

# MOLLIER

*Study Association Building Physics and Services*

# *Policy plan*

## *21<sup>st</sup> board*

<b>Author</b>	21 <sup>th</sup> board
<b>Place</b>	Eindhoven
<b>Date</b>	26-09-2016



**TU/e** Studievereniging Mollier  
*Building Physics and Services  
Technische Universiteit Eindhoven*

*Secretariaat BPS  
Postbus 513, 5600 MB Eindhoven*

*T +31 (0)40 247 44 06  
E info@mollier  
W <http://www.mollier.nl>*

# Table of Contents



1. Introduction.....	2
2. s.v.b.p.s. Mollier .....	3
3. Mission and Vision.....	4
3.2 Vision .....	4
4. Board .....	5
4.1. Chairman .....	5
4.2. Secretary and Commissioner Education.....	5
4.3. Treasurer and Vice-President .....	6
4.4. Commissioner external relations .....	6
5. Policy 2016 – 2017.....	8
5.1. Working the future.....	8
5.2. Continuity of sponsoring .....	8
5.3. Professionalization .....	9
6. Committees .....	11
6.1. Study trip ('BTL') committee .....	11
6.2. Start activity and End activity committee .....	11
6.3. Auditing Committee .....	12
6.4. Committee INSide Information .....	12
6.5. Lunch lectures and meet & greet committee .....	12
6.6. Cocktailparty committee .....	12
6.7. ICT-committee.....	13
7. Year planning.....	14

# 1. Introduction



With pride we, the 21<sup>st</sup> board of the study association Mollier (s.v.b.p.s. Mollier), present the policy regarding the academic year 2015-2016. This document will also discuss the division of tasks within the board and there will be attention given to the role of the committees within s.v.b.p.s. Mollier.

If you have any questions regarding this policy, do not hesitate to ask the 21<sup>st</sup> board.

**Diyako Shadmanfar**

*Chairman*

**Marissa Vos**

*Secretary, Commissioner Education*

**Stefan Koenders**

*Treasurer, Vice Chairman*

**Wouter Karssies**

*Commissioner External Relations*

## 2. s.v.b.p.s. Mollier



s.v.b.p.s. Mollier was founded on September 26, 1996 as the study association for the bachelor track Installation Technology at Eindhoven University of Technology. On May 10, 2011 it merged with Flux, the study association for the master Building Physics. From then s.v.i. Mollier was officially called s.v.b.p.s. Mollier: studievereniging (study association) Building Physics and Services Mollier (from now on referred to as Mollier), which was named after the master track Building Physics and Services (BPS) and represented Richard Mollier (1863-1935) who was a pioneering physicist in the field of thermodynamics.

Building Physics and Services is a wide master track where knowledge from several fields is applied to the built environment. Companies and institutions increasingly acknowledge the importance of a good indoor climate and a high comfort level, resulting in benefits like an increase in productivity and decrease in absenteeism. A well thought and deliberate installation concept is of great importance. For this reason Installation Technicians pay attention to aspects such as the indoor climate, sustainability, heating, ventilation and air conditioning. Building physicists specialize in areas such as acoustics, lighting, fire safety, heat and moisture transport. The knowledge from the aforementioned territories is bundled and translated to an integrated design that fully meets the needs of the client and the architectural design.

Partly due to the above, graduates of the master track Building Physics and Services are proficient in various fields: not only building engineering, but also mechanical engineering, physics and electrical engineering. They combine their knowledge in these areas as a whole and are also highly skilled in integrated design: the biggest challenge in the construction industry at the time.

The role that Mollier plays in this all is manifold. Mollier is a society where personal contact with students are paramount. We maintain these contacts by organizing excursions, lectures, trips abroad, meetings and publishing a magazine (INSide Information). We are also the connection point for students, who have requests or complaints about education. We offer them support of education through the provision of exam practice and literature.

**Members of Mollier (2016-2017) :** ca. 162 (as of 26-9-2016)

## 3. Mission and Vision



Mollier finds representing the interests of its members as main mission and aims to be an intermediary between the university, students, faculty and the business community.

