

# Board meeting 13th of March 2018

## Annexure #3



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## Agenda for Board Meeting the 13<sup>th</sup> of March 2018

<u>1. Formalities</u>	<u>16:00 – 16:10</u>
<ul style="list-style-type: none"><li>• Election of conductors</li><li>• Election of minute taker</li><li>• Approval of minutes from the last board meeting</li><li>• Approval of the agenda</li></ul>	
<u>2. Orientations (O)</u>	<u>16:10 – 16:15</u>
<u>3. Evaluation of the Board Seminar (D)</u>	<u>16:15 – 16:45</u>
By Signe	
<u>4. Approval of committee ‘action plans’ (DE)</u>	<u>16:45 – 17:30</u>
By Conductors	
<u>Break &amp; Coffee</u>	<u>17:30 – 17:45</u>
<u>5. Discussion and setting down of a campaign group (DE/D)</u>	<u>17:45 – 18:15</u>
By Mathilde & Johan	
<u>6. Roskilde Festival (O/D)</u>	<u>18:15 – 18:25</u>
By Signe	
<u>7. Election of University Election-group</u>	<u>18:25 – 18:35</u>
By Johan & Rasmus	
<u>Break &amp; Coffee</u>	<u>18:35 – 18:50</u>
<u>8. Discussion &amp; Revision of Volunteer strategy (DE/D)</u>	<u>18:50 – 19:50</u>
By Conductors	
<u>9. Upcoming Work Tasks</u>	<u>19:50 – 19:55</u>
By Signe	
<u>10. Any other Business</u>	<u>19:55 – 20:00</u>
<u>Dinner &amp; possibility for a beer</u>	<u>20:00 – ??:??</u>

# Minutes from the board meeting of the Student Council

Date: 14th of February 2018

## **Members of the board present:**

Johan Hedegaard Jørgensen (FM), Signe Tolstrup Mathiasen (FM), Louise Mattesen Provstgaard (FM), Marcus Turunen (UB), Pia Maagaard Hansen (AR), Micky Winther Ronnenberg (AR), Anne-Sophie Schröder (AR), Amanda Costa Bizarro (AR), Katrine Damberg (AR), Mathilde Elisa Vendelholt, Sofie Holmbjerg, Signe Bøtzau Paulsen, Annika Roe, Yavuz Inekci, Julie Lund Jensen, Rasmus Duus Daugaard, Sisse Marie Sjøgren Nielsen, Peter Dusan Nicic Sørensen, Morten Jensen (alternate), Erik Slot Malmqvist (alternate), Nicolai Otto (alternate), Mennan Şerefoğlu (alternate)  
22 people

FM: Formandsskab / the Chairmanship

FU: Forretningsudvalg / Executive Committee

AR: Akademisk Råd / Academic Council

UB: Universitetsbestyrelsen / The University Board

## **Absent with abolition:**

Phillip Crilles Bacher (UB), Erik Lørup (AR), Lea Holritzer Pehrson

## **Absent without abolition:**

## **Observers:**

### **Point 1: Formalities**

**Election of conductor:** Marcus Turunen and Pia Maagaard

**Election of minute taker:** Signe Tolstrup Mathiasen

**Approval of the agenda:** Approved with a new point 6 about #MeToo after the point about the EC.

**Approval of last BM minutes:** Approved with the note, that it need to be corrected who were and were not present, and that we do not write moodrounds in the minutes.

### **Point 2: Orientations (O)**

Brief translation of the EC orientation. The EC have had a matching of expectations, division of working tasks, and planning of the reception. Has also talked about the missing member of the EC.

New orientation from Marcus. He withdraws from the EC. So now we need two more members.

Johan has been at a meeting with the rectorate and Julie Hoff from Frit Forum about

sexual harassment on campus, they discussed “study environment assessments” (studiemiljøvurderinger) and the inclusion of abuse and harassment in the new “study environment assessment” which will be made this spring. The rectorate has also send out a an email to all staff and students about guidelines on bullying and sexual harassment on campus.

Addition/clarification: a lot of the debate in the media about #MeToo at the universities nationwide was started by a letter written by 48 female students from different universities, including RUC, in which they tell about their experiences of sexual harassment, and it’s something DSF is working with.

### **Point 3: Discussion & Approval of first budget 2018 (DE)**

B/ Louise

Louise present the budget.

We get money from RUC after the election according to the poll.

Because we won the election we got 169.000 kr. more this year than last year.

The money is divided into political, operational, education and social subsidies from RUC. We have moved money from education to social, because it is easier to fund money for educational activities than social activities (like parties).

Green is political money, red is operational, orange is social, blue is educational.

We have made some upgrades, because we need to put the extra money from RUC somewhere - which is great. The extra money has been divided almost everywhere. But a large amount, 60.000 kr., has been put for a new website, last year it was only 5.000 kr.

