

[Society Name]

[Society LOGO]

Board Book

[Fall/Spring Year]

Last edited by the [society name] Board [semester]

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# Introduction

Dear <Board>,

Here, you should write a brief introduction about what you think the goals of the committee should be. This could be anything from “improving students’ worldwide knowledge on political affairs” to “convincing UCR students to lead more eco-friendly lives and to explain that being a conscious consumer does not have to be expensive”. The more you outline the pillars of the society here, the easier it will be for future boards to build upon your vision.

Lastly, don’t forget that you are practically speaking to your fellow students, so don’t be afraid to keep it a little bit informal, wish them luck, or emphasise that you have complete faith in them being capable of carrying on the tradition and vision! An example can be found below.

 *The Sustainability Committee has aimed to improve environmental standards for students and faculty alike. We further aimed to encourage the people of UCR to lead more eco-friendly lives and to explain that being a conscious consumer does not have to cost as much as people think it does. We hope that you will continue this mission and improve the environmental standards at UCR to the best of your abilities. It is no easy task but we are confident that you will be able to do it.*

<Society Board> of Fall/Spring <Year>

<Name1> - <Position1>

<Name2> - <Position2>

<Name3> - <Position3>

# History

Although not necessary for a board’s functioning, knowing about your predecessors can be nice whenever you want to ask a question or otherwise need some sort of shoulder to cry on. If you do not have enough information to make a table of previous boards, RASA has a committee master file to help with that.

|  |  |
| --- | --- |
| Founding Board<Fall/Spring Year> | <Name1 (Position1)>, <Name2 (Position2)>, <Name3 (Position3)> |
| <Fall/Spring Year> | <Name1 (Position1)>, <Name2 (Position2)>, <Name3 (Position3)> |
| <Fall/Spring Year> | <Name1 (Position1)>, <Name2 (Position2)>, <Name3 (Position3)> |
| <Fall/Spring Year> | <Name1 (Position1)>, <Name2 (Position2)>, <Name3 (Position3)> |
| <Fall/Spring Year> | <Name1 (Position1)>, <Name2 (Position2)>, <Name3 (Position3)> |
| <Fall/Spring Year> | <Name1 (Position1)>, <Name2 (Position2)>, <Name3 (Position3)> |

# Task Description

In this paragraph, include what is expected of each boardperson in their respective position. Start off with an introduction paragraph like this one that states that everyone, however, is part of the board and should not be afraid to contribute to things not listed in their specific tasks. Here, you could also provide information on how you functioned last year (e.g. “each board member took responsibility for the organisation of one or two events”).

Emphasise the dynamic character of these positions, as each board member has different qualities and therefore should be taking on different tasks. The position-specific tasks listed below are in no way set in stone either, so feel free to edit them as you please.

## Chair

1. The chair is the primary spokesperson of the society towards the RASA community and RASA board.
2. Sets the agenda and leads the meetings.
3. Bears final responsibility for the society. This includes ensuring the proper functioning and continuity of the society.

## Secretary

1. Has the primary responsibility of recording the proceedings of meetings. This includes taking minutes, create to-do lists for the other members and keeping the society folder up to date.
2. Keeps track of the active members list.
3. Organises the e-mail inbox.
4. Bears the final responsibility of the promotion of the events; RASA website, posters, Facebook (this is not a necessity and can be handled however the board wishes)

## Treasurer

1. Keeps track of the society’s finances – make sure you know where the money goes.
2. Makes the budget proposals to hand over to the RASA Board in the beginning of each semester.

Handles the reimbursements.

# Activities

In this section, include a chronological overview of the events you organised. To make things easier on your successors, any obstacles should be mentioned; this could range from “organising this event on a Thursday night in midterm week resulted in a low attendance rate” to “since collaboration with multiple other societies was required, communication took a lot of time and the event had to be postponed”.

Now, we can not expect of you to have a videographic memory of all the events of past year. But any information that can be included will be of tremendous help for your successors, your successors’ successors, and so on.

