

# COMMITTEE HANDBOOK

September 2020

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## **1. GENERAL**

### **1.1. Regular meetings with committee**

1.1.1. The committees are advised to have regular meetings with its members. Especially meetings with the committee boards are especially important, since they need to communicate and inform each other as much as possible. Committees need to meet on a regular basis; it is advised that the committee members meet at least once a month (preferably twice a month). However, especially in busy times or in case of an upcoming event, meeting more often is advised.

### **1.2. Regular meetings with the CAO**

1.2.1. In order to communicate the status of a committee with the EUCSA board, it is the job of the CAO to set regular meetings with committees. How often these meetings take place depends on the committees' activities and their efforts. For very active committees or committees experiencing problems, it is advised to meet more often. Twice to three times a quad is recommended for these committees. If the committee is less active, updates can also be done via WhatsApp. However, it is recommended to at least meet once a quad.

### **1.3. Communication**

1.3.1. All official documents and proposals will pass through email as the main mode of formal communication. Other information can be passed through WhatsApp. Committees are advised to make a separate group chat with their committee members to discuss internal affairs.

### **1.4. End of the year report**

1.4.1. At the end of the academic year, all committees should write an end of the year report under the name of 'Transition Document' before the date set by the CAOs. This report is crucial for the smooth transition from one committee board to the next. The Committees' end of year evaluations must be compiled and presented via email to the EUCSA before the end of the academic year. If there are, at any point, general or specific questions about the end of the year report, they can be directed to the CAO in charge of that committee.

The end of the year report must contain the following elements:

A. Names of the board members.

- B. The approved budget proposals.
- C. The bookkeeping of expenses and compensations.
- D. Any leftover budget from the previous year.
- E. Details about the organised activities.
- F. An evaluation of the EUCSA Board's interaction with the committee.
- G. A list of external contacts, including all necessary contact information.
- H. All login details for social media accounts.
- I. Personal advice for the next committee board.

## 1.5. Activities

*A big part of the job of a committee is organizing activities. Committees should aim to organize as many events as possible throughout each quad to ensure maximum member engagement and regular attendance. However, some committees will focus on one or two large scale events during the year (for these committees, marketing and informational presentations leading up to these events are highly advised).*

- 1.5.1. Committees must notify their respective CAO about a planned event at the latest 10 days before the scheduled date, although preferably as soon as the event is planned. The committees are free in their choices regarding the specifics of activities, however they must be in accordance with the Committee Proposal (and the EUCSA Policy Manual). Ideas that call this into question must first be communicated with the CAO. CAO's will aim to attend the events/activities that are organized by their committees. This is not necessary nor obligatory, but mainly so that the CAO can see how the committees are doing.
  
- 1.5.2. Committees should inform their respective CAO as soon as possible about upcoming events, at least 10 days in advance. A maximum of two committee events per day may occur, excluding recurring ones (i.e weekly sports practices). Thus, communicating an event in advance ensures that committees can host it on their preferred date.

## 2. MARKETING

**2. 1 Uni-life App:** All events that the committee hosts must be advertised on Uni life. To advertise through the app, refer to the link the CAOs will give you and fill in the

form (Don't forget to add a small description and poster!). The form takes time to get approved by the app, so submit the form at least 7 days before the event.

- Other forms of marketing committees may use are social media platforms.

### 3. FINANCIAL PROCEDURE

#### 3.1. All transactions will be finalised by the Treasurer of the EUCSA Board

3.1.1. No committee will have its own bank account. Instead, all committees are allocated a budget for the period of time from Quad 2 of their academic year to Quad 1 of the following academic year by applying with a committee budget proposal as stated in section 9.1.2. of the Policy Manual:

*“9.1.2. At the beginning of every academic year each committee must apply for an annual budget in the form of a committee budget proposal. The budget proposal should account for the start of Quad 2 till the end of Quad 1 of the following academic year.”*

#### 3.2. Committee Budget

3.2.1. The chair and treasurer of the committee will draft a committee budget proposal and submit it to the Treasurer of the EUCSA Board before the date announced by the EUCSA board

The budget proposal must include, but not be limited to:

- A. Committee name
- B. Budget requested
- C. Written explanation of the breakdown of the budget with as much details as deemed necessary

3.2.2. The respective CAO will communicate feedback on the committee budget proposal from the EUCSA Treasurer to their respective committees. The committee budget proposal will be presented during the Budget General Assembly in addition to the overall budget proposal for the association.

3.2.3. The Committees cannot go over the allocated budget. Each committee has the freedom to manage that budget and use it for all activities and events that the committee will plan and host. The Committees take full responsibility of the budget by keeping track of all transactions made (tip: use a spreadsheet!), and the Treasurer of the

EUCSA Board will supervise. There are two ways in how to proceed with these transactions:

- A. Send the invoice to the Treasurer of the EUCSA Board with as much detail as possible (explaining how much it is and why this transaction was performed). This is important for end-of-year report and auditing team's annual review.
- B. If a transaction has already been paid for, a reimbursement form may be filled out to get a refund. The form must be submitted to the Treasurer of the EUCSA Board with the original receipt within 4 weeks of purchase. If this is not the case, no refund will be granted.

3.2.4. If the Committee dysfunctions in any way and fails to fulfil their role and responsibilities, the consequences stated in section 5.3.1. (a) and (c) of the Policy Manual will affect their budget:

*"5.3.1. In case of repeated failure of a committee to fulfil their responsibilities, the Board may ultimately take the following steps:*

- a. The Board has the right to freeze or decrease the budget of that committee.*
- c. In case a committee fails to adhere to their budget without providing a valid reason, the Board has the right to redistribute their budget upon approval at a General Assembly."*

3.2.5. If any damage is made that must be covered, the following procedure must be followed, as stated in section 5.2.8 of the Policy Manual:

*"5.2.8. All material damages caused by members acting as Committee representatives, i.e. not as private persons, are financially covered by the EUCSA, to the extent where the liability insurance applies. In case that this does not apply, material damages caused shall be covered by the budget of the particular Committee, unless the Board has strong grounds for deciding otherwise."*

### **3.3. Budget rearrangement**

3.3.1. The allocated committee budget may be rearranged depending on how active a committee is.

- A. If the committee needs more budget: A new proposal may be drafted with the extra amount requested for and a written

explanation of the breakdown of such amount. This proposal must be presented and approved in a GA

- B. If the committee needs less budget: The respective CAO, the Treasurer of the EUCSA Board, the Committee chair, and the committee treasurer will meet and discuss the change in budget.

## 4. EXTERNAL RELATIONS

4.1.1. Committees are required to keep the Networking and Acquisitions Board (hereafter N&A Board) informed of all possible interactions with external parties that could lead to a partnership. All partnerships are expected to align with the values expressed in the Policy Manual. For example, a speaker that showed their interest in staying connected with EUCSA, a venue that is open to hosting more events, or a company that might offer internships. This must be updated through the N&A Board external relations Google Forms, that the CAOs will provide to committees. This database should include as many details as possible of the following:

- A. Name of Contact
- B. Organization
- C. Contact's position in organization
- D. Organization's purpose and actions
- E. Phone number
- F. Email address
- G. Website
- H. Any additional information that may be useful

## 5. BEHAVIOURAL GUIDELINES

5.1.1. The Committee members must follow the behavioural guidelines as stated in Article 3 of the Policy Manual.

5.1.2. Additionally, when Committees do not behave as expected or do not fulfil their responsibilities, the respective CAO can request for a meeting. If the CAO thinks it is necessary, other EUCSA stakeholders may be asked to join the meeting as well (i.e the Student Life Officer or other EUCSA Board members). The purpose of this meeting is to check whether the committees are behaving according to their own budget/committee proposal and the EUCSA Policy Manual. In the case

of a conflict arising, a member of the committee will meet with the EUCSA Board and in collaboration a solution will be found.