Mollier wants to support its members in their studies and wants to introduce and enthuse its members for the field of Building Physics and Services.

Mollier wants to give its members the opportunity to also develop alongside their studies. Think of taking a seat on a committee or draw attention of potential internships and master projects or master thesis projects.

Mollier wants to let its members demonstrate sociability during their studies, by organizing activities where members can get to know each other and enjoy student life.

The core values of Mollier are as follows:

- Accessible and contactable
- Welcoming and lively
- Supportive
- Multi-disciplinary and widely orientated

### 3.2 Vision

#### *Represent the interests*

By needs to connect (part-time) work, master projects and graduation projects with companies. In addition, the board is committed to the quality of education. Needs, complaints or comments from students and companies, will be communicated to lecturers and the university.

#### *Support*

By assigning the board on duty, members can be offered help at all times about their questions and needs. Lectures are held to provide insight into the possible fields of work, with the main focus on interaction.

#### *Development*

By organizing training sessions, it is to benefit members in personal development, for example, job application training, seminar organized by a company, Meet & Greet with sponsor companies and other activities.

#### *Sociability*

By introducing new members to current members, the student life of members will become more diverse. Connection will be set up in the informal atmosphere, for example, game nights, pub quiz, drinks, etc.

## 4. Board

The board of Mollier consists of four part time members for this academic year. Several committees will support the board in their specific activities, so that the board can focus on their primary work. The responsibilities and activities of the board are described in the following sections. For each committee, as selected and approved by the board, one of the board members has the final responsibility.

### 4.1. Chairman

Within the 21<sup>st</sup> board of Mollier D. (Diyako) Shadmanfar, born on the 1<sup>st</sup> of September 1991, will fill the position of chairman.

The activities and responsibilities of the chairman are:

- Ensure continuity within the board and representing this board;
- Present the association if it is necessary or useful and be a contact for and within the association;
- Actively involve members, lecturers and other stakeholders in Mollier;
- Leading board meetings and the general meetings of members (GMM);
- Attending chairman meetings with the chairman of our fellow section associations;
- Delegation of tasks within the board and ensure that these are carried out;
- Write, elaborate and implement the policy plan;
- Attend meetings CSPO ('Centraal Sectie Podia Overleg) and unit BPS;
- Maintaining the board space of Mollier.

### 4.2. Secretary and Commissioner Education

Within the 21<sup>st</sup> board of Mollier E.M. (Marissa) Vos, born on the 8th of June 1994, will fill the position of secretary and the commissioner of education.

The activities and responsibilities of the secretary are:

- Write the minutes of board meetings, chair meetings, GMM and all other meetings in which the board is leading.
- Archive the file cabinets, cabinets with professional literature and all other cabinets with study related material, etc.;
- Update the membership records;
- Update the photo archive;
- Process the incoming and outgoing mail;
- Liaising with members. Process the mailings towards members such as the invitations of the GMM, announcements, subscribing for activities, etc., as well as the mailings of members like questions, remarks, etc.;
- Maintain the website up to date.

The activities and responsibilities for the commissioner of education are:

- Prevention, identification and co solving of problems in education;
- Represent student interests when he considers it necessary or useful;
- Stay informed among the students about what is happening regarding education;

- Attend educational meetings: OMT-BPS, OCB and O-verleg. In addition, also a consult can be given to the Faculty Board of Built Environment (FBB), even though it is unsolicited or solicited;
- Promote the master track of Building Physics and Services during relevant events;
- Update the examination cabinet on the website as well as other study related material which can help out students for the master track BPS.

### 4.3. Treasurer and Vice-President

Within the 21<sup>st</sup> board of Mollier S.J.M. (Stefan) Koenders, born on the 23<sup>rd</sup> of July 1992, will fill the position of treasurer and vice-president.

