



Study Association Building Physics and Services

Policy Plan

24th board

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1.0 Introduction

With pride, we, the 24th board of the study association Mollier, present the policy regarding the academic year 2019-2020. This document provides an overview of the vision, planning and distribution of roles within the board, with additional insight into the committees and activities within s.v.b.p.s. Mollier, designed to reinforce the established policies.

If you have any questions regarding this policy, do not hesitate to contact the 24th board.

Eugene Mamulova

Chairman, Commissioner Education

Júlia Csemezová

Secretary

Sietse de Vries

Treasurer

Bas Turk

Vice-chairman, Commissioner External Relations and Education

Nora Kuiper

Commissioner External Relations

2.0 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 the Eindhoven University of Technology. On May 10, 2011 it merged with Flux; the study association for the master track Building Physics. From then on, s.v.i. Mollier officially adopted the status of s.v.b.p.s. Mollier; Studievereniging Building Physics and Services Mollier, named after the master track Building Physics and Services. The name of the study association is an ode to 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. Building physicists specialize in areas such as acoustics, lighting technology, fire safety, heat and moisture transport, computational fluid dynamics, energy performance and building services. Education within the aforementioned disciplines is channelled into the formation of engineers who can fully meet the needs of the client, as well as conduct pioneering research in both a multi and monodisciplinary fashion. Companies and institutions increasingly acknowledge the importance of high-performance buildings. For this reason, mechanical technicians pay attention to aspects such as the indoor climate, sustainability, heating, ventilation, air conditioning and other forms of building performance optimization.

Graduates of the master track Building Physics and Services are proficient in various fields; building engineering; mechanical engineering; physics; and electrical engineering, combining their knowledge to excel at integrated design; the biggest challenge in the construction industry at this time. The role that Mollier plays in the master is manifold. Mollier is a society where personal contact with students is paramount; maintained through the organization of various excursions, lectures, trips, meetings and other knowledge-sharing initiatives. We are also the point of reference for students who may have requests or complaints regarding their education.

As of 2 September, 2019, members of Mollier amount to circa 110.

3.0 Values and Vision

3.1 Values

Mollier finds representing the interests of its members as its 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 current and potential 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

Mollier is an organization for the students by the students: we connect research and industry in order to stimulate professional and personal growth. We are committed to the quality of education. Comments from students and companies, are communicated to the lecturers and the university.

Support

By assigning the board on duty, members are offered help at all times.

Develop

Educational and sponsor-related activities contribute to the students' professional development.

Connect

By introducing new members to current members, the social and professional life of members is diversified. Connections are made in an informal atmosphere; through game nights, pub quizzes, drinks and more.

4.0 Board Members

The 24th board of Mollier consists of five part-time members. Several designated committee members support the board in their respective activities, so that the board members may serve their primary function. An overview of the responsibilities and activities of the board is provided 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 24th board of Mollier, E. (Eugene) Mamulova, born on the 24th of September 1995, will fill the position of Chairman.

The activities and responsibilities of the chairman are:

- Defining, compiling and implementing the policy plan
- Ensuring continuity within the board and acting as its primary representative
- Acting as a point of contact for members and external parties alike
- Actively involving members, lecturers and other stakeholders in Mollier
- Leading board and general members' meetings
- Attending chair meetings with the chairmen of the fellow associations
- Attending BPS Unit meetings as the voice of the student party
- Delegating tasks within the board and ensuring their timely completion
- Delegating tasks within the affiliated committees and ensuring their timely completion

4.2 Secretary

Within the 24th board of Mollier, J. (Júlia) Csemezová, born on the 3rd of August 1994, will fill the position of Secretary.

The activities and responsibilities of the secretary are:

- Writing the minutes of board meetings, chair meetings, general member meetings and all other meetings in which the board is leading
- Archiving the file cabinets, cabinets with professional literature and all other cabinets with study related material
- Updating the membership records and the photo archive
- Processing the incoming and outgoing mail
- Communicating with members via email with regard to invitations, announcements, subscriptions, as well as potential questions and remarks
- Collaborating with the Secretariat of the Building Physics and Services unit in order to improve the student oversight within the unit

- Keeping the website up to date with regard to event scheduling and attendance
- Promotion of the events via social media.

