Policy Plan

26th board
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1.0 Introduction

With pride, we, the 26th board of the study association Mollier, present the policy regarding the academic year 2021-2022. 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 26th board.

Laurens Castenmiller
Chairman* and Education

Menno Peijnenborgh
Secretary

Judith de Wilde
Treasurer and Education

Pam van Dijk
Vice-chairman*

Jesper Priester
Commissioner External relations

Wouter Bruggeman
Commissioner External relations

* Laurens Castenmiller and Pam van Dijk will swap their roles after one semester.
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 to conduct pioneering research in both a multidisciplinary 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 (BPS) 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 26 August 2021, members of Mollier amount to circa 100.
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 allow its members to also develop alongside their studies. For example by taking a seat on a committee, offering workshops and lectures to draw attention to 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 organisation 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 26\textsuperscript{th} board of Mollier consists of six 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 26\textsuperscript{th} board of Mollier, L. (Laurens) Castenmiller, born on the 5\textsuperscript{th} of March 1996, 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 26\textsuperscript{th} board of Mollier, M.M.C. (Menno) Peijnenborgh, born on the 2\textsuperscript{nd} of May 2000, 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.
- Keep track of the activity points.

### 4.3 Treasurer

Within the 26th board of Mollier J.N. (Judith) de Wilde, born on the 29th of July 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 keeping track of 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

### 4.4 Vice-chairman

Within the 26th board of Mollier, P. (Pam) van Dijk, born on the 3rd of May 1998, 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.

### 4.5 Commissioner of Education

Within the 26th board of Mollier, L. (Laurens) Castenmiller, born on the 5th of March 1996, as well as J.N. (Judith) de Wilde, born on the 29th of July 1996, will share the position of Commissioner Education. Moreover, J.N (Judith) de Wilde will assume a seat in the Opleidingscommissie Bouwkunde; OCB, as an extension of her 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
- Gathering information from and being informed by the students on their opinions and concerns regarding education
- Ensuring dynamic course evaluation by conducting interviews with course participants multiple times in a quartile
- Maintaining contact with the OMT and OCB through regular meetings
- Updating the examination cabinet on the website, as well as other study related material, that 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.

4.6 Commissioner of External Relations

Within the 26th board of Mollier both J.J.C. (Jesper) Priester, born on the 2nd of October 1996 and W.J. (Wouter) Bruggeman, born on the 7th of June 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
  - Treat sponsor related activities, such as field trips, workshops, and other sponsor related activities;

- Preparing the application and operation training, in cooperation with Voort
- Organizing sponsor related activities, such as field trips, workshops, and more

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.
4.7 Commissioner of Activities

Within the 26th board of Mollier, the whole board will fill the position of Commissioner of Activities.

The activities and responsibilities for the commissioner of activities are:

- Involve members and make sure they go to the organised activities;
- Attending committee meetings with regard to the activities;
- Being a contact person for committees and the board regarding the activities;
- Organizing the social and professional activities;
- Budgeting the activities;
- Promoting the activities to the members;
- Arrange promotion material to make Mollier more known;
5.0 Policy 2021-2022

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 several 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. It is still unclear what kind of activities are allowed because of the regulations around the COVID pandemic, however, we try to organize these activities offline and otherwise a digital variant.

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
- AnArch - 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. At the moment the number of students from both the bachelor and pre-master who join the BPS discipline is declining. To offset Mollier will attempt to show the students in the Bachelor the diversity and a good outlook on job prospects through activities and an online strategy. In addition to encouraging bachelor students to join the BPS discipline, our goal is to increase the percentage of pre-master students who join Mollier (actively). A higher number of young BPS specialists will benefit our sponsors in their search for new personnel and therefore it improves their relationship with Mollier.

More is also 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 number of students. This naturally implies the need for a stronger presence.

5.2 Conquering the Media

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 several 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.

From this year on the board will maintain and update an automatically updated calendar. The purpose of this tool is to make members more aware of the activities that will be organised. This is part of the promotion next to the already existing channels like the website, social media and posters in Vertigo.

