

# MOLLIER

*Study Association Building Physics and Services*

# *Policy plan*

## *22<sup>nd</sup> board*

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# 1. Introduction



With pride we, the 22<sup>nd</sup> board of the study association Mollier (s.v.b.p.s. Mollier), present the policy regarding the academic year 2017-2018. 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 22<sup>nd</sup> board.

**Ruben Hetebrij**

*Chairman*

**Jantje Edelbroek**

*Secretary, Commissioner Education*

**Remco van Woensel**

*Treasurer, Vice Chairman*

**Gert-Jan Braun**

*Commissioner External Relations*

**Bram Dorsman**

*Commissioner Activities*



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. 153 (as of 7-9-2017)**

## 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 five 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 22<sup>nd</sup> board of Mollier R.F. (Ruben) Hetebrij, born on the 23<sup>rd</sup> of December 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 22<sup>nd</sup> board of Mollier J. (Jantje) Edelbroek, born on the 5<sup>th</sup> of September 1995, 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. The 22<sup>nd</sup> board will take turns in writing the minutes for all meetings, except for the GMM and other formal meetings. These will be appointed to the secretary;
- 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;
- Communicating 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: Mastercouncil and OMT-BPS. 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 Chairman*

Within the 22<sup>nd</sup> board of Mollier R. (Remco) van Woensel, born on the 1<sup>st</sup> of October 1994, 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 "snoepkast" 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 22<sup>nd</sup> board of Mollier G.J. (Gert-Jan) Braun, born on the 5<sup>th</sup> of March 1993, 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. Arrange the contact with the sponsors.
- Take a seat on the editorial of the INSide information regarding sponsor information, articles, advertisements and logo's.

#### 4.5. *Commissioner activities*

Within the 22<sup>nd</sup> board of Mollier B. (Bram) Dorsman, born on the 22<sup>nd</sup> of November 1993, will fill the position for commissioner of activities.

The activities and responsibilities for the commissioner of activities are:

- Involve members and make sure they go to the activities
- Treat sponsor related activities, such as field trips, workshops, and other sponsor related activities.
- Attending committee meetings with regard to the activities
- Contact point 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



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 22<sup>nd</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. The 21<sup>st</sup> board did an activity gave a tour around vertigo during the course '7S4X0 - Bouwfysisch en installatietechnologisch ontwerpen', which includes the students of the premaster and bachelor course. We hope to do the same or something similar so that students get more associated the study association Mollier.

To further extend the horizon of Mollier's academic activities, together with some active PhD's we will try to organize activities involving PhD candidates from the BPS unit. The 21<sup>st</sup> board also successfully organized an excursion in cooperation with Cheops. We would like to again arrange an activity together with Cheops to promote BPS for bachelor students.

#### *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 20<sup>th</sup> and 21<sup>st</sup> board increased the number of activities, the 22<sup>nd</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.

#### *Alumni*

The 20<sup>th</sup> and 21<sup>st</sup> board made a start with increasing the visibility of the alumni association called Schoone Leij. The 22<sup>nd</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. We would like to arrange an combined activity where Mollier and Schoone Leij can both participate.

#### *Educational*

As an important task of the study association is to support the students in their education and to make sure the education is of the right level. We think that after exam periods more surveys should be made so that Mollier can give better advise.

Furthermore we would like to improve the educational archive, because this is partially outdated. And would also like to ask our fellow Mollier members to actively update these files.

## 5.2. Continuity of sponsoring

### *Current Sponsors*

The 21<sup>st</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 22<sup>nd</sup> board wishes to continue the contact with the current sponsors. This will be achieved by lunch lectures and visiting the companies. During visits thoughts on improvement of the contact can be exchanged. Currently there is an imbalance between building physics and installation sponsors which could maybe be evened out by attracting another building physics sponsor. However there should be enough Mollier members to justify this.

### *Connect students and sponsors*

The 20<sup>th</sup> and 21<sup>st</sup> board have made 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. This database is available on the website and needs to be updated.

### *Contracts*

A party can choose to become a leading sponsor, sponsor or faviourer. The 18th 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 updated;
- Easy to access information for new students within the unit will be published.
- Try to get more search results by adding texts to the website.

### *Magazine*

The INSide Information is a platform to demonstrate what Mollier has organized in the last semester. We will maintain the quality and diversity of the presentation.

As it is a platform for the unit BPS: student projects, PhD projects, Postdocs, graduation projects, etc. it 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*

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)

The last boards have made a budget to change the compartment. This year we would like to make a design and execute this. However this is not one of the main priorities of our board.

## 6. Committees



Mollier will have six committees: study trip committee, start- & end activities committee, cash control committee, INSide Information, LunchLectures and the Meet & Greet committee. All committees must appoint a chairman, a treasurer and a member of the 22<sup>nd</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 committee

The study trip committee organizes the foreign field trip. This committee will be formed as soon as possible.

