



# Guide to creating an exec agreement

## What is an exec agreement?

- Exec agreements are different for each student led group. They should contain information on how the exec team will work together that isn't included in your governing documents.
- Exec agreements should have input from all executives and be agreed by all executives. Having this as an agenda point in one of your first exec meetings is the best way to start the year.
- Exec agreements should be revisited every time a new exec 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 has merged roles and duties
  - Who is covering the duties of vacant positions
  - Which execs take over roles and duties in the absence of others
    - E.g. if the President isn't there, who chairs the meeting
    - E.g. if the secretary isn't there, who takes minutes
  - If everyone will share the team duties and responsibilities throughout the year or if specific roles will take those on
    - E.g. Checking the UBU mailbox, updates the UBU webpage and oversees social media accounts
    - E.g. Attending Assembly meetings
    - E.g. Systems to ensure there's an exec present at every regular session or event
- Exec meetings:
  - What day and times and where you will have regular exec meetings
  - Exec meetings during term time should be done in person, as most communication comes from tone of voice and body language
  - Exec meetings can be done online over summer and when the majority of people can't attend in person
  - How long you will have exec meetings for. Meetings that last over 2 hours are required to have a 30 minute break.
  - How much notice execs have to give if they can't attend a meeting or have an agenda item
  - How many meetings an exec 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 an exec 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 exec team conflicts and member conflicts. Finding resolutions should be led by the President, but you can all agree a process to be followed

**How do you make it?**

- Go through the above points in an exec meeting and any others you think of and write up your agreements on a Word document so it can be emailed round.
- There is no standard template for how it is laid out, so make it in the way it will work for you.

**Where does it go?**

- You upload it with your Governing Document to your UBU club/group OneDrive folder so everyone can see it

**Why make one?**

- It's the best practice for an effective and functioning exec team
- Everyone is on the same page of who is doing what, and what is expected of them. It helps reduce conflict and misunderstanding and makes working as a team easier.
- The Governing Document doesn't cover everything
- It's worth points in the Quality Mark