5.3 Staying Connected

Ensuring sponsor continuity

The previous boards successfully contracted several companies as sponsors. To accommodate all contracts, many activities were planned. All contracts with the sponsors that have been successfully renewed are divided 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 patron of Mollier. As a patron, the party can choose to pick certain benefits from the sponsor packages. This increased flexibility is provided in order to accommodate the interests of both the patron and the study association.

Collaboration with the sponsors will be maintained through lunch lectures, company visits, excursions, workshops, as well as exposure at the INSIDE information and online. During visits, thoughts on the improvement of the contact may be exchanged.

The 26th board wishes to maintain contact with all partners in their current sponsor group. Next to that, effort will be put into searching for a new main sponsor together with the current main sponsors. The 25th board decided to downgrade the sponsor packages of most sponsor plus sponsors to sponsor (academic year). This is mainly done to prevent an overload in sponsor-related activities. From the academic year 2020-2021, some events such as excursions have been moved to this academic year (2021-2022). It is decided to keep the sponsor packages similar to last year with similar obligations on the side of Mollier.

COVID-19 policy

The 26th board aims to organize as many sponsor-related activities as possible offline, either at the campus (Meet & Greet, lunch lectures), at a company (workshop, case study) or during an excursion. The option to organize an online activity will be discussed when planning an event, to prevent cancellation as much as possible.

Connecting students and sponsors

The members of Mollier will be kept posted on the latest news through a WhatsApp group. In this WhatsApp group, the 26th board facilitates contact among Mollier members and their relation with sponsors of the association. In this WhatsApp group, different activities like projects, internships, part-time jobs and other vacancies are shared with the members of Mollier. With the 26th board, we decided to focus on professionalisation, which will result in more activities with a career-oriented focus, like giving workshops by professional organisations.

Getting a connection between students and sponsors for an internship or research topic can be difficult. Both companies and students are mostly not aware of the changes they have to offer to each other. The 26th board aims to research the possibilities of a platform to connect the two parties more successfully.

5.4 Attract more (active) members

New members
The study association Mollier is a sub-association of the study Architecture, Urbanism and Building Sciences, and is specialized in the field of Building Physics and Services. For some students, it is at the moment unclear that following the master Building Physics and Services is not a requisite for joining Mollier. These students, unfortunately, miss the opportunity to share knowledge regarding courses,
participate in fun related activities and start building on a network in the field of Building Physics and Services.

Therefore the 26th board aims to attract more students to Mollier, not only master students but also students from the bachelor Architecture Urbanism and Building Sciences and other students of the faculty Built environment. In addition, students that take courses from the BPS track (e.g. Human Technology Interaction, Innovation Sciences and Sustainable Energy Technology) are also welcome to join the study association. This could be done by promoting the study association during or after various BPS courses and emphasizing the advantages of joining Mollier for these students.

Two years ago a Python workshop was organised by the 24th board and held by then-member Marc Tavenier. It was an enormous success in terms of turn up and enthusiasm. This was continued with two workshops by the 25th board. By organizing workshops that are in line with courses given at the time of the workshop, the 26th board wants to attract more (new) members. Workshops will also be given by sponsors which makes it a sponsor activity.

**Active members**

Vacancies for committees will be announced via WhatsApp and at (informal) drinks. The 26th board will have more personal contact with members to make members of Mollier more involved, and active, as Mollier member. This ensures a lower threshold to become a (more) active member of Mollier.
6.0 Committees

Various committees are formed in order to ensure a healthy division of tasks among the interested members. At least one responsible board member is appointed to each committee, in order to ensure its connection to the 26th 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. For each committee, there are at least one or two members needed, depended on the size of the committee. At the first general member meeting, the different committees are constituted, if there is enough interest in the specific committee. If one would like to join a committee, they are advised to contact the responsible board member. The responsible board member of each committee should also send a committee vacancy in order to promote the activity and to be able to find active members who are willing to join the committee. Below is a provisional overview of all the committees for the academic year 2021-2022. No committees will be constituted until there are one or two members of Mollier joining.

Start Activity Committee

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

Responsible board member: Laurens Castenmiller

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: Jesper Priester

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: Judith de Wilde

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 calendar year 2021.

Responsible board member: Jesper Priester
Cocktail party committee

The cocktail party is becoming a yearly tradition. At the end of the academic year, when the weather is nice, all members who want to have a good time, are welcome to join the event where different kinds of cocktails are created according to the inspirations of the members involved in this committee.

Responsible board member: Wouter Bruggeman

Beer tasting committee

The beer tasting committee is free to find different types of beer which will be tasted among the subscribed members. Besides the choice of different types of beers, it is also expected that this committee will organize a sub-activity to participate during the time in between the tasting of the beers.

Responsible board member: Menno Peijnenborgh

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:

- Sietse de Vries – Treasurer of the 25th board
- Yannick Fermin – Treasurer of the 36th board of Cheops

Responsible board member: Judith de Wilde

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: Wouter Bruggeman, Jesper Priester

Meet & Greet Committee

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

Responsible board members: Wouter Bruggeman, Jesper Priester
**Exhibition Committee**

The exhibition committee will organize a follow-up exhibition of the Building Physics and Services department. During the previous academic year this exhibition didn’t take place, however this academic year a new attempt will be made to organize a follow-up exhibition.

Responsible board member: Pam van Dijk

**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 the final editor. This academic year, the first edition will appear in December and the second one will be released in June.

Responsible board members: Laurens Castenmiller, Menno Peijnenborg

**Botanical Committee**

In replacement of the VISCO, the Botanical committee is a newly established team of plant-enthusiasts. It’s the best Mollier committee there is. Magnificent. Such a great committee. Rumours have it that this committee will grow the first Mollier Pepper. Spicy!

Responsible board member: Jesper Priester
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 2021-2022. Further information will be provided throughout the academic year.

Due to the current COVID-19 pandemic, there is higher uncertainty for all offline activities. The rules and guidelines from the RIVM will be followed. The intention is to do as many offline activities as possible, all within the then ruling rules and guidelines. At each point in time, the rules and guidelines will be checked and all will be considered. If the offline activities are not possible, as far as possible the activity will be online or so organised that it can be done online. The dates and activities below are provisional and may be subject to change.

General: Each quartile will consist, at least, out of two sponsor-, one educational- and two fun activities. Next to these activities drinks at the skybar will also be conducted.

- Lustrum party 9 September 2021
- Constitution GMM + dinner 17 September 2021
- Excursion Unica (Python vs. Revit) 21 September 2021
- Lunch lecture Q1
- Meet the board games Q1
- Constitution drink 8 October 2021
- Lecture Intelligent Buildings 21 October 2021
- Lunch Lecture Q1
- After exam drink 12 November 2021
- Lustrum Gala 19 November 2021
- Richard’s Birthday Drink 30 November 2021
- Lunch lecture Q2
- Excursion Mook – Peutz 7 December 2021
- GMM #2 December 2021
- Meet and Greet December 2021
- Unit BPS Christmas Party December 2021
- INSide Release Vol I December 2021
- New Year Fun Activity About 10 January 2022
- Lunch lecture Q2
- Student day End of Q2
- Excursion Beginning of 2022
- Cocktail Party Q3
- Lunch lecture Q3
- Bouwkunde Bedrijven Dagen 23 February 2022
- Carnavals fun activity About 25 February 2022
- Sponsor Activity Q3
- Lunch lecture Q3
- Beer Pong vs. KOers  Q4
- Beer tasting        Q4
- Lunch lecture      Q4
- Study trip         Q4
- Active member BBQ  End of Q4
- GMM #3             End of Q4
- Lunch lecture      Q4
- Student day        End of Q4
- INSide Release Vol II June 2022
- End activity       8-10 July 2022

Connecting students and activities

While increasing activity attendance is an established goal, increasing planning participation is also a task for the 26th 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
- Meet & Greet 1 point per interview
- Start activity committee 4 points total
- End activity committee 4 points total
- INSide committee 4 points per edition
- Auditing committee 0 points total
- Study trip committee 10 points total
- Lustrum committee 6 points total
- Cocktail party committee 1 point total
- Beer tasting committee 1 point total
- Meet & Eat committee 3 points total
- Meet & Greet committee 4 points total
- Exhibition committee 6 points total
- Botanical committee 2 points total
- Recap of activities 0.5 point per recap
- Article for the INSide 1 point per article

The distribution of activity points may be subject to change.