
Contact Person Manual

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egea

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Introduction

The main purpose of this manual is to offer guidelines and support, especially to new entity Contact Persons (CP) coming from new entities or re-activated ones, but also for the other smaller or bigger entities that already exist within **EGEA**. Due to the fact that the responsibilities of a CP belonging to a new entity differ from those belonging to already established ones, you'll find a chapter designed to help understand what a CP does.

This manual also includes the official duties of a Contact Person as stated in the **EGEA** Statutory Base and Protocol. Those are the main requirements that **EGEA** needs from a CP in order to maintain an effective communication between entities and its main bodies. The rest stands as recommendation.

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I. What is a Contact Person?

Even though the responsibilities of a CP within an entity may differ from one entity to another, the main purpose of this position is to act as a link between the entity he/she represents and the official bodies of **EGEA**, the General Board and other entities:

Statutory Base (SB) Art. 4.1., 4.2.: „ The Association has members, called member entities. Members of the Association can be any kind of local association of students in geography and young geographers in a city throughout Europe, to be assessed by the Board.”

Furthermore, the **EGEA** Protocol explains more about SB Art. 6.3 regarding the duties of an entity and the position of Contact Person:

Protocol: Art. 6.3. (SB 6.3.)

6.3.1. To nominate two contact persons at least one of whom will always keep in touch with the Board and inform it about changes taking place.

6.3.2. To inform their regional contact person about all activities which have been planned, organized or taken place so the regional contact persons will get a general overview of the situation of the region.

6.3.3. To inform their regional contact person about any changes of address or contact persons of their entity.

Over the years, most of the Contact Persons have adopted several practices in order to fulfill this task in the best way. These are for example:

- ❖ **Informing entity members** about activities, chances and possibilities of getting involved in the **EGEA** world (congresses, exchanges, weekends etc.). This can be done via entity page, forum, shoutbox, u2u, online or live entity meetings;
- ❖ **Being constantly up to date with official affairs within EGEA.** This can be done for example by following discussions within the region, official proposals or changes being made during the regional (e)meetings or in the General Assembly, and regularly reading the minutes of these meetings (especially when not present at one). By doing so, CPs are well-informed about the EGEA world and know what to decide upon a voting during a regional meeting or General Assembly.
- ❖ **Regularly checking the forum and recent news** and **answering incoming requests** from official bodies or other entities;

- ❖ **Announcing upcoming events and registration deadlines to members, and promoting publications** such as the European Geographer and the EGEA Newsletter;
- ❖ **Checking and answering incoming messages** via e-mail, u2u or other means of communication concerning their entity;
- ❖ **Developing relationships with other entities** by contacting them and organizing common activities;
- ❖ **Keeping an overview of the activities organized** by their entity and providing a report at the end of each EGEA year or by the request of the Board of EGEA (BoE) or other bodies.

The two CPs should divide the tasks between themselves and work as a team so that one is able to take over the other CP's tasks if for any reason the other is not able to do so. Also **since the official communication language of EGEA is English, at least one of the CPs should speak some.**

In order to keep the entity running, the CP motivates members to get involved in EGEA activities, announces meetings and agendas. The CP acts as a leader and helps new members with how to manage the website and, very importantly, is involved in promoting EGEA at the local university to make it accessible to potential members.

As a recommendation, the CPs should keep in mind that it is their responsibility to ensure that the entity is represented at the official meetings, such as the General Assembly, regional meetings and other requested meetings (by the BoE or Regional Assistants), and keeps in contact with the Regional Contact Person (or the Regional Assistant). The CP or another, entity chosen, member can be present at these meetings.

Due to the fact that EGEA's biggest event, the Annual Congress, has a limited number of places, the Protocol states another important duty for the Contact Persons:

Protocol: Art. 19.8. Entity contact persons are responsible for sending the priority list with the name of its applicants to the annual congress organizers by the deadline set by the organizing team.

