclasses are an important resource for acquisition, you work a lot together with the commissioner of acquisition. Together, you keep an overview of the approached partners. You also work together with the commissioner of speakers to ensure that the programme is appropriate and to the point. Finally, together with the commissioner of location, you find out what is needed from the location to guarantee a good workshop. Think about the number of rooms and technical facilities.

Commissioner of location

The commissioner of location is responsible for the smooth running of the congress on the day itself, but especially has a peak moment in the first half of the board year (July-December): finding the venue for the National Congress of Public Administration! Together with other board members, you visit various locations and negotiate a reasonable price. You will of course take into account the board's wishes, the chosen theme and the city in which the congress will be held. During and after negotiations with the venue, details are important: How do we use the venue? How do we make sure everything works logistically? How do we dress the venue? As the commissioner of location, you are responsible for a task that covers most of the cost of the entire board budget. The details determine the end result, and are therefore extremely important! With the peak at the beginning of the year and the month-and-a-half before the congress, there is room in the middle of the year to help the rest of your board. For example, help with acquisition and Public Relations.

Responsibilities

- Preparation of a list of minimum site requirements
- Searching for suitable locations
- Making contacts with potential locations
- Setting up the location
- Logistics plan/turnaround plan

Skills

- Not afraid to negotiate
- Knows how to handle finances and has an eye for the small details that can make a difference
- Can unleash their creativity without losing sight of the most important aspects of organising a conference; take into account the board's requirements but stay within budget
- Sees the importance of the site from the point of view of every other board member
- Knows how to keep an overview when drawing up the logistical plan for the day itself
- Can collaborate with others and take on the role of connector to bring all parts of the conference together

Collaboration

Like everyone else, the commissioner of locations will work with all board members to ensure the location meets the criteria. Extra important is contact with the commissioner of workshops to ensure partners have everything they need. The Treasurer is also important because the venue takes the biggest bite out of the budget. Externally, you have contact with people from (possible) venues, caterers, photographers, etc.

Vice-chair (not a separate position)

The vice-chair replaces the president when the chair is not available, so it is important to work closely with the president and know what he or she is doing. It is also important to be aware of ongoing issues within the board. Furthermore, the vice-chair will evaluate the chairman. The vice-chair is an additional task that one of the board members. The application committee will recommend someone from among the board members, but the board will decide who it will be.

Responsibilities

- Support chair
- Evaluate chair
- Helping other board members

Skills

- Be able to communicate clearly and instructively
- Be able to organise well
- Good at working together
- Able to give constructive criticism
- Open attitude

Public Relations

Public Relations used to be a separate function, nowadays the duties of PR are divided under one or more functions. For the LCB 2023, the PR function was part of the commissioner of location. This worked well because of the different peak times of the two functions. However, the duties of PR can also be subdivided under secretary or commissioner of speakers.

Responsibilities

- Develop the home style of the LCB that will be consistent across all communication platforms.
- Maintaining the website and social media platforms.
- Creating promotional materials such as leaflets, posters, social media posts etc.
- Promoting the LCB to students and (young) professionals.
- Purchase and printing of all other relevant materials (logos, visitor cards, posters, flyers etc.)

Skills

- Clear, businesslike and instructive communication
- Sense of relationship and 'image' management
- Good teamwork skills
- Long-term thinker, confident, astute and polite
- Openness and enthusiasm for learning new skills and new approaches to problems
- Creative and out-of-the-box thinker
- Multitasker
- Some knowledge of graphic design or willingness to learn this
- Some knowledge of website building and maintenanc