4.3 Treasurer

Within the 24th board of Mollier S.W. (Sietse) de Vries, born on the 23rd of November 1996, will fill the position of Treasurer.

The activities and responsibilities of the Treasurer are:

- Managing the finances, which includes:
 - Updating the account book
 - Compiling the annual financial report consisting of, at least, a balance sheet and a profit and loss account
 - Drafting budgets and a keeping track on the current budget
 - Applying for various subsidies, such as the university fund for the study trip
 - The audit of the financial affairs of committees
 - Updating the finances of the snack closet and fridge as per the inventory list
 - Issuing invoices, payments and checking the accounts
- Keeping track of all the stocks, including letterheads, envelopes, drinks and snacks
- Keeping track of the finances of the coffee unit; mainly by selling coins to the other section associations and by making purchases for this furniture
- Management of the locker, located on the second floor of the Vertigo building
- Budgeting of the new Mollier fridge

4.4 Commissioner Education

Within the 24th board of Mollier, E. (Eugene) Mamulova, born on the 24th of September 1995, as well as B. (Bas) Turk, born on the 8th of September 1997, will share the position of Commissioner Education. Moreover, B. (Bas) Turk will assume a seat in the Opleidingscommissie Bouwkunde; OCB, as an extension of his role as Commissioner of Education.

The activities and responsibilities of the Commissioner of Education are:

- Prevention, identification and co-solving of all problems in education
- Being informed by the students on their opinions and concerns regarding education
- Maintaining contact with the OMT and OCB through regular meetings
- Ensuring dynamic course evaluation by conducting interviews with course participants multiple times in a quartile
- Updating the examination cabinet on the website, as well as other study related material, which can help out the students.

- Organizing educational events, such as exhibitions, with the aim of promoting the Building Physics and Services unit.
- Organizing educational events, such as workshops and masterclasses, with the aim of broadening the students' skillset
- Ensuring the master project page on Canvas is published and organised and making sure the graduation guide is kept up to date.

Since there are two Commissioners of Education, the tasks will be divided. Each commissioner will oversee approximately 50% of Mollier's educational affairs.

4.5 Commissioner External Relations

Within the 24th board of Mollier both N.H. (Nora) Kuiper, born on the 8th of November 1996 and B. (Bas) Turk, born on the 8th of September 1997, will fill the position of Commissioner of External Relations.

The activities and responsibilities for the Commissioner of External Relations are:

- Managing sponsor related contacts by:
 - Compiling, sending and processing sponsor applications
 - Liaising with sponsors and other companies and institutions
 - Actively searching for multidisciplinary sponsors which could diversify the current portfolio of the study association
 - Upholding a proper public relations policy, further defined as the promotion of Mollier and the master track Building Physics and Services
 - Managing the contact information of the listed companies, institutions and other benefactors
 - Managing the sponsorship policy of the sponsor-dependent committees
- Preparing the application and operation training, in cooperation with Voort
- Organizing sponsor related activities, such as field trips, workshops, and more
- Taking a seat on the editorial of the INSide information regarding sponsor information, articles, advertisements and logos.

Since there are two Commissioners of External Relations, the contacts will be divided. Each commissioner will maintain contact with approximately 50% of Mollier's external relations.

4.6 Vice-chairman

Within the 24th board of Mollier, B. (Bas) Turk, born on the 8th of September 1997, will fill the position of Vice-chairman.

The activities and responsibilities for the Vice-chairman are equal to those of the Chairman, should the Chairman require someone to act in their place.

5.0 Policy 2019-2020

In order to maintain the robustness of the study association, a series of policies are put in place to encourage social, educational and financial growth.

