

# SLSEAA Annual Reunion and General Meeting Papers

"Get involved and get connected"

## Officer Appointments 2017-2021

### Short Profile of the Swiss LSE Alumni Association (SLSEAA)

The Swiss LSE Alumni Association (SLSEAA) was founded in 1998 as a Swiss membership organisation proudly independent and autonomous of the School and the University and is today one of the largest and most active national associations of LSE alumnae and alumni worldwide.

The SLSEAA caters to a national constituency of more than 2'000 alumnae, alumni, students and friends of the LSE in Switzerland and the Principality of Liechtenstein. Our members enjoy a broad range of activities, events, benefits and services. The past year featured over 20 activities and events throughout Switzerland, from formal dinners and professorial talks to informal get-togethers and networking activities. Members have complimentary access to our designated membership journal "Foreign Affairs", a bi-monthly publication discussing issues at the cutting edge of world affairs. Our other member benefits and services include collective insurance schemes, external career facilitation, group agreements and discounted products and services.

The SLSEAA has organised three Pan-European LSE Alumni Outings and several large-scale field trips, has made a substantial leadership gift to the Campaign for LSE in 2003/2004 and is recognized with the "Swiss Alumnae and Alumni Group Study Room" in the School library.

The SLSEAA is co-establishing the "LSE Alumnae and Alumni Foundation of Switzerland" under federal supervision. The Foundation will award scholarships and personal research grants to students from Switzerland.

The SLSEAA has never been a chapter, group or other subordinate entity of the "LSE Alumni Association" service of the School created in 2005/2007. We are a Swiss membership organisation founded in 1998 and completely autonomous and independent of the LSE and the University of London.

### Open Positions

<b>Core Administration</b>	Secretary General	Full term: 2017 to 2019
	Secretary General Designate	Full term: 2019 to 2021
	Treasurer	Full term: 2017 to 2019
	Treasurer Designate	Full term: 2019 to 2021
<b>Subject Areas</b>	Benefits & Services Officer (proposed new position)	Full term: 2017 to 2019
	IT & Web Officer (proposed new position)	Full term: 2017 to 2019
	IT & Web Officer Designate (proposed new position)	Full term: 2019 to 2021
	Legal Affairs Officer (proposed new position)	Full term: 2017 to 2019
	Legal Affairs Officer Designate (proposed new position)	Full term: 2019 to 2021
	Events Officer (Organisation: proposed new position)	Full term: 2017 to 2019

### Nature of Officerships

The Swiss LSE Alumni Association (SLSEAA) is governed by its Members, who assemble annually for a General Meeting (Art. 2 of the Articles of Association). Members have delegated the day-to-day running of the Association to Officers. Officers have to be Ordinary Members of the Association. The Officers do not form a board or committee in which majority decisions are taken but each Officer is assigned specific duties to be executed in close consultation with but not undue interference from other Officers (Art. 3). Individual Officers act in their areas of responsibilities for the Association as a whole. Officers represent neither the LSE nor the University of London but only the Swiss LSE Alumni Association. The term-of-office is 2 years. Officer positions are unremunerated but Officers are entitled to be reimbursed for all separately-itemised expenses incurred from performing their SLSEAA duties. Officers do not have to be Swiss citizens but must permanently reside in Switzerland.

**Can I be an Officer if I do not have the respective technical skills? Yes, you can.** Corresponding designate positions are being offered. If you currently do not have the technical skills required to be appointed Secretary General, Treasurer, IT & Web Officer or Legal Affairs Officer this year, apply for their corresponding designate positions. As a Designate, you will be moved into an apprentice role and receive formal training, including online courses, so that you will be ready once your term of office starts in 2019.

**Can I get involved if I do not have the time to be an Officer? Yes, you can.** If, currently, you cannot make the time commitment associated with an Officer position, you can still get involved as an unelected volunteer in any area of activity.

# Recruitment of full-term successors and additional Officers

Would you like to become an Officer of the Association? Declare your candidacy by the deadline prescribed in the Regulations for the Appointment of Officers of the Association.

Task colouring:

Critical for business continuity	Important for long-term health	Non-critical
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## Preferred scenario:

Many duties of the Secretary General are reassigned to newly created dedicated Officerships.

### Events Officer (Organisation)

(proposed new position)

Commitment: because of job sharing, max. 5 hours per month

#### Activities and Events Organisation:

- Plan fun, stimulating and unique activities and events for the large LSE alumni community in Switzerland, Liechtenstein and the near abroad
- Identify, invite and accompany School administrative and academic staff, and Swiss and foreign speakers and VIPs, to activities and events

### Benefits & Services Officer

(proposed new position)

Commitment: 5 to 15 hours per month

#### Benefits and Services Management:

- Process claims for benefits and services including eligibility verification and the notification of service providers
- Withdraw benefits and services from resigned and expelled members
- Respond to all correspondence in regard to benefits and services
- Re-negotiate and renew contracts with benefit and service providers
- Research potentially new membership benefits and services
- Build approaches to corporate partners and negotiate terms and conditions of new membership benefits and services

### IT & Web Officer

(proposed new position)

Commitment: 10 hours per month

Mandatory technical skills:

- Significant experience with Web content management systems
- Experienced in PHP and other scripting
- Experienced in vector and bitmap graphics creation with Adobe Illustrator, Adobe Photoshop and/or Xara Designer
- Experienced in video production with Adobe Premiere Pro
- Experienced in maintaining network, server and application security
- Experienced with Public Key Infrastructure (PKI) assets

Desired additional technical skills:

- Recent practice in Web server administration within an UNIX operating environment

#### IT Management and Web Mastering:

- Maintain the Web, e-mail and FTP servers of the SLSEAA including the installation, configuration, upgrading and patching of application software
- Operate the various Web application software
- Develop and update Web content including artwork creation
- Manage the Media Collections of the SLSEAA including photo, video and sound editing
- Maintain the social networking and microblogging sites of the SLSEAA

### Legal Affairs Officer

(proposed new position)

Commitment: 0 to 4 hours per month

Mandatory technical skills:

- Have in-depth knowledge of the Swiss Civil Code and the Swiss Code of Obligations

Desired additional technical skills:

- Have in-depth knowledge of additional areas of Swiss civil and administrative law

#### Legal and Regulatory Affairs:

- Ensure compliance of the SLSEAA with current and future federal and cantonal legislation and regulations
- Represent the Association in the Swiss courts
- Verify and maintain the legal agreements entered into by the SLSEAA
- Issue legal guidance to the other Officers

### Secretary General

(proposed reduced scope)

Commitment: 10 to 20 hours per month, can be more

Mandatory technical skills:

- Solid know-how and recent experience in relational database development and query design and programming through the Structured Query Language (SQL) preferable in Microsoft Access
- Competent in mail merge operations to paper and electronic channels
- Experienced in maintaining network

#### Membership and National Constituency Administration:

- Process new members by entering their data into the Master Database, initiating the opening individual membership dues accounts in the financial accounts and generating a welcome letter
- Update data on LSE alumnae and alumni in Switzerland and the Principality of Liechtenstein from data updates via our Web site, by researching new addresses on the Web, by reconciling data through Swiss Post and by calling and corresponding with individual LSE

## Backup scenario:

In case no volunteers for the proposed new positions come forward, their duties remain with the Secretary General.

#### Activities and Events Organisation:

- Plan fun, stimulating and unique activities and events for the large LSE alumni community in Switzerland, Liechtenstein and the near abroad
- Identify, invite and accompany School administrative and academic staff, and Swiss and foreign speakers and VIPs, to activities and events

#### Benefits and Services Management:

- Process claims for benefits and services including eligibility verification and the notification of service providers
- Withdraw benefits and services from resigned and expelled members
- Respond to all correspondence in regard to benefits and services
- Re-negotiate and renew contracts with benefit and service providers
- Research potentially new membership benefits and services
- Build approaches to corporate partners and negotiate terms and conditions of new membership benefits and services

#### IT Management and Web Mastering:

- Maintain the Web, e-mail and FTP servers of the SLSEAA including the installation, configuration, upgrading and patching of application software
- Operate the various Web application software
- Develop and update Web content including artwork creation
- Manage the Media Collections of the SLSEAA including photo, video and sound editing
- Maintain the social networking and microblogging sites of the SLSEAA

### Secretary General

(current full scope)

Commitment: 25 to 45 hours per month, can be more

Mandatory technical skills:

