



Book for Ruling And Managing committees

WSBV Sylvatica committee handbook



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The purpose of this book

It's not always clear for a committee and its members what their tasks are, what resources they have available to help them with said tasks, and who to contact for questions. Running a committee might seem simple at first, but in reality it can be a daunting task. Things like making an annual planning, drawing up a budget, and keeping a ledger. This book was made to make all these tasks easier for committees and their members. In Dutch, this book was called the hand**Boek Over Belangrijke zaken**, or B.O.B. for short. In keeping with this naming convention the translated version of this book is called the **Book for Ruling And Managing Committees**, or B.R.A.M for short.

In this book every aspect of running a committee that has caused uncertainty in the past will be covered. This information is publicly available to all members of WSBV Sylvania. The handbook will be (digitally) distributed among the committees. Furthermore, the handbook will be available on the Sylvania website: <https://www.wsbv-sylvatica.nl/>.

If you read this book and can't find anything on a topic you have questions about, contact the current commissioner of committees. This can be done by sending an email to wsbv.sylvatica@wur.nl (or by texting them if you have their phone number, or straight up speaking to them in person).

Committees

Setting up new or climax committees

WSBV has a few committees which are known as “climax committees”. A climax committee is created at some point, works up to a certain event (like a ball or a parent’s day) and is then dissolved. A climax committee is often created in cycles (1 year, or 5 years for a lustrum). It’s the commissioner of committees task to start up these committees when the time comes. If you are a member of a (new) climax committee and you’re unsure of how everything should be done, don’t worry! Every climax committee keeps a script of how they’ve done things in the past. The most important things to know can be found there. Most of these can be found on the google account associated with the committee, but if you can’t find it there you should contact the commissioner of committees.

If you want to start a whole new committee, it might be handy to read the B.R.A.M. first. This book holds lots of useful information, especially for new committees. The first thing you should do when you want to start a new committee is to contact the commissioner of committees with your plan. They will help you find members, and guide you through the process of getting the committee up and running.

Roles within a committee

Running a committee can quickly turn into chaos. Giving people certain functions can help create order within a committee. Some of these functions are even mandatory to be filled for a lot of committees. These are as follows: chairperson, secretary, treasures, and promo person. The former three functions cannot be shared by the same person, but the latter one can be shared with one of the former ones.

Chair

The chair is the person people contact when they have question for the committee, and the chair leads the meetings that the committee holds. The chair is responsible for making the meetings run smoothly, making sure that everyone in the committee can voice their opinion, and having an agenda each meeting. Furthermore the chair has to make sure that everyone does what they’re supposed to within the committee. There is a WhatsApp group specifically for all the chairs of the committees of Sylvatica. In this group important information for all committees is shared. It is the chair’s task to share this information with the committee.

Treasurer

Every committee that has a budget should also have a treasurer. The treasurer oversees the spending of the committee. This task includes creating an annual budget, keeping track of spending (receipts!), and communicating all the information to the treasurer of WSBV Sylvatica.

(More info on budgets and money can be found on page 8)

Promo person

When a committee organizes an activity, the word has to be spread to the members. The promo person has the job to send promo that the committee has made in the “promo group”. This is a WhatsApp group in which promo is shared, which the commissioner of external affairs shares with the members. It is *not* the promo person’s job to share the promo with the

members themselves. It might also be helpful to have the promo person make the promo poster and write the promo text, but another member of the committee can also do this. The promo person should also contact the commissioner of internal affairs with a date for each activity, so that it can be added to the Sylvatica Calendar.

(For more info on the promo itself see pages 10-13)

Secretary

The secretary is responsible for most of the administrative work within a committee. One of the most important administrative tasks is taking minutes. The secretary takes minutes every meeting, which are then sent to the members of the committee and to the commissioner of internal affairs. Another important task is keeping the member list for the committee, and checking the committee's mail. *(For more info on committee administration see page 6)*

Although not required, it is strongly recommended to have a minimum of four members in your committee. That way, tasks can be distributed evenly, and no one has to do too much work.

You can also always add additional roles within a committee like a mascot, morale promoter, etc.

Commissioner of internal affairs

The commissioner of internal affairs, or ComCom for short, is a member of the Sylvatica board and does all stuff related to committees. If you have a question about a committee or a question from a committee, you can always ask the ComCom. The ComCom is also responsible for keeping all the committees running properly. When a committee has a problem the ComCom is required to help out. Setting up the climax committees is the ComCom's responsibility too.

Administration

How do I make an annual plan?

First of all, what is an annual plan? An annual plan is overview of all the activities a committee is planning on doing during a cash year, which runs from november to november. The annual plan contains a basic idea for each activity, as well as the date for the activity. Important to note is that the cash year is not the same as the school year. The cash year begins and ends shortly after the school year starts.