5.1.3. If the Committee fails to fulfil their responsibility, the Board will take action as stated in section 5.3 of the Policy Manual:

*“5.3. Dysfunctions concerning Committees*

*5.3.1. In case of repeated failure of a committee to fulfil their responsibilities, the Board may ultimately take the following steps: The Board has the right to freeze or decrease the budget of that committee.*

*The Board can decide to dismiss the committee members.*

*In case a committee fails to adhere to their budget without providing a valid reason, the Board has the right to redistribute their budget upon approval at a General Assembly.”*

5.1.4. In case the conflict is not resolved, refer to the “Complaints” section of this Committee Handbook.

## **6. COMPLAINTS**

*There may come a time when a committee comes upon some difficulties externally or internally. This part of the committee handbook will discuss how to proceed in those situations.*

### **6.1. Committees**

6.1.1. The role of the committee members as described in the Policy Manual sections 5.2.2, 5.2.3, 5.2.4, 5.2.9 are as follow:

*“5.2.2. Each individual Committee member is required to fulfil their tasks responsibly. This includes, but is not limited to, attending Committee meetings and Committee events and supporting fellow Committee members, all to the extent that can be reasonably expected from them.*

*5.2.3. The Chairperson of a Committee is responsible for motivating the Committee members, presiding over meetings and working with the Treasurer on planning and executing a budget.*

*5.2.4. The Treasurer of a Committee is responsible for working with the Chairperson on planning and executing a budget.*

*5.2.9. During each General Assembly, a representative of each committee is required to attend. The representative should ideally be the*

*Chairperson, other Committee members may fill this position if necessary.'*

6.1.2. If there are any conflicts between committee members, these complaints should be discussed with the CAO and if further action is needed, a complaint must be filed to the EUCSA board through official communication (email to board@euksa.nl).

## **6.2. CAO**

6.2.1. The role of the CAO as described in the Policy Manual section 4.5.1 are as follows:

*"4.5.1. The Committee Affairs Officer facilitates the functioning and activities of Committees. The responsibilities of the Committee Affairs Officers are as follows:*

- A. Acting as the contact person between the Board and the Committees.*
- B. Maintaining communication with Committees.*
- C. Providing organisational support to the Committees.*
- D. Helping to resolve internal conflicts within Committees.*
- E. Monitoring the external contacts of a Committee."*

6.2.2. If there are any conflicts between committee members and the CAO, these complaints must be filed to the EUCSA board through official communication (email to board@euksa.nl).

6.2.3. Complaints concerning the CAO can be filed if:

- A. If the CAO does not adequately fulfil their role, the committee members may file an official complaint through official communication (email).
- B. If the complaint is not sufficiently dealt with to the satisfaction of the complaining member, they may file an official complaint to the Independent Body, who will act as a mediator to solve the issue.

6.2.4.

6.2.5. To solve such complaints, the procedure will follow sections 4.6.3 and 4.6.4 from the Policy Manual.



6.2.6. If there are any charges against the committee itself, a representative of the committee will meet with the EUCSA board to discuss the situation and look for possible solutions.

## **7. FORMS**

### **7.1. Policy Manual**

[https://49e10822-b1f6-4865-a6d4-dd6fca7e13e3.filesusr.com/ugd/852f2e\\_2dadcc37f0a54abb81016925daeee266.pdf](https://49e10822-b1f6-4865-a6d4-dd6fca7e13e3.filesusr.com/ugd/852f2e_2dadcc37f0a54abb81016925daeee266.pdf)

### **7.2. Reimbursement Forms**

[https://49e10822-b1f6-4865-a6d4-dd6fca7e13e3.filesusr.com/ugd/852f2e\\_2dadcc37f0a54abb81016925daeee266.pdf](https://49e10822-b1f6-4865-a6d4-dd6fca7e13e3.filesusr.com/ugd/852f2e_2dadcc37f0a54abb81016925daeee266.pdf)

### **7.3. Committee Proposal Form**

[https://49e10822-b1f6-4865-a6d4-dd6fca7e13e3.filesusr.com/ugd/b0f20e\\_5fcbdeca34064726acd553d0799f7d7a.pdf](https://49e10822-b1f6-4865-a6d4-dd6fca7e13e3.filesusr.com/ugd/b0f20e_5fcbdeca34064726acd553d0799f7d7a.pdf)

### **7.4. Committee Budget Proposal Template**

[https://49e10822-b1f6-4865-a6d4-dd6fca7e13e3.filesusr.com/ugd/b0f20e\\_ecf4bbb9d6cb4e3099028cfc62136044.pdf](https://49e10822-b1f6-4865-a6d4-dd6fca7e13e3.filesusr.com/ugd/b0f20e_ecf4bbb9d6cb4e3099028cfc62136044.pdf)