5.1 Sharing Knowledge

Sharing with students

The study association is part of a large sponsor network, enabling contact with professionals outside the university. Mollier organizes a number of workshops, trips and excursions. In the coming year, an additional effort will be made to invite professionals who can broaden the students' skillset. Several activities, in the form of lunch lectures, workshops and masterclasses are foreseen.

Moreover, the students themselves are a valuable source of information, seeing as Mollier consists of both experienced and inexperienced students. The aim is to nurture a knowledge-sharing spirit within the association, through communication, which is further elaborated in Section 5.2.

Sharing within the department

The built environment consists of a great many disciplines, all of which strive to design and engineer buildings of exceptional quality. The department of the Built Environment at the Eindhoven University of Technology consists of the following umbrella associations, overseen by CHEOPS:

- CHEOPS - Architecture
- AnArchi - Architecture
- KOers - Structural Design
- VIA - Urban Design and Planning
- OfCourse! - Construction Management and Engineering
- SERVICE - Real Estate Management and Development
- Mollier - Building Physics and Services

The most effective way of nurturing true engineers is ensuring that the students develop a healthy concern for all disciplines combined. In order to achieve that, Mollier aims to both give and receive knowledge, through activities organized in collaboration with the aforementioned study associations. By establishing an interdisciplinary framework within the department, Mollier will contribute to the advancement of the department as a whole. Moreover, sharing knowledge within the department will result in a better connection with the bachelor students, which will hopefully result in a larger amount of BPS specialists.

Sharing with the public

The unit consists of several chairs and at the heart of each one lies a team of highly skilled individuals, who work on advancing their respective field, as well as educating the younger generations. However, not enough young specialists go out into the world, meaning that not enough people are made aware of the impact that Building Physics and Services has on the built environment. More is to be gained from educating the general public about the intricacies of Building Physics and Services. Through a series of online strategies, Mollier will attempt to showcase the skillset of the unit, the minds behind the research and the research itself, which could in turn make the TU/e more widely known, resulting in a larger amount of students. This naturally implies the need for a stronger media presence.

5.2 Conquering the Media

Digitalization

Steering towards a digital platform for knowledge-sharing and communication would not only save paper, but also drastically increase exposure. The 24th board will focus on delivering relevant information in a highly accessible, digital format. The following academic year will also be a step towards digitalization of the INSide Information.

Communication and promotion

Social media is a very powerful tool, which Mollier will use to promote its activities in order to attract a larger audience. Communication will take place on a number of social media platforms, some of which are Instagram, Facebook and LinkedIn. The website will also be used for promotional purposes. The target audience will be students and professionals alike. A better connection with the students will help unite future professionals, while a better connection with external parties will improve the career prospects of these very future professionals.

Professionalisation

Perhaps the biggest step in the media department will be that of portraying the Building Physics and Services unit as a network of highly motivated professionals. While steps have already been made in that direction by the 23rd board, a series of new initiatives will be set in motion, one of them being a podcast, dedicated to discussing advancements in the field with various guests. The aim is to facilitate professional development within the study association by the creating media information pools in the form of online articles and discussions.

5.3 Staying Connected

Ensuring sponsor continuity

The 23rd board successfully contracted several companies as sponsors. To accommodate all contracts, a number of activities was planned. All contracts with the sponsors that have been successfully renewed have been redivided into three different sponsor types; main sponsors; sponsor plus; and sponsors. Naturally, the different sponsor packages come with different sponsor privileges. This was done to make the different sponsor privileges more exclusive.

Besides the opportunity to become a main sponsor, a sponsor plus or a sponsor, it is still possible to become a favorer of Mollier. As a favorer, the party can choose to pick certain benefits from the sponsor package. This increased flexibility is provided in order to accommodate the interests of both the favorer and the study association.

The 24th board wishes to maintain contact with the academic year sponsors which have already renewed their contracts with the new sponsor packages. Mollier also wishes to renew the contracts with calendar year sponsors according to the new format.

