



Guide to creating a Committee agreement

What is a committee agreement?

- Committee agreements are different each year. They should contain information on how the team will work together that isn't included in the by law or your committee duties document.
- Agreements should have input from all committee members and be agreed by all in a meeting.
- Committee agreements should be revisited every time a new person joins your team so it can be adjusted to suit them if needed and to help them understand how the team works.
- They should also be changed if you find something in there is not working or needs to be added.

What can you include?

- Roles and duties:
 - Who is covering the duties of vacant positions
 - Which execs take over roles and duties in the absence of others. Some examples to make sure you're covered:
 - If the Chair isn't there, who chairs the meeting
 - If the Secretary isn't there, who takes minutes
 - If the Treasurer isn't there, who gets an update of the Development fund balance
 - If the Council Reps can't attend Council, who goes in their place
 - If everyone will share the team duties and responsibilities throughout the year or if specific roles will take those on. Examples for you to think about:
 - Checking the UBU shared mailbox
 - Updates the UBU webpage
 - Oversees social media accounts
 - Checking the Fund and New Group forms
- Committee meetings:
 - What day, times and where you will have regular meetings. They will need to be every week, fortnightly at a push
 - Meetings during term time should be done in person, as most communication comes from tone of voice and body language
 - Book a room out if you want it, or use the Committee Corner
 - How long you will have meetings for. Meetings that last over 2 hours are required to have a 30 minute break.
 - How much notice committee members have to give if they can't attend a meeting or have an agenda item
 - How many meetings an member can miss without sending apologies before action is taken
 - How your agenda, minutes and actions will be done. The secretary oversees this but it needs to be done in a way that suits your exec team.
- How to work with each other outside of meetings
 - What times your group chat is active, for example you can agree to not send messages between 10pm and 8am
 - What decisions and topics of conversation are suitable for a group chat and which should go to a meeting
 - You can include a statement surrounding meeting behaviour and respect to each other if you wish
 - How much input you expect from each other that demonstrates commitment to the role
 - How you will deal with internal team conflicts and member conflicts. Finding resolutions should be led by the Chair and Sabbatical Officer, but you can all agree a process to be followed

How do you make it?

- Go through the above points in a meeting and any others you think of and write up your agreements on a Word document. Save it to the Shared OneDrive folder
- There is no standard template for how it is laid out, so make it in the way it will work for you.