



Committee Board Book
2021-2022

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General information

What can you use a board book for?

A board book is there to help transition from one committee board member to another, and to make sure your committee fulfills its potential. You can use it to see what exactly falls under your position, read how ucsa procedures work, and see what kind of advice previous board members left you.

The board book is there to help you out, but also for you to give advice to coming boards! Therefore it's very important that you update it before new members enter the board, so that you can share your knowledge with them and the committee as a whole can keep growing and improving.

When to update?

At the end of this board book you can find the section 'event evaluation' in which you can evaluate on the events you organised and give advice to next boards on why to (not) do it again. It is very useful to update this after an event happened.

You can choose to update the entire board book at the end of the year, or to keep updating it throughout the year after events happen, or for example during the breaks. The more updated the book is, the better it can help your committee!

Your goal as a committee

Here you can fill in what you believe the goal of your committee is. Is it to entertain, educate, both, or something else? Why is your committee important to UCU?

Keep in Mind!

In the policy manual, article 15.1 & 15.2 states:

1. Each Committee Board is required to fulfill those tasks that are necessary to ensure a smooth functioning of its Committee. This includes but is not limited to promoting the Committee, organizing Committee events and staying in contact with the UCSA Board.
2. Each individual Committee Board member is required to fulfill their tasks carefully and responsibly. This includes but is not limited to being available when necessary, attending board meetings and Committee events and supporting fellow board members, all to the extent that can be reasonably expected from them

This is also part of the functioning of your board and of every individual committee board member.

Task division

A committee should minimally have a Chair and a Treasurer, the rest of the functions can be divided between the two. Here is an overview of responsibilities of several suggested functions you can have in your committee. Please edit it so it fits your committee best

Chair

As Chair you're responsible for keeping the committee on track. You keep the general overview and you look out for the wellbeing of all of your board members. As chair you lead the meetings but you have authority in structure, not content! Everyone is equal in a committee, so your say is equally important as any of your other board members.

Long term overview

As chair you make sure your committee does what it's supposed to do. At the beginning of the year, before the budget meetings, it's good to talk with each other what kind of events you want to do during the year and to plan them out. All events need to be entered in the UCSA committee calendar, which you can access via your committee google account. This is done by either the chair or secretary (discuss it with each other!). During the semester it's good to keep an eye on this calendar so you can see what kind of events are coming up and when to start preparing.

When preparing an event, it's good to divide to-dos within the board so everyone knows what they have to do. During meetings you can check if these to-dos are being done. Besides this, you're the contact person for external parties, such as other committees and your CAO. You act as a spokesperson of your committee when needed.

During meetings

Before a meeting, you need to make an agenda of what you need to talk about and send this out to all board members before the meeting so they know what it's about. Talk with your board members about how you want them to submit agenda points, do you want to use Microsoft to dos, text them to you, or something else? You can base your agenda points on things your board members bring up, emails you have received, evaluation of events, upcoming events, and other things you feel are important.

During a meeting, you introduce an agenda point and make sure everyone gets to say what they want. Make sure you engage all your board members equally, especially your secretary as they might be too focussed on taking minutes to participate in the discussion. When you round off an agenda point, make sure everyone is aware of the conclusion and that you divide the to-dos. When dividing, try to divide it a bit equally so not all the work falls on one person. Do keep in mind that some tasks such as PR or treasurer, have a bit more set tasks. Also make sure you don't take up all the work!

If you notice someone is not doing their job, check up on them, and maybe redivide tasks. It's good to sometimes be a little strict when you notice someone is slacking, but the main goal is that everyone has fun with each other and with what they're doing, so always go in it open minded and ask if you can help.

Wellbeing

Being in a committee is a lot of fun, but can sometimes also be stressful. Please remember that being in a committee should never interfere with you or any of your board members' wellbeing. Because you keep the overview and you check on people's to do's a bit more, you're also the one to notice if someone's not doing too well. A good way to check up on your board members is through the personal updates at the beginning of the meeting.