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

- Member: Wesley van der Sommen
- Member: Nick Tenbult
- Member: Marc Tavenier
- Member: Vacant
- Member: Vacant
- Member: Vacant
- Board member: Jantje Edelbroek

### 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:

- Member: Katja
- Member: Wesley
- Member: Vacant
- Board member: Bram Dorsman

End activity is not yet formed:

- Member: Vacant
- Member: Vacant
- Member: Vacant
- Board member: Bram Dorsman

### *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.

Members of the auditing committee are:

- Wies Westerhout (treasurer 20<sup>th</sup> board)
- Stefan Koenders (treasurer 21<sup>st</sup> board)

The term of Wies Westerhout started at 14-09-16.

The term of Stefan Koenders started at 01-09-17.

The committee is in contact with the board via treasurer Remco van Woensel.

### *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 (1/2 year)
- Member: Jelle Reinders (1/2 year)
- Member: Sonia Soares
- Member: Diyako Shadmanfar
- Member: Bram Dorsman
- Board member: Gert-Jan Braun

### *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 members are:

7. Member: Kristina Mues
8. Member: Vacant
9. Member: Vacant
10. Member: Vacant
11. Board member: Bram Dorsman

### *6.6 Cocktail party committee*

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

- Member: Marissa Vos
- Member: Vacant
- Board member: Bram Dorsman

## 12. 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) 18 September 2017
- Constitution drink 22<sup>nd</sup> Board 18 September 2017
- Intro drink (get to know the new board) 27 September 2017
- Lunch lecture #1: October 2017
- Excursion #1, i.c.w. bachelor course 18 October 2017
- Fun activity #1 19 October 2017
- Afterexam drink 9 November 2017
- Start activity 10 - 12 November 2017
- Lunch lecture #2: Arcadis November 2017
- 'Sinterkerst' Drink December 2017
- Excursion #2 (company excursion) December 2017
- Bachelor activity December 2017
- Xmas party Unit BPS / INSide release #1 21 December 2017
- New year drink January 2018
- Multi drink (recruit Bachelor students) #1 January 2018
- BPS student day January 2018
- General meeting of members (GMM #2) January 2018
- Cocktail party 5.0 February 2018
- Meet & Greet February 2018
- Application and job interview training 25 April 2018
- Lunch lecture #3 March 2018
- Fun activity #2 March 2018
- FSe activity March 2018
- Lunch lecture #4 April 2018
- Study trip April/May 2018
- Active Member Barbecue May 2018
- Lunch lecture #5 May 2018
- Multi drink (recruit Bachelor students) #2 June 2018
- BPS student day / INSide release #2 June 2018
- General meeting of members (GMM #3) June 2018
- End activity June 2018
- Constitution 23<sup>rd</sup> board September 2018

These dates and activities are without prejudice and can be changed when needed.

## 13. Activities

Here some of the activities are explained. Additional information can be found on the Mollier website.

### *General meeting of members (GMM)*

General meeting of members (GMM) is a meeting between members and the incumbent board of s.v.b.p.s. Mollier during which important affairs of the association are discussed and decided. For the first GMM; the year will be evaluated, the finances will be discussed, the new board introduced, the policy plan will be presented with activities for the upcoming year.

### *Constitution drink*

A drink in honor of the new board of Mollier. This is usually done in the Skybar of Vertigo with afterwards dinner with Mollier and Schoone Leij members.

### *Intro drink/Meet the board*

Because during the constitution drink the board did not talk a lot with all the members. We would like to invite you all to have a drink.

### *Lunch lectures*

What is better than having an interesting lecture with lunch. One of our sponsors will come and give a guest lecture.

### *Excursions*

One of the best things of a study association is that we visit all kinds of companies and buildings to see what they do and how they were made.

### *Van Lint sportweek*

The ESSF Van Lint Student Sportsweek is yearly organized in the week before the christmas holidays at the student sportscentre of Eindhoven. Several (indoor) sports are done, like indoor football and volleyball, but also some unusual sports, like Floorball and uni-hockey, This all combined with a party in the canteen of the student sportcentre. We as Mollier would like to participate as a team in this event.

### *Meet & Greet*

Small pitches of sponsors of Mollier and afterwards a drink where you can meet some of the employees of the companies to see how it is to work at these companies and to make some contacts for internships, projects and a job.

### *BPS student day*

Every half year during the BPS student day. Here master projects will be presented, there will be a poster contest and afterwards a drink. Also the new INSide information, the magazine of Mollier and the BPS unit, will be presented.

### *X-mas party Unit BPS*

Food and drinks together with the whole BPS unit; professors, phd'ers and students can interact.

#### *Study trip*

Mollier organizes a yearly foreign field trip to see different cultures and what other countries are doing in our field. Several destination of the last few years are: South Korea, Brazil, China.

#### *Start/End activity*

A weekend activity at the beginning and ending of the year to expand your network between new, existing, and recently graduated members by approving local and foreign traditions, cuisine, drinking establishments, beauties, ho(s)tels and many more. As every other year this will be a weekend filled with exciting activities, scrumptious meals and too many drinks. For sure it will be awesome and we will have lots of fun. The destination is always a secret until the last moment. Last year they went to Luik and Texel.

#### *Richard's tea table*

Once a week there will be a Richard's tea table where there is some free coffee, tea and cookies where there is the possibility to talk with your fellow students.

Further activities are still in development.



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