

Policy Agreement - UCSA College Bar Agreement

by: UCSA Board and the Bar Committee Board (August, 2023)

The UCSA Board and the Bar Committee Board hereby agree that:

Meetings

1. There should always be a UCSA Board member, preferably the Bar Committee CAO, present at Bar Committee Board meetings for the agenda directly relevant to the UCSA Board. The agenda of the meeting should always be sent to the person from the UCSA Board attending the meeting before the meeting starts.

Tabs

1. Bar Committee board members, UCSA board members, Student Council members and Campus Affairs Representatives are allowed to buy drinks with a discount on their tab for themselves.
2. There is one exception to the previous rule: It is allowed to buy rounds IF AND ONLY IF the other people give you a NON-DISCOUNT round as well. This way, the number of drinks bought on discount is EXACTLY the number of drinks that a Bar Committee Board member/UCSA Board member/Student Council member/CAR member drinks themselves that night.

Bartender Tab

1. The Chief on Duty is responsible for the Bartender's Tab.
2. Chiefs on Duty and Bartenders have a right to complimentary items on the Bartender's Tab throughout their shift.
 - The guideline for this is 2 consumptions of items below 1.20 euro per hour.
3. Chiefs are expected to keep the tab within proportion of the Bar's revenue for a given night.
 - For example: Fewer customers in the bar should indicate a lower tab.
4. If BarCo determines that a Chief abused the Bartender's Tab on a given night, the Chief is obliged to compensate the money that exceeded a reasonably proportionate amount.
5. Should a Chief refuse to pay the amount specified by BarCo, the Chief will receive a strike.

Bar Committee Positions

The bar committee works with quite a strict hierarchy. This works well as there is a clear division of tasks and responsibilities. Everyone that has a position within the Bar Committee does this on a voluntary basis.

▪ The BarCo Board

These seven people form the management team for the bar. Each of them has a specified function and together they assume overall responsibility for the running of the bar. Each function will be explained by a given task description.

- Chair:
 - Chair meetings;
 - Keep morale high;
 - Represent BarCo;
 - Maintain good UCSA board - BarCo relations;

- Bear responsibility for the smooth running of the Bar;
- Order mobile taps for events;
- Act as contact person with the supplier's account manager
- Act as backup Treasurer when necessary.

- Secretary

- Manage the Bar administration;
- Manage relations with the UCU Administration;
- Manage legal documents;
- Editing and updating BarCo documents;
- Take minutes during meetings;
- Set dates and times for meetings;
- Obtain Chief Shirts;
- Act as vice-Chair when necessary;
- Act as backup HR when necessary;

- Treasurer

- Manage and create the annual Bar budget;
- Manage the Bar's finances;
- Manage/update the financial system;
- Count and deposit the Bar's money turnover;
- Manage and invoice 'tabs';
- Catalog all purchases;
- Write the annual tax report;
- Act as backup inventory manager;
- Maintain communication with the UCSA treasurer.

- Public Relations Manager

- Manage the event calendar;
- Manage Bar rental agreements/bookings;
- Plan BarCo events (Cocktail Night, Karaoke Night, Halloween, etc.);
- Be the contact person for committees/external parties;
- Promote the Bar;
- Create the weekly schedule;
- Act as backup inventory manager when necessary.

- Human Resources Manager

- Create and manage the bartender schedule;
- Make sure all shifts are taken;
- Organize Bartenders' Weekend;
- Manage the Bartender group;
- Act as backup Secretary;
- Manage the Chief group.

- Inventory Manager

- Manage the Bar's inventory;



- Keep the inventory room well-organized;
- Introducing/removing things from the inventory;
- Set prices for products;
- Update the cash register;
- Order kegs for events;
- Managing special event orders;
- Safeguard the quality of drinks and snacks in the Bar;
- Act as contact person to the supplier regarding deliveries;
- Act as backup public relations;
- Keep the price list updated and share with the UCSA Board.

▪ **Building Manager**

- Bar maintenance;
- Improve Bar facilities;
- Act as contact person to 'Tapwacht';
- Contact person to any persons involved with bar maintenance and decoration.

▪ **ChiefChief**

The position of ChiefChief was introduced to increase the Chief group's involvement in the decision making process of BarCo. Over time, the position has developed its own set of responsibilities, duties, and rights.

As a representative of the Chief group towards the BarCo board, the ChiefChief must attend BarCo meetings. In addition, the ChiefChief has to make sure the Chief group is fairly represented by the BarCo board. The ChiefChief's task is also to preserve and increase the morale of the Chief group to the best of his or her abilities. The ChiefChief is a contact person for anonymous complaints concerning the BarCo board, the chiefgroup, or any other general remarks that involve the bar. The Chief Chief is available for all of campus. Approachability of the chief chief is enhanced by providing an anonymous complaint/feedback form in which these complaints can be made. This form is linked to their chiefchief.barco@gmail.com account.

In addition, the Chief's Chief makes sure that all changes or points made by the BarCo board discussed during board meetings, make their way to the Chief Group. This is done by organizing Chief meetings.

The ChiefChief remains in function for one semester at a time and every semester new ChiefChief elections take place where a new Chief is elected to become a ChiefChief.

▪ **Chiefs**

These are bartenders who have proven themselves responsible enough to run the bar for a whole evening on their own. These bartenders will receive an extensive training and review before becoming an actual Chief. Chiefs are the head bartenders or managers of the Bar during their shifts. In short, they are in charge of the Bar, the cash register, the bartenders, the stock, and everybody's safety and well-being (both bartenders and guests). Chiefs will

receive a shirt with their name on it, and will on average have about two shifts per schedule of two weeks.

Chiefs are part of the Chief Group that collectively runs the Bar in conjunction with BarCo. This means that Chiefs decide on important Bar matters during Chief Meetings and are supposed to behave responsibly whenever they are present in the Bar, even off-duty. In addition to bearing responsibility, Chiefs may and are expected to participate at recurring Chief events, such as Bartenders' Weekend, Chief Days, Chief Trainings, and Chief Meetings. The Chief group is represented towards BarCo by the ChiefChief.

It is not possible for UCSA Board members to be a Chief.

- **Bartenders**

They volunteer for the job, bartending on evenings that work for them. Their schedule is coordinated by the Human Resources Manager (HR) of BarCo Board. They help set up the bar, serve drinks, tidy up and help the Chief on duty when asked. Students are allowed to bartend after participating in Bartender's Weekend (BTW) or the Bartenders workshops and have successfully received an IVA certificate. This event was initiated in 2003 and takes place on one of the first weekends of every semester. This means there is a considerable pool of bartenders to choose from (around a hundred and fifty in total). They will be thanked by a Bartender's Borrel at the end of the year which will have about a hundred euro tab.

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