The activities and responsibilities of the treasurer are:

- Manage the finances. This includes:
  - Update the account book;
  - Compile the annual financial report which at least a balance sheet and a profit and loss account;
  - Drafting budgets and a keep track on the current budget on the Mollier computer;
  - Fill the applications for subsidies such as the university fund (for the study trip);
  - The audit of the financial affairs of commissions;
  - Update the finances of the "CandyShack" and fridge as kept on the 'cross list';
  - Invoices to direct and control.
  - Pay and check accounts;
- Keep track of all stocks. This includes the provision of adequate letterheads, envelopes, drinks, snacks, etc.;
- Keep track of the finances of the coffee unit (mainly by selling coins to the other section associations) and by making purchases for this furniture;
- The management of the keys to the 'graduation cabinets' at the back of the 5<sup>th</sup> floor.

The activities and responsibilities for the vice president are:

- Actively involve members, lecturers and other stakeholders in Mollier;
- Manage announcements for activities as well as updating the list of activities;
- Maintaining the board space of Mollier;
- Replace the chairman in his activities and responsibilities when absent.

### 4.4. Commissioner external relations

Within the 21<sup>st</sup> board of Mollier W.W. (Wouter) Karssies, born on the 25<sup>th</sup> of April 1992, will fill the position for commissioner of external relations.

The activities and responsibilities for the commissioner of external relations are:

- Manage sponsor related contacts, such as:
  - Compile, send and process sponsor applications;
  - Liaising with sponsors and other companies and institutions;
  - Actively search for new potential and interesting sponsors which could be of added value to the study association;
  - The management of a proper public relations policy. Defined as the promotion of Mollier and the master track Building Physics and Services;

- Update the contact information of listed companies, institutions and other to the association related benefactors;
  - Manage the sponsorship policy of the study trip committee and other committees that require sponsors;
- Preparing the application and operation training in cooperation with Voort (formerly known as KP&T);
- Treat sponsor related activities, such as field trips, workshops, and other sponsor related activities
- Take a seat on the editorial of the INSide information regarding sponsor information, articles, advertisements and logo's.



As Mollier is a healthy study association, the intent is to facilitate this growth in both appearance and finance. This chapter provides the policy and direction of the 21<sup>st</sup> board.

### 5.1. Working the future

#### *Promotion among bachelor students, PhD and international students*

Most bachelor students have not yet chosen a direction for their study, so Mollier can move a step forward to the promotion among these students. Presentations will be held during some of their courses and at the end drink of their multi-project. An activity, during the course '7S4X0 - Bouwfysisch en installatietechnologisch ontwerpen', which includes the students of the premaster and bachelor course should give the students a better connection with study association Mollier.

To further extend the horizon of Mollier's academic activities, an effort will be made to organize activities involving PhD candidates from the BPS unit.

#### *Active members*

Mollier has a lot of members, however, not everybody is active within the association. An active member is someone that participates in activities and/or committees. By promoting activities more frequently by social media as well as by means of personal connections, members are better informed about the activities. The committees will be promoted likewise.

#### *Activities*

The 19<sup>th</sup> and 20<sup>th</sup> board increased the number of activities, the 21<sup>st</sup> board wishes to adopt a similar frequency. Besides organizing activities with professional content, members are likely to be enthusiastic about social activities. Social networking is just as important as a professional network, so Mollier wants to help the members in achieving both by organizing activities.

The 20<sup>th</sup> board has started reorganizing the member database, the 21<sup>st</sup> will put in work for the reorganization.

#### *Alumni*

The 20<sup>th</sup> board made a start with increasing the visibility of the alumni association called Schoone Leij. The 21<sup>st</sup> board wishes to adopt this initiative and wants to make sure that the alumni association keeps visible among our members. This is important to Mollier as it gives a brief insight to future possibilities of the members. The website and personal connection with the board of Schoone Leij will be used to achieve a better and more visible relation.

### 5.2. Continuity of sponsoring

#### *Current Sponsors*

The 20<sup>th</sup> board successfully contracted several companies as sponsors, to accommodate all contracts a number of activities were planned. New sponsors mean more activities, however, a decrease in attendance must be avoided.

The 21<sup>st</sup> board intends to continue and increase the contact with the current sponsors. This will be achieved by visiting the companies. During visits thoughts on improvement of the contact can be exchanged.