Collaboration with the sponsors will be maintained through lunch lectures, company visits, workshops, as well as exposure in the INSide information and online. During visits, thoughts on the improvement of the contact may be exchanged. Currently, there still is an imbalance between building physics and installation sponsors, which could be evened out by attracting multidisciplinary sponsors. However, there must be sufficient Mollier members to justify this addition.

Connecting students and sponsors

The previous board constructed a database to facilitate 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 the companies which are affiliated with Mollier. This database is available on the website. The 24th board will ensure that the vacancies are up to date and that the company webpage on the website provides sufficient information about all the sponsors.

5.4 Going Green

Sustainability

The 24th board will set an unprecedented standard for sustainability within the study association, through a series of remedial measures in the form of micro policies for minimizing waste. A newly appointed committee will ensure continuity.

6.0 Committees

Various committees are formed in order to ensure a healthy division of tasks among the interested members. One responsible board member is appointed to each committee, in order to ensure its connection to the 24th board. The board representative may or may not choose to be the leading member: Regardless, he or she is responsible for the overall progress within the committee, while each committee member is responsible for his or her respective contribution. If one would like to join a committee, they are advised to contact the responsible board member. Below is a provisional overview of all the committees for the academic year 2019-2020.

Start Activity Committee

The start activity committee organizes a weekend-long trip to a secret location, at the start of the academic year.

Responsible board member: Sietse de Vries

End Activity Committee

The end activity committee organizes a weekend-long trip to a secret location, at the end of the academic year.

Responsible board member: Júlia Csemezová

Study Trip Committee

The study trip committee organizes a two-week trip to a city of their choice. The committee ensures that the trip is both socially and educationally rewarding by making an elaborate plan of activities; both fun and study related.

Responsible board member: Júlia Csemezová

Lustrum Committee

The Lustrum committee is in charge of planning and executing the celebration of the 25th anniversary of Mollier. The fifth Mollier Lustrum will be one of the biggest events of the year 2020 – 2021.

Responsible board member: Nora Kuiper

Fun Committee

The fun committee is one of the largest in Mollier, comprised of members who know how to have a good time. The committee is responsible for all the fun activities. The responsible board members are on rotation and the overall members vary per activity, making involvement very flexible.

Responsible board members: Júlia Csemezová, Sietse de Vries, Nora Kuiper

Media Committee

The media committee encompasses the existing ICT committee, together with a multitude of other dedicated functions, aimed at showcasing the Building Physics and Services unit. As the tasks are many, the subdivision within the committee will be made as follows:

- Instagram subcommittee for better student reach
- Facebook subcommittee to maintain traffic on social media
- LinkedIn subcommittee to promote students' work and maintain traffic
- Graphics subcommittee to create timely promotional graphics
- Website subcommittee to maintain the Mollier website and its contents
- Podcast subcommittee to aid with organization and postprocessing

Responsible board member: Eugene Mamulova

Auditing Committee

The Auditing Committee controls the financial policy of the association. They gather three times a year to do so. Another role within the association is advising on decisions involving the budget. Members of the auditing committee are:

- Remco van Woensel – Treasurer of the 22nd board
- Daan van Rooijen – Treasurer of the 23rd board

The term of Remco van Woensel started in September 2018 and the term of Daan van Rooijen started in September 2019.

Responsible board member: Sietse de Vries

Meet & Eat Committee

The Meet & Eat committee is responsible for the organization of the lunch lectures and will collaborate with the green committee in order to minimize waste.

Responsible board members: Bas Turk, Nora Kuiper

Meet & Greet Committee

The Meet & Greet Committee organizes the yearly sponsor fair, targeted specifically at BPS students.

Responsible board members: Bas Turk, Nora Kuiper

Exhibition Committee

The exhibition committee will organize a follow-up exhibition of the Building Physics and Services department, given the positive response during the previous academic year.

Responsible board member: Eugene Mamulova

INSide Committee

The INSide committee ensures the continuation of the INSide Information; editing and production of the magazine. One person within the committee is assigned as final editor. This academic year, the first edition will appear in December and the second one will be released in June.