During the year we will adjust the budget.

Comments:

Remember that we can always as a board ask to make a revision of the budget. Proposal to add more money to STUNE. It’s clarified that there has been moved money from

STUNE to the social posts, because it's easier to fund for educational activities.

Question about why LPU get's 40.000, that seems like a lot. The answer is, that it's because it covers our membership fee to DSF.

The extra 10.000 for revision is from the "unbound money" (frie midler).

Question: if there is money in the budget to hire someone do to more of the operational work in the organization? (drift)? We will discuss this later, when Louise has had a closer look at the budget.

Question: where can we see, what the money is used for? E.g. What is UNIPOL spending their money on? The answer is that UNIPOL spend their money on food during their meetings. And it is further clarified that all committees make their own budgets for how they will spend their money, and these budgets are also going to be approved by the board.

Last year we didn't spend all of our educational money. They have been used to book some speakers in advance for some events we can host this year. But the money is on last year's budget.

Question: Why have RBC been giving more money, what are they using them for? It's part of a "restart" of RBC.

It is clarified that if we don't use the money we are given by RUC, we have to pay the money back. So all the committees need to be really creative and spend all their money. Otherwise RUC might think that we don't need so much money.

Louise will add the new committees and add money to them. Until then PR can use money from "Kommunikation" and "Hjemmeside".

Proposal to move 3.000 kr. from "lederuddannelse" to STUNE.

Question if we can use some political money on STUNE? Louise will look into this. If this can be done, the proposal too take the money from "lederuddannelse" will be

withdrawn and instead two other proposals will be suggested:

- Proposal to move 3.000 from “Kommunikation” to STUNE.
- Proposal to move 5.000 from the “Eventpulje” to STUNE.

Suggestion to make a new post saying “STUNE political” where we can add political money.

can apply to get. Last year the money was mainly used for the subject council’s election campaigns.

Louise show the refund formular you have to fill out if you buy things for the Student Council. The form is outside the big office. Remember to add the receipt on the back. Don’t lose the receipt, maybe take a picture of it.

Final proposal to move 5.000 from the “Eventpulje” to “STUNE Political”  
15 for, 0 against, 1 blank.

#### **Point 4: Election of Committee Responsibles & Committee work (W)**

B/ Signe

We work in the different committees. Each committee should start working on action plans that can be enacted at our board-seminar from the 23th to 25th of February.

UNIPOL does not meet up right now, but will work with the other committees, since they will discuss their action plan at their next meeting, wednesday the 21st of February.

Follow up on workshop.

Committees and members:

LPU: **Mathilde**, Pia, Sofie

RUS-udvalg: **Mennan** Peter, Morten, Erik Slot, Sofie, Amanda, Julie, Nicolai

Short talk about the role of the committee

STUNE: Signe B., Katrine, Rasmus, Anne-Sophie

Sharing of experiences, social network. Physical and virtual environment for sharing UNIPOL updates send out to Study-Boards. Planned meetings as well as events. meets next monday at 13:00

UNIPOL: Pia, Katrine, Marcus, Amanda, Micky, Anne-Sophie, Erik Lørup, Micky, Louise, Johan, Signe T

A lot of opportunities for working with the issues of international students. Creating awareness, cooperation with other universities / DSF. Perhaps developing leaflets with a guide to the regulations that

RBC: **Sofie**, Rasmus, Morten Erik Slot, Pia

RBC have a meeting next week. It will work with the status of the committee.

Fagligt Event Udvalg (FEU): Julie, Mennan, Mathilde, Yavuz

Talked about specific events they wanted to do, considered making a theme out of the events for the autumn / fall semesters. Focus on making events that are relevant for students academic pursuits e.g. Philosophy of science

PR-Committee: **Sisse**, Rasmus, Sofie, Morten, Johan

Worked with branding, making the Student Council more accessible.

OU: **Marcus**, Signe, Yavuz, Pia, Katrine,

Working towards implementing the five-year plan, starting the processes and working with implementing and discussing bigger organizational issues. Looking to revising the statutes with these changes.

### **Point 5: Discussion on the Executive Committee (D/DE)**

B/ Johan

Marcus is withdrawing from the Executive Committee, therefore we now need to elect two new members.

The EC handles the day-to-day work in the Student Council between board meetings. This means a lot of the “background” work, the daily “running” of the organization. EC members also help the other committees with their work. It’s important to have a full EC, so there is a democratic balance between the chairmanship and the board. The workload is also too much, for less than a full committee. The workload is between 20 hours a week, sometimes more. This is why the EC-members get a honorary for their work. It’s also great fun to be a member of the EC and the EC often facilitate bigger projects in the Student Council.

Candidates for the EC from the board:

Peter, Mathilde and Erik consider it.

