

# Accountability Report

*Hannah Potthoff - Partnership Manager - Mandate of 2019/2020*

Dear Sections,

in following you will find in short what I have been doing as Partnership Manager during the Mandate of 2019/2020. If you have any questions or remarks, do not hesitate to contact me via email or on slack.

- Daily board work, such as the weekly board calls, responding to emails, discussing various topics in calls or on slack, support of other board members, etc.
- Taking care of the ESNcard orders Spring 2019 and Autumn 2019: developing the ordering form, collecting the orders from ESN Germany's sections, placing the order with ESN international, receiving and re-distributing the ESNcards
- Regular contact with the ESNcard team of ESN international
- Establishing the CashComm with Luís, then taking care of the committee as head of the committee, putting the focus on partnerships
- Calls, meetings & negotiations with various (potential) national partners
- Checking and negotiating contracts in collaboration with the rest of the national board as well as the audit board (esp. the legal audit)
- Constant and regular contact with our current partners
- Closing of the partnerships with Wanderlust Trips, FLYLA, Rascal
- Attendance of the following events: Business and Finance Conference (BFC) VII, NB Meeting, LP East Frankfurt Oder (Chair), NBM Lodz, NP Dresden, BFC VIII, NP Karlsruhe, WEP Utrecht, Spree Break 2019 (OC), NA Munich, CNR Marmara, BFC IX
- Preparing workshops and small sessions and facilitating them during LP East, the NP's and NA Munich, as well as preparing and giving presentations
- Taking care of partners (Wanderlust Trips, FLYLA) during NP's/NA Munich
- Taking part in the international and national Business and Finance Community (BFC) calls and webinars

- Application for the National Event with Wanderlust as Partner Event for the EU Green Week 2019 in collaboration with Pedro (Event had to be canceled)

I would like to thank you for your trust, the great teamwork of the last year and all of the experiences I was able to have. I hope sincerely that I can fulfil your expectations during the current mandate. Feel free to approach me any time if you have any remarks, feedback or questions.

Hugs and love,  
Hannah

