

A group of people, mostly women, are celebrating. They are holding up long, dark streamers and throwing yellow and orange confetti. The background shows a brick building with windows. The overall atmosphere is festive and joyful.

EUCA

COMMITTEE HANDBOOK



CONTENT

- 1- General
- 2- Financial Procedure
- 3- External Relations
- 4- Complaints
- 5- Forms

1- GENERAL

Regular meetings with their own committee

The committees are advised to have regular meetings with its members. Especially meetings with the committee boards are very important, since they need to communicate and inform each other as much as possible. They 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.

Regular meetings with the CAO

In order to communicate with the EUCSA board, it is the job of the CAO to set regular meetings with the committees. How often these meetings take place, depends on the committees' activities and efforts of the committee. For very active committees or committees having any problems, it is advised to meet more often. Meeting twice a month with such committees is recommended. If the committee is less active, you can also be updated via email. However, it is recommended to at least meet once a month.

Accessible

Email is the official communication 'tool', which will always be used by both the Committee board as the CAO. However, next to email, there are other ways of communicating, which can be helpful for the involved parties. Unofficial ways of communication are, for example, Facebook and 'Whatsapp' (text messaging). Planning meetings or updating each other on these platforms is acceptable, and often even preferred. However, official updates, especially ones that contain documents, such as budget proposals, are strongly recommended to do via (student) email.

Once every semester a meeting with the whole board and the committees

In order to keep transparency between committees and the whole board, it is recommended to, at least, meet with these people twice a year. For such event, a date will be communicated with the whole EUCSA board and all chairs and treasurers of the committees. In order to keep these meetings as efficient and pragmatically as possible, the chair and treasurer of the committees should be present (of course with exceptions), however, preferably more members of the committees are present at such meetings. These sessions are important for the transparency of the committees towards each other, but also towards the EUCSA board. They should enhance collaboration between different committees.

End of the year finance report

At the end of the year, all committees should write an 'end of the year report'. This report is mainly focused on financial aspects, however, e.g. self-evaluations and contact information are also included. The end of the year report has to contain the following elements:

- Names of the board members.
- The approved budget proposals.
- The bookkeeping of expenses and compensations.
- The organised activities.
- A self-evaluation of each member (containing strong and weak points).
- An evaluation of the EUCSA Board's interaction with the committee.
- A list of external contacts, including all necessary contact information.
- The Committees' end of year evaluations must be compiled and presented to the EUCSA before the end of the academic year.

If there are, in any time, general questions or specific questions about the end of the year report, they can be asked to the CAO related to the committee.

Activities

A big part of the job of the committees is organizing activities. It is most likely that the committees share their ideas and thus upcoming events with the CAO. The committees are free in their choices regarding these activities, however they must be 'in the same line' as the Committee Proposal (and the EUCSA Policy Manual). Other ideas first have to be communicated with the CAO. It is most likely that the CAO

tries to attend most, or some of the events/activities that are organized by 'his/her' committees. This is not necessary or obligatory, but mainly so that the CAO can see how the committees are doing.

Behavioural guidelines

Whenever committees do not 'behave' as suspected, or whatsoever do not keep their promises or goals in mind, the CAO can request for a meeting with the committee. If the CAO thinks it is necessary, he or she can ask others to join the meeting as well (think of the Student Life Officer, or other EUCSA Board members). The main aim of this meeting is to check whether the committees are behaving according to their own budget/committee proposal and the EUCSA Policy Manual. In other words; in the case of a conflict a representative/representatives (preferably chair and treasurer) of the committee will meet with the EUCSA board and in collaboration a solution will be found. It should always be the intention of the CAO and committee to find a solution for the problems.

However, if the committee members have any complaints towards the EUCSA board, the same procedure has to be followed. The committee representatives will meet with the CAO and other EUCSA board members to find out what the actual accusation is, and whether it is justly. Either 'accusing' Committee board or EUCSA board members of misconduct has to be done via the official communication platform (email).

2- FINANCIAL PROCEDURE

Every committee, to start this section of the handbook, will not have its own bank account. In effect, all financial transactions will be finalised by the Treasurer of EUCSA. Of course, you will have an assigned budget which you cannot go over, and you will have freedom in managing that budget and take full responsibility for it. You should, as committee, keep track of all transactions you make, and the treasurer of EUCSA will supervise. There are two ways in how to proceed with these transactions.

1. Send the invoice to the Treasurer of EUCSA with as much detail as you can, explaining how much it is, why you performed this transaction. The treasurer will not condemn the transaction, but it's just nice to know what he's paying for.
2. If you have already paid for a transaction, you can fill in a special form to get a refund. You can request this form with the treasurer of EUCSA. The form must be submitted to the treasurer of EUCSA with the original receipt. If this is not the case, you will get no refund.

These are the ways a committee may handle its financial transactions. It's rather simple, especially with internet banking. But most important thing is to keep all receipts and make a spreadsheet of all your transactions.



3- EXTERNAL RELATIONS

Committees are required to keep the External Relations Officer (ERO) of the EUCSA Board informed of all activities that involve the contacting of external organizations. To maintain efficiency of committee activities, they do not have to receive consent for all external contacts, but must keep the ERO informed. They may communicate this through the Committee Affairs Officer during the required regular meetings. Committees are also required to keep an updated database of all external contacts that they have contacted. This database should include as much as possible of the following:

- Name of Contact
- Organization
- Contact's position in organization
- Organization's purpose and actions
- Phone number
- Email address
- Website
- Any additional information that may be useful

This database must be provided to the ERO at least twice a year, at the end of each semester, as well as at any period as requested by the ERO, with at least 5 days' notice.

4- 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.

The person who is responsible for the communication between EUCSA board and a committee is the CAO. The two bodies (CAO and committee) must collaborate closely, however if a conflict between the two parties emerges, an official complaint by the committee must be filed to the EUCSA board. Complaints about the internal issues of a committee should either be discussed with the CAO or filed to the EUCSA board. If there are any charges against the committee itself a representative of a committee will meet with the EUCSA board to discuss the situation and look for possible solutions.