Since many CPs have reported problems with realizing these priority lists (such as who should have the first place on the list), some suggestions are provided below:

- ❖ For the Annual Congress priority list, the member who will represent the entity at the General Assembly, is recommended to be placed first on the list;
- ❖ For the other available places for your entity at the AC (or other events where a priority list is necessary), it is up to the entity how to divide the places; try to give everyone an opportunity to go to at least one congress;

At the entity page of the [EGEA](#) website, the Contact Persons have the possibility of acknowledging/not acknowledging members registered under that entity, monitoring the members list and regularly cleaning it by using the Entity Panel. This is an activity which should be done with caution (please see more details in the Entity Panel explanation part of this manual). **It is recommended that the Contact Persons are changed every now and then. It's up to the entity to decide when.**

II. The Rights of a Contact Person

At the end of each [EGEA](#) year, a certificate may be released upon request for a CP's activity within [EGEA](#) and his/her entity. The certificate is approved by the BoE, based on the CP's work.

III. The CPs of Newly Established or Re-activated Entities

When you become a Contact Person of a newly established entity or a re-activated one, it is recommended to read the official documents of **EGEA: the Statutory Base and the Protocol**, which you can find in the appendix of the Entity Manual or at the download section of the website.

The Contact Person should coordinate the promotion of **EGEA** at his/her university in order to gain new members and to make **EGEA** known at the geography department. He/she should of course be supported by other members. It is important for the CPs of such entities to **keep as much contact as possible with the Regional Contact Person, Entity Support Committee or other EGEAns**, who can help with possible inquiries and/or problems.

Also in order to understand better what **EGEA** is all about, it is best to **participate at least at the congress organized in your region and/or at the Annual Congress**, where you can meet other and more experienced Contact Persons, **EGEA** officials or people who have established entities in the past. They can give you tips and feedback on how to coordinate your entity and get more people involved. If, for any reason, you can't join these occasions for face-to-face meetings with other **EGEAns**, you can also participate in discussions held in the regional subforums or in regional e-meetings, where you can have contact with other CPs. The more you understand the spirit of **EGEA**, the easier its promotion will be.

IV. Managing the Website

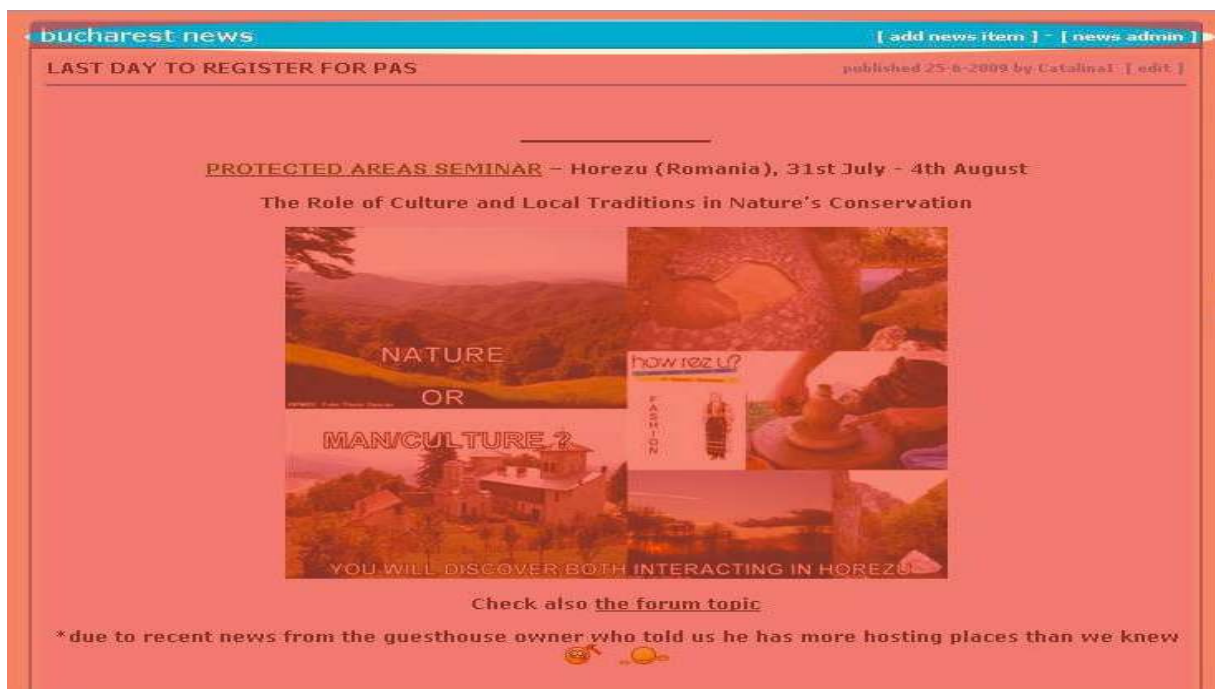
When becoming a CP, the website is your primary tool of communication with the other **EGEAns** and the members of your entity. These are your main tools to help you carry out your tasks:

- the entity panel
- the entity homepage: news and profile section
- the forum: edit your messages, create new topics, insert pictures, etc

A. The Entity Homepage

Every entity in **EGEA** has a “home” on the website, which we call “the entity homepage”. This is the place where all members can use English or any other language to post shouts and items e.g. about events, meeting announcements and so on.

Even though any member can post items, the Contact Persons are the only ones who can edit and organize the page. In order to post a news item, click on the **add news item** button, located on the top right corner of the Entity News Section:



That will lead to this next step. Here you can set the period of time for the news to be visible on the homepage, give it a title and also make it visible on the main **EGEA** homepage – only announce items that are important for all **EGEA** members on the main homepage.

eric profile		status members		news admin		group uzu		bucharest mail	
add/edit Bucharest news									
Publishing Start Date		26 June		2009					
Publishing End Date		26 July		2009					
Subject		<input type="text"/>							
<p>Message <small>(note: please only show pix smaller than 500 * y. otherwise you destroy the layout of the homepage. If you are not able to downsize your pic on your pc, do it by editing the [img]-tag into [img=X*Y] with X=width and Y=height. example: original size = 700 * 600 -> resize to 500 * y. new x = 500, new y = 500/700*600 = 428 -> new size: 500 * 428 -> [img=500x428])</small></p>		<div style="border: 1px solid black; height: 150px;"></div>							
URL Link (optional)		<input type="text"/>							
Show item on 'all news' & 'home' overview		<input type="checkbox"/>							
<input type="submit" value="Submit"/>									

The **news admin** button, located also on the Entity News Section, is a shortcut to the News Admin part of the Entity Panel. There you can change the order of posted items. You are also able to edit all news items posted by other members.

profile
[edit]

Bucharest

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Faculty of Geography
University of Bucharest
mail bucharest@egea.eu;
egea_bucharest@gmail.com

c o n t a c t

#1 Adriana Moldevan
Shofronica

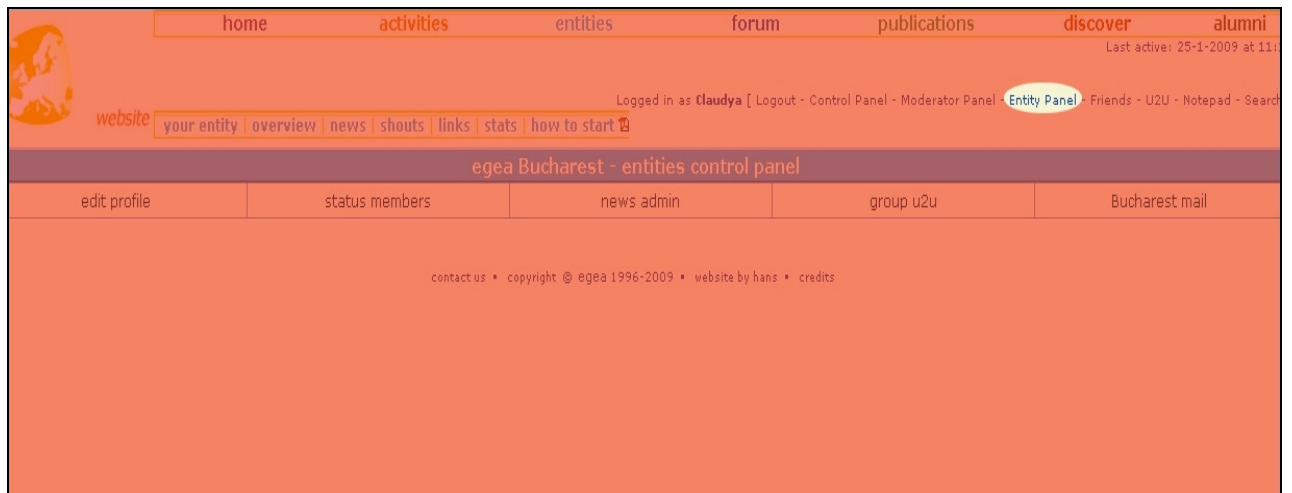
#2 Claudia Iordache
Claudya

The **Entity Profile** is located on the upper right side of the entity page. The entity's contact information should be found here. In order to change it or edit it, the CP has to click on the edit button, which is also a shortcut to the Entity Profile section of the Entity Panel (see above).

B. The Entity Panel

When becoming an entity Contact Person, the appointed member gets access to the Entity Panel from the website moderators. The Entity Panel offers several technical possibilities to make the work of a CP easier and is useful for reaching all members at once.

This Panel is located on the upper - right side of the EGEA web-page. It only appears after the CP logs into his/her account.



The Entity Panel includes the following features:

Edit Profile

The image shows a screenshot of the 'edit egea Bucharest entity profile' form. The form is divided into several sections. The first section is for entity details, with fields for 'Entity name' (EGEA BuChAreSt), 'Institute' (Faculty of Geography), 'University' (University of Bucharest), 'Address', 'Telephone', 'Fax', 'Email' (bucharest@egea.eu; egea_buchare), 'Website', and 'Location' (Pin location on map). The second section is 'Contact persons', which lists two contacts: #1 (Adriana Moldovan) and #2 (Claudia Iordache). Each contact has a 'Full Name' field and a 'Forum membername' dropdown menu. A note below the contacts states: 'please remember to send a notification about any changes with contact persons to BoE Secretary: contact'. At the bottom of the form, there is an 'Edit Profile' button and a footer with 'contact us', 'copyright © egea 1996-2009', 'website by hans', and 'credits'.

This function helps you to add/extract/edit entity information such as university and entity contacts details or Contact Person name and nickname. All changes will appear on the Entity Home Page, after clicking on the **Edit Profile** button. The Contact Persons can also be changed here, but only by the first Contact Person.

Status Members

Here you will find all members who have subscribed under your entity, divided into two columns. On the **left side** are the ACKNOWLEDGED members and on the **right side** are the NOT ACKNOWLEDGED members.

egea Bucharest - entities control panel						
edit profile		status members		news admin		Bucharest mail
acknowledged: <small>(uncheck box to move member to 'not acknowledged' category)</small>				not acknowledged: <small>(check box to move to 'acknowledged' category)</small>		
Username	Full name	Posts	Last visit	Username	Full name	Posts La
<input checked="" type="checkbox"/>		780	25/6/09	<input type="checkbox"/>		0 22
<input checked="" type="checkbox"/>		1562	25/6/09	<input type="checkbox"/>		0 25
<input checked="" type="checkbox"/>		29	25/6/09	<input type="checkbox"/>		0 8/
<input checked="" type="checkbox"/>		3265	25/6/09	<input type="checkbox"/>		0 8/
<input checked="" type="checkbox"/>		800	24/6/09	<input type="checkbox"/>		0 10
<input checked="" type="checkbox"/>		55	24/6/09	<input type="checkbox"/>		0 27
<input checked="" type="checkbox"/>		91	23/6/09	<input type="checkbox"/>		0 28
<input type="button" value="Submit"/>						

How to acknowledge new members? When a new member subscribes under your entity, you will receive a U2U message. All newly registered members appear in the unacknowledged section. In order to acknowledge them, check the box on the left hand side of the column and click the **SUBMIT** button at the bottom of the page. **Acknowledged members** are the ones accepted for full access to the website and activities and they will appear at the bottom of the entity page. Before acknowledging a member, be sure that you have contact with him/her first.

News Admin

This section gives you the possibility of managing the news section of the Entity Homepage. You are able to **update** the order of the news, **post** new ones or just **archive** the already expired ones.

author	subject	order	expires	edit
CatalinaI	LAST DAY TO REGISTER FOR PAS	1	25th Aug 09	[edit]
Claudya	unde ne mai culturalizam...	2	04th Jul 09	[edit]
<input type="button" value="Update Order"/> <input type="button" value="Post New Item"/> <input type="button" value="Archived News"/>				

Group U2U

In order to spread information efficiently and to all entity members on the website, the Entity Panel includes a group u2u feature. You just need to type in the title and the message you wish to send. This feature is available only for CPs.