Doing this together outside of meetings can be a good way to get to know each other better and become more comfortable with each other, which also makes it easier to indicate if you aren't doing too well. In all cases, make sure it's also not interfering with your own wellbeing! If you're not looking out for yourself, you can't look out for others.

Secretary

As the secretary you are responsible for the non-financial organisation of the committee. This often can be a bit vague, but in this document we will break down the different tasks you take on. Next to the secretarial tasks, you are just as much part of the committee as the others, so you also have a say in everything as well.

Minutes

The main task of the secretary is taking minutes. During the meetings, you take notes of what is discussed. You also take notes of what everyone has to do in the upcoming week before the next meeting. It is important to remember that you don't have to write down everything, only the important things. Make sure you also are able to participate in the meeting as you are also

an important part of the committee. After meetings, you upload your meetings and you tell your committee board members to read the minutes so they know what has been discussed.

Organisation

As the secretary you also make sure that the committee is organised. This includes making sure the committee google drive is cleaned up so that everyone can easily find what they are looking for. You are also responsible for answering the emails. You can always ask other board members to answer specific emails, but remember, you are the main responsible for this. You are also responsible for putting all your events in the committee calendar. You can access this through the committee google calendar.

Other organisational tasks include, planning meeting dates, booking rooms and updating important committee documents.

Keeping an eye on the chair

One task of the secretary that is often forgotten is keeping an eye on the chair. The main task of the chair is to keep an eye on the fellow board members, but someone needs to make sure the chair is doing okay. This involves checking up on the chair once in a while, making sure they are doing okay and they are not too overwhelmed with work.

Treasurer

As Treasurer you are responsible for overseeing the finances of your committee. At the beginning of the year you make a budget proposal together with your board in which you look how much money you need for all the events you want to organise. Throughout the semester you make sure your board members are keeping to the allocated budget and you handle the reimbursements. You're also responsible for the financial administration, it is very important to do this very organised.

Budget

At the beginning of the academic year the entire UCSA budget will be presented and discussed during the Budget General Assembly. Beforehand, all committees send in a budget proposal for the upcoming year, in which you indicate how much money you need/want for which events. There's templates on how to make a budget on the website:

<https://ucu.community/documents/>

You can choose to do this in Excel or Google Sheets. When making your budget, look critically at budgets from previous years and look at why certain decisions are made. Is that still the

direction your committee wants to go in? And remember: the best budgets are made with a lot of research! Be specific and be realistic

When these budget proposals are handed in, you will have a budget meeting with the chair and treasurer of your committee and the UCSA Treasurer and your CAO to discuss your budget.

Halfway through the year there will be the spring budget meetings, here you can propose changes to your budget and look at whether your plan for spring semester is still accurate. After this there will be a second budget GA.

Reimbursements

Everything that is discussed in the budget meetings, and approved upon by the budget GA will be reimbursed by the UCSA Treasurer. When you have to buy something, you pay for it yourself first, and then hand in a reimbursement form with all the details + receipt (important!). This form can be printed from the website: <https://ucu.community/documents/>,

Please email your reimbursement form within a month of the purchase. This is so the UCSA Treasurer has an up-to-date overview of what has actually been spent of the total budget. There are some things you can't be reimbursed for: Statiegeld and (plastic) bags. If you spend more than 100 euros, please mark your email as URGENT and it will receive priority.

Funds

Sometimes you need more money to organise your event, or you come up with something entirely new during the semester. In these cases, you can apply to any of the UCSA funds! The funds can change each year but for example there is a 'New Initiatives Fund', 'Collaboration Fund', 'Lecture Fund' and a 'Weekend Event Fund.'

You can find the request forms on <https://ucu.community/documents/>

You need to send any requests at least 2 weeks in advance to the UCSA treasurer and your CAO.

PR manager

As PR manager you are responsible for all the promotion of the committee. This includes promoting events, keeping up with social media and communicating with external parties.

Logistics of PR

The UCSA uses a few different platforms as communication platforms. Here is a small breakdown of the different platforms:

1. UCU Events

UCU events is a Facebook group for any event related information. The PR manager posts promo and additional information on events here.

