

Knitting Society Executive Agreement

- Created on
- To be reviewed when any executive raises it as an agenda item in a meeting or when a new exec joins the team

Section 1: Roles and duties

- 1) Chair is covering the duties of the social media Executive as this role is currently vacant
- 2) The same person was elected as Secretary and Equipment Executive and has agreed to merge the roles. They will be responsible for both positions and duties as the Secretary and Equipment Executive for unless they wish to resign some of these duties in the future
- 3) This means we have 6 positions, currently covered by 4 executives.
 - a) Chair and interim social media executive
 - b) Secretary and Equipment Officer
 - c) Treasurer
 - d) Deputy Chair
- 4) The Deputy Chair takes over the role of Chair for meetings (as stated in the governing document). They will also take over the role of Secretary in their absence. In the Absence of both the Chair and Secretary, the Deputy Chair will chair and the Treasurer will act as Secretary
- 5) Assembly attendance will be shared by all execs and we'll agree who's going to attend when the notice of the meeting is sent out by the Committee
- 6) The Secretary and Chair will check the mailbox and then flag and pin any emails that require action. If another exec should reply to any communication, it'll be raised in the group chat

Section 2: Exec meetings

- 1) For summer, we will hold exec meetings every two weeks on Mondays at 2pm using Skype. We will ask for everyone to use video, and to mute their mic when they aren't speaking
 - a) We will review this when everyone has their timetables for teaching
- 2) Quorum of meetings: 3 execs need to attend (excluding the chair) need to attend. This number may change if more execs join
- 3) All agenda items needs to be submitted in the Whatsapp chat at least an hour before the meeting starts so the Secretary can make the agenda and provide it to the meeting chair
- 4) If anyone cannot make the Skype meeting, they need to send apologies in the group chat at least an hour before the meeting
- 5) Meetings will last 1 hour, and will be extended by another hour if needed and the majority of the execs in attendance agree
- 6) If any exec misses 3 meetings in a row without sending apologies, they will be asked to leave the executive position. If they don't resign, a complaint will be submitted to the Committee to have them removed by Assembly
- 7) Each meeting will start by looking at the actions from last week
- 8) Decisions will be made democratically with votes by raising hands in meetings. Secret ballots can be used for sensitive decisions.
- 9) Actions will be shared across the exec team. The position with duties nearest to the tasks that needs to be done should volunteer to do it, but workload should also be shared equally among the team so other execs can volunteer to do any of the tasks.
- 10) The minutes and actions will done on Word Docs and be uploaded by the Secretary on the same day of the meeting to the OneDrive folder

- 11) We will make minutes available to our members using our webpage. We will decide in the meetings if there is any closed business that needs to be kept back before publishing to our members
- 12) All executive meetings are safe spaces and all execs are welcome to attend and to share their ideas

Section 3: Working together

- 1) We are all here to support each other. We understand we can ask the rest of our exec team for support
- 2) We understand we are all volunteers and have other commitments in life, so will be supportive of each other and flexible
- 3) If we're unable to complete any of our actions in time, we will let the Chair know so another exec can help out
 - a) However if an exec doesn't do any of their actions for 3 weeks, the Chair will step in and see what the issue is. If needed, we'll follow point 4 in section 1
- 4) We won't post in our Whatsapp group between 10am and 8am
- 5) Decisions on spending money or organising events, or anything that requires multiple exec members to be involved, should be made in exec meetings and not our group chat
- 6) We agree to leave all our personal issues outside of the society
- 7) We agree to not talk to members about issues within our society to protect our society image and keep things confidential
- 8) Complaints will be handled with confidentiality and with anonymity. The identity of anyone making a complaint will be kept secret by the Chair
- 9) Active listening is important, we will allow everyone to finish speaking and to not interrupt
- 10) We'll give positive feedback and give constructive criticism.
- 11) All decisions will be made democratically and include all executive members.