#### *Connect students and sponsors*

The 20<sup>th</sup> board has made a start with a database to facilitate the contact between Mollier members and the companies that sponsor the association. In the database members can find projects, internships and part-time jobs that are available at companies linked to Mollier. The database is currently not complete and is also planned to become available on the website. For the 21<sup>st</sup> board, the connection between companies and Mollier members is very important, and thus finalizing and publishing this database will be done this year.

#### *Contracts*

A party can choose to become a leading sponsor, sponsor or faviourer. The 18<sup>th</sup> board changed the sponsor packages, as faviourer a party can choose to pick certain subjects from the sponsor package. With this an increased flexibility is created in order to be able to keep both Mollier' and the companies interests in account.

### 5.3. Professionalization

The professionalization of the association which was started by the preceding boards will be continued.

#### *Website*

The website is an important media, through which information reaches members and others that are interested. The website will be updated:

- The front page will include a calendar for the year;
- A database with available projects, internships and part-time jobs will be added;
- Easy to access information for new students within the unit will be published.

#### *Magazine*

The INSide Information is a platform to demonstrate what Mollier has organized in the last semester. An increase in quality and diversity of the presentation of our endeavours is achievable. Columns of people working in the field will return in cooperation with the alumni association Schoone Leij. It is also a platform for the unit BPS: student projects, PhD projects, Postdocs, graduation projects, etc. will take a prominent place in our magazine. Completing the magazine, our sponsors, depending on their sponsor package, have the opportunity to post interesting projects in which they are involved. Furthermore, all sponsors contractually may place an advertisement and logo. The quality control of articles as well as advertisements and logos (file format/size, preferable vector format) will be implemented.

#### *Professionalizing within the association*

A good association is led by a structured and well organized board. The 18<sup>th</sup> board introduced CRM (Customer Relationship Management). This is a tool that helps organizing contacts, appointments and activities, the board is able to work more efficiently so there is more time on hand to perform daily tasks. The system will be maintained and, if needed, extended.

#### *Renewing the Mollier compartment (awaiting the relocation)*

The current compartment does not show professionalism. By providing a new look, the compartment should be more accessible for members. In the new design are present:

1. Magazine closets/cabinets
2. Board/screen with promotion for activities including a calendar with activities
3. Closet for pictures of the current board, old boards and honoured members
4. Telephone
5. Magnet board (white board)

## 6. Committees



Mollier will have seven committees: study trip committee ('BTL- committee'), start- & end activities committee, cash control committee, INSide Information, LunchLectures and the Meet & Greet committee, ICT committee. All committees must appoint a chairman, a treasurer and a member of the 21<sup>st</sup> board. The board member is not an active member of the committee, his or her task is communication with the board regarding plans, progress and finances and gives his or her opinion, if that is necessary. If committees were existent in the previous year a meeting with both the new and old will be organized, this is to prevent the repetition of mistakes. Besides that scenarios will be available in which the course of action is given.

### 6.1. Study trip ('BTL') committee

The study trip committee organizes the foreign field trip which is planned in April/May. This committee will be formed as soon as possible.

The committee is in contact with the board via Diyako Shadmanfar. The positions for chairman, treasurer and secretary will be appointed, once the committee has formed.

- Member: Stephen Abraham-Reynolds
- Member: Alexandra Zarzycka
- Member: Ruben Hetebrij
- Member: Marjolijn Benen
- Member: *vacant*
- Board member: Diyako Shadmanfar

### 6.2. Start activity and End activity committee

The start activity committee organizes the opening activity for all members of this academic year. The end activity committee organizes activity as the closure for this academic year.

Start activity committee is currently not yet formed:

- Chairman: *vacant*
- Secretary: *vacant*
- Treasurer: *vacant*
- Member: *vacant*
- Board member: Stefan Koenders

End activity is not yet formed:

- Member: Marjolijn Benen
- Member: *vacant*
- Member: *vacant*
- Board member: Stefan Koenders

### 6.3. Auditing Committee

The Auditing Committee controls the financial policy of the association. They will gather three times a year to do so. Another role within the association is advising on decisions involving the budget. One member of the auditing committee is appointed for two years, the other is the previous treasurer. Every year a new member is appointed, the member already sitting for two year resigns. Also the treasurer of the current sitting board of CHEOPS will take place in the auditing committee.