2. UCU Students

UCU students is a Facebook group for anything that is not event related. This involves personal requests, if someone is looking for an ov etc. Committees don't post on this page.

3. The website, ucu.community

The website includes general information about the committees.

4. The Weekly Update

The weekly update includes all the events for the upcoming week. This includes all the promo the PR manager posts. If you want your promo to be included you can send the promo of the event to ucu.ucsa@uu.nl before Monday and the UCSA board makes sure it is in there.

5. Other platforms

Other platforms include posters and word of mouth. The UCSA board has a printing policy that they reimburse 4 posters per event. You can hang these up in assigned pin boards in the academic buildings and in dining hall.

PR rules

An important PR rule is that you can post a maximum of 4 times on Facebook. If you think you need more posts, you can find a request form on <https://ucu.community/documents/>.

PR Tips

1. Little text: What, date, time, location, sign ups
2. Use pictures/videos: Make them yourself!
3. Where to hang them?: DH, Locke, Voltaire, Newton
4. Tag friends!
5. Likes and comments boost your post
6. Include the UCSA logo!

Canva

Canva is a program online where you can find nice templates for facebook posts, posters etc. It is very user friendly, so definitely worth checking out!

Committee specific positions

Here you can fill in any committee specific positions you have and include a clear description of the positions tasks. Possible other positions are: events manager, equipment manager, lecture manager, creative director, etc.

Your relationship to the UCSA

CAO contact

The chair of the committee is the main person who is in direct contact with your CAO. Every CAO will have a chair-chat with the chairs of their committees. In this chat they will announce important information, ask questions etc. It is important that it is mainly the chair who is in contact with the CAO.

You can contact the CAO for any questions you have about your committee. Most of the time, you can send them a direct message, but if you have a very elaborate question, please send them an email to the main UCSA email or their personal UCSA email.

Relevant board policies

Every board year, the UCSA board defines their board policies. This includes how to use their communication platforms, but also some policies the committees need to adhere to. You can find them on <https://ucu.community/documents/>.

How to rent equipment

The UCSA has a lot of different kinds of equipment stored. You can find a list of the inventory on <https://ucu.community/documents/>.

Equipment can be rented during office hours. You come by the UCSA office and pick up the equipment. You also sign a contract, so that you are responsible for the equipment for a certain time period.

There are also some committees that have specific equipment that they own (eg. MusicCo, ArtsCo, Hermes, FocusCo, etc.). Make sure to do an inventory at the beginning of the year so that you can keep track of what has gone missing, is broken and needs replacing (also send this list to your CAO so that they have an overview).

Failure to hand in the equipment will lead to warnings and eventually a renting out ban and a fine.

How to rent rooms

Rooms should be booked at least a week in advance, but earlier is recommended to be sure of the availability.

1. Send an email to the UCSA board: ucu.ucsa@uu.nl, stating:
 - a. What room you would like to use
 - b. What event it is for
 - c. The time and day the event takes place (it is possible to make a weekly reservation)
2. You or one of your board members has to pick up the key during office hours
 - a. If your event takes place before office hours, make sure to pick up the keys during the office hours the day before.
 - b. If your event takes place on the weekend, make sure to pick up the keys during Friday office hours.
3. When the event is over you have to hand in the key immediately. This can be done by:
 - a. Handing it in in person if the office is open
 - b. Putting it in the key mailbox that can be found next to the UCSA Board office door.

Failure to hand in your key will lead to key warnings and eventually a key ban and fine.

Important Information

Communication Platforms

In this section you put a list of the different platforms you use for example facebook, instagram and google drive. You can add the usernames and passwords for these accounts and every time you update them, you also update them in the board book.

Requesting a new board member

Every board has a set number of members. The lowest possible number is 2; a chair and a treasurer. The biggest boards on campus have 7 board members. The number of board members should be fair to the amount of work a committee has; some committees organize more events than others. You are free to lower the amount of board members by opening up less positions than you initially had, but do inform your CAO. Adding a board member is more difficult. To do this, you need to send in a proposal to the UCSA Board explaining why you'd need an extra board member and what this position would entail. You will need to have really good reasons because board members cost the association money; think of board merch and Golden Keys - therefore really think before you send in such a proposal. The UCSA Board can also decide to

have a try-out semester with an extra board member to see whether it really allows the committee to improve their events.