The screenshot shows a web form titled "send group u2u". The form is divided into several sections: "To:" with the text "All acknowledged members of egea Bucharest"; "Subject:" with an empty text input field; "Message:" with a large empty text area; and "Smilies:" with a grid of various smiley icons. At the bottom right of the form, there are two buttons labeled "Send" and "Preview".

Entity Mail

If your entity has an **egea.eu** account, here is where you can check it. You'll be directed to an **EGEA** mail page where you'll be able to see all the incoming messages for your entity. If you want to create an entity mail account, contact the web staff about it.

C. The Forum

As a Contact Person it is important to know how to manage the forum. With this knowledge you can support other members with managing the forum or provide them with information of **EGEA** activities.

To begin with, go to the main forum page and click on one of its sections. Below you can find an example from the Committees Coordination forum. If you wish to post a new idea, concern, issue etc, just click on the **new topic** button, located on the upper right corner of the page.

[egea forum] « [Committees] « [Committees Coordination] [new topic] [new]


next: ActCom 08/09 - meetings, agendas, doc

author	Common meetings of committees' representatives	[email friend] [add to favorites] [print]
Kamila  Posts: 1564 Entity: Krakow	posted on 15-6-2009 at 21:48 Hello dear people 😊 Just the update about the outcomes of the common meetings, that all committees' representatives have approximately every two-three months. Sorry that they come so late, but I realised only now that they are not public 😊 As they say, better late than later... 1st Common Committee Meeting, January 7th 1st common meeting minutes 2nd Common Committee Meeting, February 18th 2nd common meeting minutes 3rd Common Committee Meeting, May 14th 3rd common meeting minutes Committee representatives will also meet very soon for a live meeting. The meeting will take place on 28th and 29th of June in Utrecht, Netherlands. Agenda will be published soon for your comments! EGEA BoE 2008/2009 "No pada noZ, sa sraca BoE..."	[post url] [quote] [report forum rules violation]
Teodora	posted on 16-6-2009 at 09:43	[post url] [quote]

Then you'll be directed to this page where you can start communicating your ideas.

website [forum](#) [members](#) [map](#) [photos](#) [today's posts](#) [u2u](#) [stats](#) [chat](#) [faq](#) [gallery](#) Logged in as **Claudia** [Logout - Control Panel - Moderator Panel - Entity Panel - Friends - U2U - Notepad - Search]

egea forum » Entities Support » Post New Topic

Post New Topic	
Who Can Post?	All members can post new topics and all members can reply.
Logged In User:	Claudia [login]
Subject:	<input type="text"/>
Message: HTML is Off Smilies are On BB Code is On [img] Code is On	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <div style="text-align: right; margin-top: 10px;">  </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Disable smileys? <input type="checkbox"/> Turn BB Code off? </div>
Attachment:	Alepebi Tolenu! Nu s-au ales figurile Please make sure that you do not upload copyright protected stuff! <small>(formats available for upload: jpg gif png doc pdf zip odt ods odp ppt xls; space available: 982 Kb)</small>
<input type="button" value="Post New Topic"/> <input type="button" value="Preview Post"/>	

After you have previewed your post, clicking on the **Post New Topic** button will make the information available to all members, of your entity or the whole of **EGEA**, depending on which section of the forum you post your message in.

For tips on how to manage the forum, edit your messages, upload pictures and other functions, please see the forum's FAQ section: <http://www.egea.eu/faqs.php?ffid=7#1> (See also Forum/FAQ). If you have any questions, don't hesitate to contact the web staff via the "contact **EGEA**" form!

IV. The Entity Support Committee

The Entity Support Committee (ESC) functions as a body of EGEA that offers support and assistance to new entities and already established ones, like for example assisting with the promotion of an entity within their university. You can address your inquiries to the ESC, by using the website's contact form. Click <http://www.egea.eu/contact> and select "**Committee for entity support**". The committee will discuss all inquiries and get back to you with an answer.

To stay up to date with ESC's progress and new possibly-to-be entities, please also check the Committees Communication section of the forum and the ESC's page on EGEA's website (<http://www.egea.eu/entity/Entities%20Support%20Comm>).