



egea

## BoE Task list

<b>Task throughout the year 2008/09</b>	<b>Responsible person</b>
<b>General official matters</b>	
CP for the forum (answering, announcing)	Claudia & Slobodan
BoE meetings announcements (and gathering replies)	Milda
BoE BLOG	Claudia (announcing), each BoE member (writing monthly reports), Milda (gathering replies)
Coordinator of Congress Organizers Communication Group	Catalina
Official CP for European events and activities	Catalina
Committees coordination	Slobodan
WebCom coordination and communication	Claudia
New website development coordination	Claudia
Regional subforum	Each RCP (taking care of consistency of the contact list, opening discussions...)
<b>Secretary matters</b>	
Agenda preparation	Claudia
Minutes writing	Milda
Minutes formatting and publishing	Milda
E-mail checking	BoE & Jelle
E-mail deleting	BoE & Jelle (Delete only spam)
Mail checking	Jelle (Secretariat)
Collecting, scanning, archiving receipts, forms...	Jelle (Secretariat)
Collecting all publications (archive)	Jelle (Secretariat), collect all copies of documents
EG printing/sending management	Jelle (Secretariat)
Sending publications/documents	Jelle (Secretariat)
Gathering data from entities	All BoE
Checking the consistency of the entities (entities with voting rights and up to date entity info)	Milda
<b>Publications</b>	
Newsletter	Tom (Utrecht)
European Geographer editorial board CP	Milda
RC publications (reports..)	RCP
Congress data (survey reports)	BoE - RCPs
AC coordination	Catalina

<b>Financial matters</b>	
Account checking, archiving financial data	Jelle (Secretariat), Samantha
Taking care of budget and money transactions	Samantha
Half a year Financial report	Jelle (Secretariat) & Samantha
CP for the FCC	Samantha
<b>External relations</b>	
EGEA Dinosaurs & Alumni	Claudia
EuroGeo/Herodot contact	Gert
IFISO contact	Claudia
AEGEE contact	Samantha
IGU contact	Milda
TEMPUS	Scientific Committee
ESRI contact	Jelle (Secretariat)
UU contact	Jelle (Secretariat)
EU contact	Samantha & Jelle (Secretariat)
new sponsors and database	Committees
<b>Tasks for a certain period</b>	
EU application	All BoE (activities), Claudia (general), Milda (editing EGEA contact info, entities check), Samantha (finances), Jelle (coordinating)
EU report preparation	Next BoE (10/11)
Budget preparations	Samantha
Statutory Base changes	Old BoE
Making official forms (contracts, certificates)	Jelle
EGEA Strategic Plan	Claudia, Slobodan (with the help of other BoE members)
Annual Report (for 2008)	Jeroen
GBM Agenda	All BoE

+ Regional work (contact with universities, entities, regional meetings, regional reports ...)