Responsible board member: Nora Kuiper

Green Committee

The green committee upholds the sustainability vision within s.v.b.p.s Mollier. It is an initiative-based committee.

Responsible board member: Eugene Mamulova

Botanical Committee

In replacement of the VISCO, the grow committee is a newly established team of plant-enthusiasts.

Responsible board member: Sietse de Vries

Advisory Board

The advisory board is comprised of the members of the 23rd board of s.v.b.p.s Mollier:

- Marc Tavenier
- Meghana Kulhalli
- Daan van Rooijen
- Stephen Abraham-Reynolds
- Margo van den Eijnde
- Wesley van der Sommen

7.0 Annual Planning Overview

The table below provides a provisional overview of the activities; both fun and educational, that are to take place during the academic year 2019-2020. Further information will be provided throughout the academic year.

· 1 st General meeting of members (GMM)	13 September 2019
· Constitution drink 24 rd Board	13 September 2019
· Excursion - BAM	25 September 2019
· Meet Mollier	October 2019
· Start activity	October 2019
· Lunch Lecture #1	02 October 2019
· Bouwkunde Bedrijvendagen pre-event	09 October 2019
· Atlas Excursion - Valstar Simonis	17 October 2019
· After exam drink	07 November 2019
· Excursion - LBP Sight	08 November 2019
· Mollier GLOW Tour	11-15 November 2019
· Bouwkunder Bedrijvendagen workshops	12-14 November 2019
· Lunch Lecture #2	19 November 2019
· Bouwkunde Bedrijvendagen Career Market	20 November 2019
· Workshop – ARCADIS	25 November 2019
· Richard's Birthday Drink	29 November 2019
· Lunch Lecture #3	11 December 2019
· Sexy Sectie Party	December 2019
· Unit BPS Christmas Party	December 2019
· INSide Release Vol I	December 2019
· Study Trip Kick-off presentation	January 2020
· Lunch Lecture #4	08 January 2020
· New Year Activity	09 January 2020
· Student Day	16 January 2020
· After Exam Drink	30 January 2020
· Fun Activity	February 2020
· Workshop	February 2020
· 2 nd General meeting of members (GMM)	February 2020
· Lunch Lecture #5	02 January 2020
· Fun Activity	February 2020
· Exhibition	March 2020
· Meet & Greet	11 March 2020
· Lunch Lecture #6	20 March 2020
· Fun Activity	March 2020
· Easter Drink	16 April 2020
· Lunch Lecture #7	22 April 2020

· Study Trip-themed Party	22 April 2020
· Study Trip 2020	April/May 2020
· Active Member BBQ	May 2020
· Lunch Lecture #8	27 May 2020
· 3 rd General meeting of members (GMM)	June 2020
· Workshop	June 2020
· Student Day	18 June 2020
· End Activity	June 2020
· Fun Activity	02 July 2020
· Constitution drink 25 th Board	September 2019

These dates and activities are provisional and may be subject to change.

Connecting students and activities

While increasing activity attendance is an established goal, increasing planning participation is also a task for the 24th board. The existing activity point system, which rewards member attendance will be extended to rewards for planning participation, as follows:

· Lunch lecture	2 points	per attendance
· Training/workshop/excursion on campus	3 points	per attendance
· Training/workshop/excursion off campus	4 points	per attendance
· Meet & Greet	5 points	per attendance
· Start activity committee	2 points	total
· End activity committee	2 points	total
· INSide committee	4 points	per edition
· Auditing committee	0 points	total
· Study trip committee	10 points	total
· Lustrum committee	6 points	total
· Fun committee	1 point	per activity
· Meet & Eat committee	4 points	total
· Meet & Greet committee	2 points	total
· Exhibition committee	6 points	total
· Green committee	2 points	total
· Media committee	6 points	total
· Botanical committee	2 points	total

The distribution of activity points may be subject to change.



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