



General transfer document
for internal coördinators for student organisations of Hanze UAS
Groningen

Author:
SSA
Version 1

Groningen January, 2024

1. Internal coordinators

1.1 Job description

The internal coordinator deals with the internal affairs of a student organisation. This will mainly relate to the work carried out by the committees within the organisation. The internal coordinator is, as it were, the bridge between the management of the organisations and its committees. The main tasks are as follows:

- Guide the committees in their policies and in their execution of tasks;
- Ensuring that the committees are filled;
- Keeping the board informed about the work of the committees;
- Caring about the welfare of the active members;
- Being point of contact for active members;
- Ensuring cooperation between committees.

Every organisation naturally has its own way of guiding and organising committees. Even within an organisation, this varies from committee to committee. One committee will be able to work very well independently and you won't have to worry about it, other committees will have a much harder time and need much more support. This is something you need to assess properly as an intern. When a committee has more freedom, it can be more creative. So it can be a good idea to let committees write their own policy plan. This contains what the committee wants to organise and how they want to achieve this. It is important that you check this policy plan carefully and also keep it alongside your board's annual planning so that no duplicate activities are planned. You can also choose to run a committee on the basis of a pre-written guideline. This will state exactly what is expected of a committee and when they need to get certain things done. Make sure you not only have an eye for what a committee needs to do, but also for the people who sit on a committee. If they have problems within the committee, they should be able to go to you. You function as a confidant of your (active) members, so to speak.

To keep a good overview of committees, one of the easiest ways is to attend as much committee meetings as you can. That way you have a good overview of what is happening in a committee. As internal coordinator, you are also responsible for ensuring that the committees work well together. To promote this cooperation, you could choose to have committees meet together or organise a regular meeting with all committee chairs. This could possibly also be used to evaluate how things are going. To perform all these tasks well, the following qualities are important:

- Communication skills;
- Leadership;
- Responsibility;
- Proactive;
- Flexible;
- Social;
- Keeping an overview;
- Disciplined;
- Empathy;

1.2 Committees

Committees help the board organise activities. A committee is formed by members of the association who enjoy doing something alongside their studies and thus want to develop themselves. Often, committee members are recruited at the beginning of the academic year. However, this is quite difficult for most association. It can be useful to draw up a recruitment plan for recruiting committee members. To determine which student is or is not suitable for a particular committee, it is wise to hold job interviews or introductory interviews. A job interview can be somewhat daunting and is sometimes seen as too formal. Therefore, an introductory interview can be chosen. This makes the possible committee membership a bit more light-hearted, but the interview has the same approach. The internal coordinator may choose to assign a student to a committee, or by asking the student's preference.

Within a committee, it is useful to have different functions, so that the division of tasks is clear and everyone knows what he or she is responsible for. A committee often includes a chairman, a secretary and a treasurer. It varies per committee how many committee members are needed, usually there are three to eight members in a committee. It also depends on the number of solicitations for that specific committee. The other positions can be appointed according to the type of committee. It can be useful to draw up a committee contract with the committee members, so that it is on paper what the tasks are within the committee and what happens if a committee member does not keep to the agreements. However, this can come across as quite strict and may deter students from participating in anything. 'Cooperation agreement' is another, less daunting, name for such a document.

It is important as an internal coordinator to regularly and sincerely thank active members for their commitment to the association. This often takes the form of an active member activity or weekend, organised by the board. This also gives the active members a chance to get to know each other and the board (better). This is important for committee members' motivation and can contribute to their consideration of possibly stepping up to the board next year. Some associations hand out certificates to their active members at the end of the year. Such a certificate has particular value if, for example, the team leader of the training course signs it.

1.3 Tips

Here are some more tips you can use as an internal coordinator.

- Read all minutes of committee meetings so you know what is going on;
- Make sure your committees keep you informed about what they are going to organise;
- Make sure the committees know what is expected of them; Attend committee meetings regularly;
- Make sure that the committees are somewhat aware of each other so that they know what's going on with each other, this can be stimulated through organising activities together. It also helps with a bit of bonding between the committees.
- Ensure that active members are rewarded for their commitment to the association;
- Keep your board informed of what is going on within the committees;
- Contact internal coordinators should one of your committees run into problems. See how another association handles this;
- Make sure active members can come to you if they have problems;