Making an overview of all the activities for a whole year might seem like a hard task, but fortunately the overview only works as a loose basis. Not every activity on the annual plan will have to be organized on the date you originally set, or even at all really. And if you have an original idea for an activity that isn't on the annual plan, you are still free to organize it. The annual plan is mostly for the ComCom and the committee to have a general idea of what is going to happen within a cash year. That doesn't mean that the annual plan is unimportant however. The annual plan is also the basis for the yearly budget that a committee gets (for more. To summarize: it's important that care is put into the annual planning, but the activities on it are not set in stone.

(More info on budgets and money can be found on page 8)

There are no strict rules on what an annual plan should look like, as long as it contains the activities for the whole cash year (including after summer break!), and the weeks in which these activities will take place. Most of the time the annual plan is made in the form of a table, as seen below.

Activity	Date
Guest Lecture 1 (Tropical Forestry)	7 th and 14 th April
Guest Lecture 2 (?)	19 th or 26 th of May
Master Drinks	End of P6
Movie Night	12 th of May

Keeping a committee member list

All committees should keep a member list, and this list should be available whenever the ComCom might need it. This is important for two main reasons. The first is that the ComCom has to keep the committee member document up to date for all of Sylvatica. The second reason is that all committees and their members are added to a page on the Hinkelnymf, Sylvatica's magazine.

Communication, to whom and how?

The ComCom is the general contact person for committees. If there are any questions for the board or questions about committee related affairs, you can always ask the ComCom. The easiest way to do this is by simply sending them a text message. If you do not have their phone number you can send an email to wsvb.sylvatica@wur.nl. For questions to or about other committees you can also ask the ComCom, although sometimes it might just be easier to contact the members of said committee directly. Down below are the email addresses for each committee of WSBV Sylvatica.

Committee	Email address
Advizii	advizii.sylvatica@gmail.com
Akcii	akcii.sylvatica@gmail.com
Dot.com	dotcom.sylvatica@gmail.com
Education commission	education.sylvatica@wur.nl
Hinkelnymf	hinkelnymf.wsbv@gmail.com
IFSOW	ifsow.sylvatica@gmail.com
Jachtcommissie	jachtcommissie.sylvatica@gmail.com
Kascontrolecommissie	-
Opcie	Opcie.students@wur.nl
Paparazzi	paparazzi.sylvatica@gmail.com
Sponcie	sponsoring.sylvatica@wur.nl
The Mastercommissie	themascommission.sylvatica@gmail.com
De Wandelende tak	wt.sylvatica@gmail.com
Almanakcie	-
Bosbouwweekendcie	-
Eerstejaarscommissie	ejc.sylvatica@gmail.com
Lustrumcie	-
Ouderdagcie	ouderdag.sylvatica@wur.nl

Lastly, the Sylvatica calendar also functions as a form of (indirect) communication. The calendar shows which dates are taken/free, and which activities other committees are organizing. It is recommended to reserve dates for activities early, as this prevents discord about dates or activities. More info on how the calendar works can be found on page 13.

Finances

Drawing up an annual budget

Each committee has to draw up a budget for each year. This budget functions sort of like a request. The amount of money that a committee gets might not be the same as that they requested. There are a few things you can take into account that will make drawing up a budget easier. First up, how much money did your committee receive last year? This number can function as a basis of the annual budget. If you're planning on organizing more or bigger activities this year, you can request more money, vice versa for less or smaller activities.

Activiteit	Periode	Datum	Kosten Sylvatica(€)	Kosten del	Kosten CA	Echte kost	Opmerkin	Uitleg	Begeleiders/sprekers (aantal)
Heggenvlechten	3 tot 4	Meerdere	0	onbekend, waarschijnlijk 0					
Vogels ringen	4	Maart/Apr	50	0 tot 2,50				Kadootje ringers	
Vleermuisexcursie		5 Mei	20	0				Kadootje excursieleider	
Bodemexcursie	3 of 4	Januari/Fe	15	0				Kadootje excursieleider	
Wantsenexcursie	5 of 6	Mei/Juni	15	0				Kadootje excursieleider	
Burlexcursie	1	Begin sept	100	0 tot 2,50					
Spontane excursies		Verspreid	100	0				De WT wil komend jaar meer focussen op spontane excusies	
Paddentrekexcursie	4		25	0				Kadootje excursieleider/vrijwilligers	
Nieuwe natuursymposium			0	onbekend, niet gratis				Korting voor deelnemers	
Bezoek aan natuurlis			50	onbekend, niet gratis				Korting voor deelnemers	
Avond met Koen Arts			120						
Soortenjaar Gelderse Poort			35						
Wolvenexcursie			25						
Weekend met Koen Arts			100	5 tot 20				Overige kosten zijn voor deelnemers	
Omgevingswetavond			20			19.9			
Totaal			675						

The annual plan can function as a basis for your annual budget. After all, the amount of money is based on the activities your committee organizes. An activity may cost more or less than what you've planned. If something unexpectedly costs a lot more than what you had planned, asking for contribution from participants can help with possible budget problems.