## Event1

**When: Where:** **No. Attendees:**

Here, outline the preparation work done. Give your successors a deadline for when to start thinking and working about different aspects of the event. Events that require external parties may, for example, require you to contact the respective person or organisation a month or two in advance. Then, reserving a classroom can be done much later once contact has been established.

Here, tell your successors how the event itself played out. This could be anything from “the guest lecturer held their talk and the attendees thought it was very interesting and asked a lot of questions (or not)” to “we had planned for this to happen outside but due to rain we had to change locations, luckily we could use Bachtensteene (or whatever) for this though”.

Lastly, here you should define some obstacles you ran into during the organisation of the event. Specifically mentioning them makes it easier for your successors to already think about certain problems that may arise. Some examples are found below

1. The external party had a change in mail service provider, which was a pain to figure out. For future years, do not use ####@mail1.com, but rather use ####@thisoneiscorrect.nl.
2. It rained and although luckily Bachtensteene was available to move to, we advise you to organise a plan B in case of bad weather.

## Event2

**When: Where:** **No. Attendees:**

Pretty much the same here! If you feel like it might be easier to explain events if they are bundled into one section, go for it (e.g. CultureWeek, SportsWeek, whatsoever). If you don’t, go for it! It might also be nice to include ideas that stuck around in the past.

## Suggestions

Sometimes, the organisation of an event doesn’t go exactly your way and the event eventually has to be canceled. Although you of course hope this doesn’t happen, the idea can still be transferred to the next board by including it here.

# Don’t Lose Sight of the Mission

If your committee has a mission statement, this would be the place to include it. If not, then simply carry on with the second and third paragraphs of this section.

Rather than organising as many events as possible in as short a time as possible, remind your successors of your goals as a society here. As the RASA Board, we also much prefer committee board members not to be overworked, and their events to stay both of good quality and fun. Organising events should not become a chore at any cost.

This of course does not mean that a society should shy away from organising extra events or otherwise expanding/branching out! The committee is your playground, do with it what you believe is right. Sometimes a small but structural improvement to Middelburg student life (e.g. compost bins, magazine subscriptions, or sports gear) can leave a big impact!

# Difficulties and Tips

*Instead of writing specific instructions, I have pasted SusCo’s piece from their handbook. This section highlights obstacles or ideas along the way that are not necessary related to events, but more so apply to board life in general!*

 Continued cooperation and communication within your board is vital to the proper functioning of your society. Naturally, it is important to have weekly meetings and stick to deadlines that you set as a board, as this ensures the continuity and momentum of your activities. Making a planner of the semester in the last weeks of the break and deciding on a fixed time for weekly meetings can give you a head start. If one member is temporarily unable to fulfil all his/her duties, the rest of the board should be informed so they can adapt. Make around three (realistic) main goals that you want to focus on for the semester, this will allow for a structure to what you are doing and a feeling of accomplishment when you achieve them! Lastly, it is of the utmost importance that as a member, everyone shows enthusiasm and commitment to their part and team: more will be achieved and UCR will become an ever-greener campus!

 PR is key at UCR. It is rare that a large number of people show up to an event but it is Susco’s priority to bring environmental issues and opportunities as close to the students as possible. Never underestimate the power of a good poster. If none of the members are good at designing posters or Facebook posts, look up how to do it! Some of the PR posters etc. can take hours if you want it to be eye-catching. Amir (our current CAO) is working on having TV’s in Elliott to put advertising. He is also very enthusiastic about creating promotional videos for the water bottles, keep him in mind.

 Along with PR, timing is everything. Make sure to plan events in a week where nothing will ‘out-shine’ it. We had this issue with Green Week. We recommend that you talk to RASA about making it an official week that is solely dedicated to environmental sustainability. If granted, it would also give you a lot of freedom to be creative.

 Don’t be afraid of branching out, you don’t have to restrict yourself to just the UCR students and community. It is through communication with the faculty that we were able to have water bottles sold. By attending a sustainability conference we were able to enter into contact with a professor from the HZ who is aiming to make their campus greener.

# Storage, passwords and other important business

Depending on whether or not you trust this information to be stored in a digital document which may be found by other people, this would be the section for things like login credentials to e-mail, instructions on how to reserve a classroom (if deemed necessary), et ceterae.