- Solid know-how and recent experience in relational database development and query design and programming through the Structured Query Language (SQL) preferable in Microsoft Access
- Competent in mail merge operations to paper and electronic channels
- Significant experience with Web content management systems
- Experienced in PHP and other scripting
- Experienced in vector and bitmap graphics creation with Adobe Illustrator, Adobe Photoshop and/or Xara Designer
- Experienced in video production with Adobe Premiere Pro
- Experienced in maintaining network, server and application security
- Experienced with Public Key Infrastructure (PKI) assets
- Have in-depth knowledge of the Swiss Civil Code and the Swiss Code of Obligations

Desired additional technical skills:

- Recent practice in Web server administration within an UNIX operating environment
- Have in-depth knowledge of additional areas of Swiss civil and administrative law

#### Legal and Regulatory Affairs:

- Ensure compliance of the SLSEAA with current and future federal and cantonal legislation and regulations
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- Process new members by entering their data into the Master Database, initiating the opening individual membership dues accounts in the financial accounts and generating a welcome letter
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security

Desired additional technical skills:

- To fulfil the stand-in role: Have all mandatory and desired additional skills of the IT & Web Officers and Legal Affairs Officers

alumnae and alumni

- Process membership resignations by issuing e-mail or postal confirmations and by changing data records
- Process membership expulsions because of excessive dues debts
- Respond to all correspondence in connection with entering into, resigning and being expelled from membership and with the updating of data
- Research LSE alumnae and alumni in Switzerland and the Principality of Liechtenstein on the Web, through the social networks and specialized external databases, and recruit them as members; follow-up with non-members

**Personal Communication:**

- Generate electronic and postal mails for mass dispatches including event invitations, reminders and last calls, benefits, services and news announcements, Membership Dues Overviews (MDOs) and dues reminder notices
- Organise the printing of postal mails, visit printers for permissions-to-print and transfer postal mails to Swiss Post
- Act on bounced electronic and postal mails by contacting LSE alumnae and alumni or by researching their new addresses
- Follow developments at the School, the University and British and European higher education and issue news items to the membership

**Member Career Development:**

- Match Mentees with Mentors under the SLSEAA Career Development Mentoring Programme

**General Meeting Organisation:**

- Organise the Annual General Meetings of the SLSEAA
- Assemble the State of the Association report
- Lead the General Meetings

**External Relations:**

- Communicate with the University, the School and other third parties

**Coordination, Stand-in and Support:**

- Do all work which other Officers fail to do
- Help other Officers with their work

**Special Projects:**

Future special projects:

- 20 Year Jubilee

Completed special projects:

- 1<sup>st</sup> Pan-European LSE Alumni Outing (~70 hours in 2001)
- 2<sup>nd</sup> Pan-European LSE Alumni Outing (~90 hours in 2004)
- 3<sup>rd</sup> Pan-European LSE Alumni Outing (~120 hours in 2009)
- 5 Year Jubilee Campaign (~1'000 hours in 2003/2004)
- LSE Alumnae and Alumni Foundation of Switzerland (~1'100 hours between 2008 and 2017)
- 2015, 2016 and 2017 Field Trips (between ~70 and ~90 hours in 2015, 2016 and 2017)

alumnae and alumni

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**Treasurer**

Commitment: 4 to 8 hours per month, at times significantly more

Mandatory technical skills:

- Solid know-how of financial accounting and reporting
- Recent experience in filing corporate tax returns

**Financial Accounting and Services:**

- Manage the financial accounts of the Association, properly accounting for all business transactions of a national non-profit organization
- Collect dues and manage the membership dues receivables
- Issue annually per 30 June an interim balance sheet and expenditure and revenue statement to the Officers of the Association
- Produce annually per 31 December a full end-of-year balance sheet and expenditure and revenue statement for external audit and publication
- Produce periodic statistical reports on financial issues
- Deposit and invest the Association's cash and asset holdings to ensure liquidity but also to maximize income from interest and asset appreciation
- Liaise and meet with the external auditors

**Corporate Taxation:**

- Prepare annually the Association's corporate tax returns and other regulatory prescribed documentation

## Events Officer (Hosting)

Commitment: because of job sharing, max. 2 hours per month

### Activities and Events Hosting:

- Staff activities and events and introduce newcomers to Association veterans