Contribution money can be transferred directly into Sylvatica's bank account. Make sure to ask participants to add their name and what they're paying for in the transfer description. That way Sylvatica's treasurer can add the money back to your committee budget.

Invoicing expenses

When a committee member has made expenses for an activity, these can be invoiced by said committee member. In order to do this, the member who made the expenses must send a picture of the receipt along with the name of the committee, the name of the person who paid for the expense and their bank account number. The receipt along with all the info can be sent to Sylvatica's treasurer, either by WhatsApp or mail.

Drinks

At some activities drinks are sold. The committee has the choice whether they're giving away beer during the activity, or whether they're selling it. During the latter, at least one person should be responsible for both buying and selling drinks. One of the ways to do this would be to make a QR-code with a payment request. This way money will be transferred directly into the seller's bank account. After the activity, the drink-seller can transfer all their earnings to Sylvatica's bank account, and send an invoice to the treasurer for the cost of the drinks. Another way to handle selling drinks is with a list. Let everyone write down their

names on a piece of paper, and make them add "1" after their name each time they grab a drink. This gives an overview of who bought what, and who still needs to pay. With a list you can ask members to pay everything at once at the end of an activity. Drinks that didn't get sold during the activity can be bought by the board. These leftover drinks that the board buys will not be taking of the committee budget.

Promotion

How does making and spreading promotion work?

Promotion might be the second most important aspect of an activity, after organizing the activity itself. You can reach members who might be interested in your activity through promotion, so it's important that promotion is done well. Luckily, there are multiple ways to spread the word of your activities. This chapter will give an overview of the most important ways of spreading promotion.

Spoken word

One of the most effective ways to spread the word about an activity is through direct communication. When directly speaking to people, you can make sure that the message you're trying to bring is clear. Furthermore, any questions they might have can be answered right away. By speaking to members directly, you can also get a feel for how people feel about the activity your committee is organizing. But probably the most important aspect of spoken word promotion is that it does the work for you. If you tell someone to join your activity they might tell their friends, and they might tell their friends and so on and so on. The biggest downside to this method is that it's quite a lot of work to actively seek out people and tell them about your activity.

The newsletter

The contact via mail for Sylvatica is managed by the secretary. The secretary sends a newsletter every two weeks. The secretary always checks the agenda to see what activities are coming up, and adds those to the newsletter in a small overview. If you want a more elaborate spot in the newsletter, you can send promo with text and pictures to the Secretary. This must be done *before* the Saturday before the newsletter is sent.

The promotion in the newsletter must contain the following things:

- Description of the activity
- Date
- Time
- Location
- Person to contact in case of questions

Optional:

- Contribution/price
- Allergens etc.
- Required items for the activity
- Google forms/ WhatsApp link/ QR code
- Limited number of spots
- Travel or public transport information
- Parking spots
- Pictures*

Do keep in mind that things sent in the newsletter cannot be changed. If you send something to the secretary it will end up in the newsletter, so make sure that the promotion is complete.

**Images for the newsletter must be sent in a PNG or JPEG image file, not a PDF!!!*

WhatsApp

WhatsApp is the method that is most commonly used to spread promotion for activities. WhatsApp is an easy way to reach a lot of people. The promotion for WhatsApp is first made by the committee, and then sent to the commissioner of external affairs, via the Chef Promotion WhatsApp group.

Chef promotion appgroup

To keep all of the WhatsApp promotion streamlined a WhatsApp group was made. This group is the Chef Promotion group. One person per committee is allowed in the group, and this person forms the connection between the com. of internal affairs and the committee. In the Chef Promotion group the promo of all committees is shared. This has the added benefit that you can see what other committees are up to, and what their promotion material looks like.

It's important that your WhatsApp promotion contains all the necessary information. If this is not the case, the com. of internal affairs might just decline sharing your promotion. The commissioner of internal affairs will tell you what needs to change before they can share the promotion.

- Description of the activity
- Date
- Time
- Location
- Person to contact in case of questions

Optional:

- Contribution/price
- Allergens etc.
- Required items for the activity
- Google forms/ WhatsApp link/ QR code
- Limited number of spots
- Travel or public transport information
- Parking spots
- Pictures*

**Adding pictures is strongly recommended, as it makes the promotion really stand out in a WhatsApp group. Pictures can also function as an overview of all the points mentioned above*

Ideally, promotion for WhatsApp is sent to the com. of external affairs at least two weeks before the activity. This prevents promotion from being sent out too late, or multiple promotions from having to be sent out on the same day.