Members of the auditing committee are:

- Jelle Reinders (treasurer 19<sup>th</sup> board Mollier)
- Wies Westerhout (treasurer 20<sup>th</sup> board Mollier)
- Merel van Hoorn (treasurer 31<sup>th</sup> board CHEOPS)

The term of Jelle Reinders started at 30-09-15. The term of Wies Westerhout started at 14-09-16. The committee is in contact with the board via treasurer Stefan Koenders.

### 6.4. Committee INSide Information

The Committee of the INSide Information will take care of the editing and producing of the magazine, the first edition will appear in December, the second will be presented in June. One person within the committee is assigned as final editor. Also one member of the board will take a seat within this committee. For this year the commissioner of external relations will take a seat.

The members are:

- Final editor: Hester Thoen
- Member: Jelle Reinders
- Member: Lotte Kooi
- Board member: Wouter Karssies

### 6.5. Lunch lectures and meet & greet committee

The committee for lunch lectures, meet & greet, and perhaps other sponsor related activities, organizes six lunch lectures on annual basis and one meet & greet. The lunch lectures are planned for October, November, March, April and May. The meet & greet is planned in February 2017.

The members are:

- Member: Chris van Loenen
- Member: Lisette Draaisma
- Member: Jill Vervoort
- Board member: Wouter Karssies

### 6.6. Cocktailparty committee

The committee for the cocktailparty will organize the famous Mollier Cocktail party in February. All Mollier members are invited.

- Member: Marjolijn Benen
- Member: Manon Derks
- Board member: Marissa Vos

## 6.7. ICT-committee

Starting from the 21st board, there will be an ICT-committee, which takes cares of the ICT-services of Mollier.

- Member: Xin Xu
- Board: Marissa Vos

## 7. Year planning



Multiple activities will be held by Mollier every year. Below a general schedule for this academic year is provided, with some dates set, while others estimated.

Activities for this year are:

- 1<sup>st</sup> General meeting of members (GMM) 14 September 2016
- Constitution drink 21<sup>st</sup> Board 14 September 2016
- Intro drink (get to know the new board) September 2016
- Lunch lecture #1: Deerns & Van Hout 13 October 2016
- Excursion #1, i.c.w. bachelor course October 2016
- Fun activity #1 19 October 2016
- Afterexam drink 11 November 2016
- Lunch lecture #2: Arcadis 16 November 2016
- Start activity 18 – 20 November 2016
- Arcadis Inhouseday 8 December 2016
- 'Sinterkerst' Drink December 2016
- Excursion #2 (company excursion) December 2016
- Van Lint Sport week December 2016
- Xmas party Unit BPS 22 December 2016
- New year drink January 2017
- Multi drink (recruit Bachelor students) #1 January 2017
- BPS student day / INSide release #1 January 2017
- General meeting of members (GMM #2) January 2017
- Cocktail party 4.0 February 2017
- Meet & Greet February 2017
- Application and job interview training March 2017
- Lunch lecture #4 March 2017
- Fun activity #2 March 2017
- FSe activity March 2017
- Lunch lecture #5 April 2017
- BTL Study trip April/May 2017
- Active Member Barbecue May 2017
- Lunch lecture #6 May 2017
- Multi drink (recruit Bachelor students) #2 June 2017
- BPS student day / INSide release #2 June 2017
- General meeting of members (GMM #3) June 2017
- End activity June 2017
- Constitution 22<sup>nd</sup> board September 2017



**TU/e** Studievereniging Mollier  
Building Physics and Services  
Technische Universiteit Eindhoven

Secretariaat BPS  
Postbus 513, 5600 MB Eindhoven

T +31 (0)40 247 44 06  
E [info@mollier](mailto:info@mollier)  
W <http://www.mollier.nl>