Task description Young TPI board members

The board is the board of the Young TPI network and consists of the following members:

1. Chair
   - Prepares and leads the meetings
   - Leads the Board
   - Represents the network inward and outward. Is the first point of contact for Young TPI.
   - Represents Young TPI at the Transition Group meetings. During these meetings, the chair is the intermediary between TPI and Young TPI. Submits the questions and advice of Young TPI to TPI and communicates the relevant points from the meetings with Young TPI.

2. Vice-chair
   - Is primarily responsible for the annual plans and annual reports. But these plans are made jointly with other board members.
   - Submits the annual plans and annual reports to TPI
   - Together with the chair, is responsible for preparing the meetings.
   - Replaces the chair when the chair is absent. In the absence of the chair, the vice-chair is responsible for all of the above duties of the chair. Therefore, the vice-chair must be aware of what is going on and what the plans are, so that the vice-chair can assume the duties of the chair and continue the course.
   - Will develop the concept of the working groups.

3. Secretary
   - Information point for board and other members
   - Ensure that board members have relevant information and agenda items in a timely manner.
   - Prepares and sends reports and minutes of the meetings
   - Writes and answers mails on behalf of the network, after coordination with the board
   - Keeps the members list and the mailing list / onboarding members / member care

4. Treasurer
   - Ensures that Young TPI stays within allocated budget when executing the annual plan. The allocated budget is arranged at TPI/LNV.
   - Provides financial input for the annual plans and annual reports
   - Searches for alternatives when the budget threatens to be exceeded
   - Ensures sustainability of the platform and events
   - Someone who pays attention to inclusivity

5. Activities coordinator
   - Creates an activity plan in which all planned activities for the coming board year are displayed
   - Coordinates activities
   - Mainly responsible for the organisation of activities. Others may also organise activities, but in consultation with the coordinator. The activity coordinator also checks whether the activity fits in with the goals for the year, for example.
   - Calling / emailing collaborators

6. Communications advisor
   - Organises the promotion of the network via LinkedIn and other channels
   - Communicates with members and other interested parties via LinkedIn, section in the newsletter, and the website
   - Provides timely texts for the media channels.
   - Builds a communication strategy for Young TPI (in collab with TPI program) - how often are we going to reach out to whom.

The steering committee makes decisions about what the network will look like and about the direction the network goes into. In addition, they decide which activities will be organised (taking the available budget into account) and organise these activities. The term of office is 2 years and can be extended by 1 year. The term of office can only be extended if all other steering committee

members agree unanimously. How much time in invested in Young TPI depends on the size of the steering group. It is expected that approximately 2 hours per week is spent on this. It is expected that this may be more in the first phase of the network than in the next phase, because then there will be more members who can organise activities through, for example, working groups and some activities can be divided.

<u>Confidentiality person</u>

This is someone outside the Young TPI board. For the time being, as long as Young TPI is starting up as a network, a solution will be searched by the TPI-programme. In the long run, potentially when Young TPI will become an independent entity (a "vereniging"), potentially someone in the board of advisors could take on this role. Regardless, this person should be approachable for board members as well as members of the network

<u>Working groups</u>

When the network grows, working groups can be set up. The members of the board can choose which working group they wish to chair or co-chair with a TPI member. Examples of working groups (this list can be supplemented later as needed):

- *Communication working group*: this working group is about communication around activities, but also about drawing attention to the network and the transition.
- *Think tank working group*: this working group is about providing advice in response to the issues provided by the Kerngroep (KG) and Transitiegroep (TG). In addition, they are also responsible for identifying what is going on among young people and advising on how to act upon this.
- *Working group activities*: this working group deals with organising activities and keeps an eye on relevant national and international activities so that participants can also participate in them.
- *Talent & development working group*: this working group is about the professional development of members and the recruitment of new members.