Reminders

A committee has the option to send a reminder message on WhatsApp, sometime after they've sent the original promotion message. This can be done when there aren't enough people signing up for an activity. The reminder message is preferably a one-off, so group chats don't get spammed with messages. Too many promotion messages can turn people off from reading anything related to Sylvatica. Asking for a reminder message will not guarantee you get one. If it's already busy with promotion the com. of external affairs might decline your request. The com. external will inform you whether your reminder will be sent or not. leden er een gewoonte van kunnen maken verdere berichten van de vereniging te negeren.

Social media

Social media platforms are mostly used as a supplement to the WhatsApp and newsletter messages.

Instagram

Sylvatica's Instagram account is managed by one person. Most of the time this is the commissioner of external affairs. Promotion meant for Instagram can be sent directly to the person managing the account, or to the com. external. Posts on the instagram are mostly used to show photos taken at previous activities, while stories are mostly used to promote upcoming activities. Most of the time an instagram story contains a poster, and a link that leads to more information or a form to sign up.

Facebook

Sylvatica's Facebook page isn't used anymore. (Who has facebook nowadays anyway?)

MyWurToday app

Coming soon...

How does making and sharing posters work?

Posters are a great way to spread information on a committee. Posters can be made to spread info on an upcoming activity, or as a way to show off a committee and its members. How you design and create a poster is up to the committee themselves. Posters can be made in programs like Canva, or maybe even PowerPoint. If you're feeling really creative, you can even draw or paint something!

If you've created a poster you need to print it. You can do this yourself, but that costs money. Sylvatica owns a print card that prints for free on all university printers. If you want to use it to print something for free, swing by the Sylvatica hok during a lunch break. During lunch breaks at least one board member is present to help with things such as printing. Just send the poster to wsbv.sylvatica@wur.nl, and we'll beam it over to the printer so you can print it out.

Now that you've got a poster, you still need to hang it up somewhere. There are two main locations for Sylvatica posters on the campus. Sylvatica has its own poster board on the first floor of Forum, directly next to the escalators. Secondly, there's the hok itself. In the hok there's a giant poster board, but you can also hang your posters on the door, windows or walls.

Promotie for recruiting members, when and where?

Recruiting new members for a committee can happen throughout the whole year. In the past we've experienced that simply asking people whether they'd like to join a committee is the simplest and easiest option. Simply telling people about the things you do and that you're still looking for members is a great way to get new people. Doing this during activities works especially well.

A poster that shows off a committee and its members can work really well too. Just make sure there's contact info (like an email address) on there.

Twice a year the ComCom organizes activities especially for member recruitment. These activities are called **Committee Markets**. These markets are held during lunch break, and are fun get-togethers where every committee can present themselves to interested people. Each committee gets a spot in the room with a table and a poster board. Committees are expected to bring their own stuff that represents what they do. This can be anything, ranging from photos, to snacks, to drinks. The Prakci brings fresh produce for example, and the Wandelende Tak brings field guides for plants and animals.

Each committee also has a form on which people can write their name and email address if they're interested in the committee. The committee markets are not only good for getting new members, but they're also a great place to show all of Sylvatica what you do!

Sylvatica's activity calendar

The activity calendar is a handy tool for committees to plan their activities. On the calendar you can see what each committee has planned and when. The calendar is visible for all members of Sylvatica on the website. If you want to add an activity to the calendar, send the title of the activity, the date (and time) to the ComCom. This can be done via WhatsApp, or via mail.

ALV, FinALV and BRV

Sylvatica has three different general assemblies: the ALV (algemene ledenvergadering or general member assembly), the FinALV (financiële algemene ledenvergadering or financial general member assembly), and the BRV (bestuursraadsvergadering or board counsel assembly). For all of these general assemblies at least one member per committee has to be present. If no members are present without consulting the board first, the budget for said committee will be cut.

ALV and FinALV

The ALV and FinALV are assemblies that are organized for all of Sylvatica. At the ALV and FinALV the general direction of Sylvatica is discussed. This includes changes in the by laws and statutes. Furthermore, new committee members are inaugurated, and old committee members are relieved. Old committee members can get a certificate for their hard work during an ALV. These certificates must be requested beforehand.

During the FinALV the finances for the upcoming year are discussed. The FinALV is the moment to voice any comments you might have on the budgets.

BRV

The BRV is only for committee members, unlike the ALV and FinALV. The BRV is mainly to check up on the committees, and to announce important changes in committee business. During the BRV the committees can also voice their concerns on certain topics, or discuss things with other committees.