Board Members

Here you can write the information of the board members per year including their name, email and phone number. This makes it easier to contact the previous board members to ask any questions about certain events that were organised throughout the years.

You can note down in this part when something very particular happened in a certain year. Then the next board can know when this happened and who to contact.

Eg.

2014-2015

Chair

Name: Johnny Smith

Number: +31612345678

Email: johnny.smith@gmail.com

Transition Guidelines

Opening up positions

Every board has a set number of board members. Once a board member decides they want to leave or if they have to leave because of graduation or exchange, you should start recruiting new board members. This needs to happen publicly and the position should be available to all students on campus according to the UCSA statutes (BarCo is an exception). How to go about this:

- Decide which positions are opening up
- Decide what you want to know from the applicants and which application form fits this best (letter, video, etc.)
- Make a post on FB, UCU Events including an application deadline (roughly 2 weeks)
- Make sure to include all your current board members in the selection process; the people who have held the position may have the best idea who is suitable for it, but continuing board members may have an opinion on who they could work with best.

Note: It is very important to explain well when recruiting new members, what the position they apply for entails. Do this either in the FB post or by emailing the applicants. You should not pick someone just because they know best what a committee does or a position entails; that way you don't give first years a chance.

Changing positions within the board

It is also possible that when a board member leaves, another current board member will want to take their position; this is especially important for the position of chair. If this is the case, this person generally has priority over new applicants unless there is good reason to think someone is not qualified for it. If there is competition between current board members for a certain position, you can decide to talk it out in a meeting or have a more formal process where those interested write a motivation letter or have an interview with the other board members. If the other board members cannot decide who they think is best, you can always seek advice from the CAO.

When someone is picked, it is important to approach the transition similar as you would with a new board member. Although someone has experience on the board already, taking on a new position requires good training.

Selection process

There are different ways to go about the selection process since every committee and position requires different skills. Make your application process your own and spice it up with questions related to your committee's work. It is nice to start with asking applicants to hand something in; like a letter, ppt or video. This gives you an initial idea of who they are and if they would be good for the board. You can decide to pick your new members from these letters or to ask (some of) them to come for an interview. Interviews are more work but generally give you a better idea of your applicants and their skills. Especially if you expect a lot of applications, you can have an interview round in which you only interview a selection.

What to take into account when choosing new board members

When choosing new board members there are several things you can look at depending on your committee. Here are some examples:

- Experience on a board
- Experience with your committee's expertise (debating, editing, dancing, etc.)
- Experience with the position specific tasks
- Enthusiasm
- Creativity and new ideas for the committee
- Other skills like problem solving, decision making, stress resistance, etc.
- Personal qualities
- Diversity
- Which year they are in/how long they can stay on the board

Although experience is very useful, it is good to also look beyond this and realize that a first-year who has never been in a committee might be a better asset than a third-year who has been in 4 committees or teams already.

Transitioning

Once you have picked your new board members, the transition period begins. Immediately have the new members join your board meetings, so they can see how everything works. You can make agreements about how much they participate; they might shadow the first meeting, participate the second and be shadowed by their predecessor the third.

In addition, the predecessor should plan individual transition meetings with the successor to show the ins and outs of their job. It differs per position how many meetings you might need. It is advised to write down the important points of each board position in a document so the successor has something to look into when uncertain of how to do something. Show them the email, the FB account and the drive. The best way to teach something to someone, is to let them do it and to review it together.

Letting go

The hard part for some people... Once you have picked your new board members and have transitioned them, it is time to step back and let go. You should trust your new board members that they will do a good job. Communicate with your successor how available you are for questions or other help. And although it is really tempting, actually log out of the emails and other accounts.

Event evaluation

In this section you can reflect on the events you've organized and share with the coming board why you should (not) organize them again. You can base this on the event evaluation form. A possible structure for this is:

Name of the event:

Short description:

What went well:

What could be improved:

Advice to next board: