

MOLLIER

Study Association Building Physics and Services

Policy Plan

28th board

Author	28 th board
Place	Eindhoven
Date	14-09-2023



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

Secretariat BPS
Postbus 513, 5600 MB Eindhoven

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

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1.0 Introduction

With pride, we, the 28th board of the study association Mollier, present the policy regarding the academic year 2023-2024. 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, please do not hesitate to contact the 28th board.

Theun Luinenburg

Chairman

Arefeh Nafti

Secretary & external relations

Zahra Tabatabaei Mirhosseini

Secretary & external relations

Manvydas Mikulėnas

Treasurer

Samira Safi

Commissioner of education

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 to 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 (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 14 September 2023, members of Mollier amount to circa 80.

3.0 Vision and values

3.1 Vision

The world of construction and building cannot do without building physicists. The master track Building Physics and Services, offered by Eindhoven University of Technology, educates students in becoming these sought-after building physicists and other experts in the field. S.v.b.p.s. Mollier acknowledges that students have needs and interests that lie, partly or wholly, outside the taught curriculum. If these students are to be successful in their career, they need those interests covered. Mollier aims to serve the students' interests and acts as an intermediary between students, university, faculty and the professional workplace.

Mollier aims to keep its growth proportional to the growth of the amount of all Built Environment in order to assure a healthy amount of Building Physics experts in relation to other Built Environment professionals. If the amount of students opting for BPS shrinks, our discipline might have a difficult time defending its rightful place as a discipline of BE. If it becomes too small, it even might risk discontinuation, which is to be avoided at all costs.

Connecting and representing

Mollier represents its members and connects students with each other, the faculty, university, research and the industry. The aim is to stimulate positive relations between all parties to ensure high-quality education, and by extension valuable (future) professionals.

Supporting

The goal of Mollier is to support BPS-students in their studies by organising activities and being available for consultation about planning, courses, etc., as well as to support the BPS faculty by giving feedback, ensuring the quality of education.

Facilitating development

Development for BPS-students includes learning about career opportunities via sponsor-related activities. The students and sponsors mutually benefit from opportunities to meet. The industry is served by educated, well-connected and confident professionals, which Mollier aims to help foster.

Cultivating growth

Mollier makes an effort to recruit new members and getting them in touch with current members, enhancing their social and professional lives. Connections are made in an informal atmosphere, through game nights, pub quizzes, drinks and more, as well as organizing networking events. Growth also comes through learning new skills, which Mollier wants to assist in. Encouraging members to join committees is important to the individual member and Mollier itself.

3.2 Values

Joining Mollier is completely optional for BPS-students. This means that potential members need to be convinced that joining is greatly beneficial to them. Being a member of Mollier is great for networking, receiving support, self-development, etc. The association should radiate that we are a positive addition to student life. We, as association and especially the board, can do this by being open and

knowledgeable. We should be able to answer questions from (potential) members. We want our members to have high standard of education while also enjoying themselves. Lastly, we aim for a strong connection with the university, faculty and professional workplace. In summation, our values are as follows:

- Accessibility and approachability
- Helpfulness and resourcefulness
- Friendliness and fun
- Knowledge and well-connectedness

4.0 Board Members

The 28th board of Mollier consists of three 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 28th board of Mollier, T. S. (Theun) Luinenburg, born on the 4th of February 1997, 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 (this includes preparing agendas)
- 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 28th board of Mollier, M.D. (Arefeh) Nafti, born on the 16th of September 1994 and (Zahra) Tabatabaei Mirhosseini, born on 26th December 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.
- Keep track of the activity points.

4.3 Treasurer

Within the 28th board of Mollier, M. (Manvydas) Mikulėnas, born on the 19th of October 1999, 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

4.5 Commissioner of Education

Within the 28th board of Mollier, S. (Samira) Safi, born on the 14th of November 1989, will fill the position of Commissioner 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.

4.6 Commissioner of External Relations

Within the 28th board of Mollier, Z. (Zahra) Tabatabaei Mirhosseini, born on the 26th of December 1994, and A. (Arefeh) Nafti, born on the 16th of September 1994 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 28th 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 2023-2024

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

5.1 Membership numbers

Growing the number of members

Mollier always needs new members to make up for the graduating portion of students. However, it becomes apparent that there is a decline in BPS-students which is not in line with the growth of AUBS students as a whole. The amount of students opting for BPS is declining. By extension, the amount of Mollier members is declining, which again means less active members.

Why are students not choosing this discipline? Possible answers are:

- Lack of interest in the subject; they know what BPS is about, and choose not to study it
- Unawareness or limited knowledge on BPS subjects
- Unawareness of career opportunities

If people are informed, but not interested in the subject, there is nothing we can do about it. But, we can and should inform those who are unaware our association, research projects and career opportunities. Potential new members include:

- Bachelor students
- Pre-master students
- Master students from other associations

How are we going to convince these groups to join Mollier? We can approach bachelor students in an educational way by finding contact with the AUBS unit (for example, promote teaching assistance, Multi-project and BEP (which again goes via BPS unit)). We can approach the students informally via Cheops; promote parties and activities.

Pre-master students can also be approached via the BPS-unit.

Master students from other associations have lowest priority, as they are probably preoccupied with their own association. However, a potentially interesting workshop, activity or career meeting could be of interest to them.

Maintaining current members

The policies to be put in place are also meant to keep current members engaged. Growing the number of members is also beneficial to them. By organising joint activities with our fellow sub-associations (AnArchi, KOers, OfCourse! & SERVICE) we can broaden our current members' scope and encourage multi-disciplinary collaboration.

5.2 Maintaining sponsors

Sponsors are usually companies looking for employees, which means if Mollier produces smart and well-connected graduate students, they reward us financially. Both quantitatively and qualitative

output by Mollier is desired, which is why finding new members is our top priority. We strive to maintain the amount of sponsor activities and be critical in finding suitable sponsors.

5.3 Maintaining relations with alumni

Alumni relations are important for continuity of Mollier and networking of its members. We aim to maintain these relations as they are with activities.

5.4 Re-evaluating the promotion strategy

Offline visibility

The 28th board aims to get in touch with (potential) members and associations by meeting up in person. Deeper connections are made this way, while social media will serve as support for these connections. We want to evaluate our activities and invite other associations if we suspect they might find it useful. We will also request other associations to invite us, the same way.

Social media

Social media is used to enhance existing communication. We suspect that allocating too many resources to social media will not be worth the effort, and view social media just as a support for in-person conversations.

Website

Previous boards were concerned with the website. The 28th board thinks the website suffices and improving it is of low priority.

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 28th 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 2023-2024. No committees will be constituted until there are one or two members of Mollier joining.

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: Theun Luinenburg

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:

- Judith de Wilde – Treasurer of the 27th board
- Olivier Verstijlen – Treasurer of the 38th board of Cheops

Responsible board member: Manvydas Mikulėnas

Meet & Greet Committee

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

Responsible board members: Arefeh Nafti

Fun Activity committee

The fun activity committee organizes different activities during the year, such as drinks, board game events, cocktail parties, beer tasting, among others.

Responsible board member: Zahra Tabatabaei Mirhosseini

Multi-day excursion Committee

The multi-day excursion committee organizes an event in which the participants will visit one or more companies throughout the Netherlands. There will be both educational and fun activities during the trip.

Responsible board member: Samira Safi

Study Trip Committee

The study trip committee organizes a multi-day 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: Theun Luinenburg

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 2023-2024. Further information will be provided throughout the academic year. The dates and activities below are provisional and may be subject to change.

· Constitution GMM	14 September 2023
· Constitution drink + dinner	15 September 2023
· Excursion Peutz	Q1
· Introduction activity	October 2023
· Lunch Lecture Arcadis	End of October/November 2023
· After exam drink	7 November 2023
· Excursion New Horizon (Reused concrete)	8 November 2023
· Glow with Koers	18 November 2023
· Bouwkunde Bedrijven Dagen	16-30 November 2023
· Workshop Grasshoper/Rhino	Q2
· Richard's Birthday Drink	Q2 Week 3 2023
· Fun Activity	Q2 Week 4-5 2023
· Lunch lecture	Q2
· GMM #2	December 2023
· Christmas break	December 2023/January 2024
· INSide Release	December 2023
· BPS New Year Drink	January 2024
· Student day	End of Q2
· Multi-day Excursion	Q2/Q3
· Matlab Workshop	Q3
· Fun Activity	Q3
· Lunch lecture	Q3
· Meet and Greet	Q3
· Carnivals fun activity	About 9 February 2024
· Beer Pong vs. KOers	Q4
· Fun Activity	Q4
· Lunch lecture	Q4
· Active Member Activity	End of Q4
· GMM #3	End of Q4
· Sponsor Activity	Q4
· Student day	End of Q4
· Study trip	Q4/Summer

Connecting students and activities

While increasing activity attendance is an established goal, increasing planning participation is also a task for the 28th board. The existing activity point system, which rewards member attendance will be extended to rewards for planning participation, as follows:

· GMM	3 points	per attendance
· 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
· INSide committee	4 points	per edition
· Auditing committee	0 points	total
· Multi-day excursion committee	5 points	total
· Study trip committee	10 points	total
· Fun activity committee	3 points	per activity
· Meet & Greet committee	6 points	total
· Exhibition committee	8 points	total
· Recap of activities	1 point	per recap
· Article for the INSide	2 point	per article

The distribution of activity points may be subject to change.



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