Peter has some experience from doing student political work at the high school level. Mathilde has been considering it before, and is now quitting her job, so she would like to join, however she is planning to go to Greenland to do an internship, but she can do the work until august. Erik finds it interesting, but is concerned about the workload, since he is also a lakey and writing his bachelor project this semester.

Brief discussion about what to do, if Mathilde moves to Greenland in August.

It’s concluded that it’s not really a problem, but rather a solution to the immediate problem we have right now with the missing EC-members. We as a board must consider the situation again in August. Until then, if someone from the board is interested they are always welcome to join the meetings, and get more of a sense of the work.

Election of EC-members:

Candidates: Mathilde and Peter

Elected: Mathilde and Peter



## **Point 6: #MeeToo (D)**

B/ Johan

As mentioned earlier in the orientations, Johan has been at a meeting today with the rectorate and Julie Hoff, the chairman of Frit Forum.

Debate our stand on the whole #MeeToo movement and the stories about sexual harassment and discrimination at the universities.

RUC will open up the “study environment assessments” (studiemiljøvurdering) which is made every 3rd year, and will be made this year, to add specific questions about sexual harassment and gender discrimination. It’s not clear if RUC will allocate extra economic resources to this work. It is also not clear if there already is a system for where to go, if you experience sexual harassment and gender discrimination.

Maybe we, as a student council, should make a kind of campaign in order to make people aware of this problem. We should also look at ourselves and our own organization, specifically tutoring. Suggestion to make a “hotline”, where people can bring their stories. Signe B. is working at RUC Paper and knows that the editor is

looking for stories from RUC, maybe we can make some kind of collaboration between RUC Paper and us about finding and bringing these stories.

There is the formal part, with the rectorate, the information on the RUC website etc.

Then there is the “informal”/social part, where we have a role of making the study environment inclusive for everyone. This both concerns tutoring, RUC Bar, but also a lot of other aspects of everyday life at the university.

Johan will send Hanne Leth a follow up mail, and is also going to a follow up meeting in roughly two weeks. We need to discuss what Johan should bring to this meeting.

At the meeting today Hanne stressed the difference between sexual abuse and the more “cultural” problems like gendered comments etc. We also need to be aware of this distinction and the negative connotations/critique regarding the #MeeToo movement.

For the next meeting with Hanne, Johan should try to bring stories collected from students. And we need to make sure that the rus-chairmanship and lakeys are aware of the issues.

Besides the meeting with Hanne, we have got an email with an invitation to RUC’s “ligestillingsudvalg” (equality committee). We have asked how formal this committee is and how big the workload is, and is awaiting a reply. So far, Louise and Rasmus are interested in joining and they will try to find out if more people can join.

We also need to be aware of the Facebook-group called “Gender Critical Forum”. They have been involved in the thing with the letter from the 48 female students and are also doing some events at RUC. If we decide to make some kind of campaign it would make sense to invite them to join. And in general we should talk to DSF about what they are doing, to see if we can support this work locally at RUC.

We need to be aware of the psychological effects it can have for people to talk about their experiences (triggering). Promote the possibility to talk with the psychologist and/or the university priest. And at the same time be aware that this doesn’t turn into a “witch hunt”.

In the Hum.Bach. Study Board they have been debating the possibility of making written exams anonymous. We should discuss our position on this.

We should pressure RUC to do surveys to estimate the problem, because we don’t have

the resources to do this, it's not our responsibility, but RUC's responsibility, and we also don't have the competences to carry out this work. It seems like Hanne and the rest of the rectorate actually wants to do something, if only to avoid a shitstorm. It's then our job to make sure that the work is not only "for show", but actually makes a difference. We should pressure RUC into doing most of the work and putting money into it.

Suggestion to set up a meeting between us, the psychologist and the priest to figure out how we can work together to spread the awareness of how they can help. They are very progressive.

Proposal to make a workgroup with the task to assist Johan in preparing for the next meeting with the rectorate and debate the whole issue about sexual harassment and gender discrimination in more detail.

In the letter from the rectorate to all students it says that students can contact us as a student organization if they experience sexual harassment and/or gender discrimination. We need to make a concrete proposal for what to do, if we get contacted by students. This should be debated in the workgroup. The short term procedure, if someone should call us tomorrow, is that we tell them that it is an option to contact the psychologist and the priest, but we still need to figure out what they need from us, and how we can help them, since we are the ones they contacted. We can help them "managing" the administration, e.g. get in contact with their representatives in their Study Boards. It's very important that we keep the board informed about the continuation of this work, the work of the working group and Johan's coming meetings with the rectorate. But keep in mind that we should not talk about the personal issues of the students who might contact us.

Agreement to make a short term working group:

Johan, Annika, Sofie, Sisse

### **Point 7: Board Seminar at 'Søminen' (D)**

B/ Johan

We are going on a board seminar from the 23rd to 25th of February at Sømimestationen, near Holbæk. The Student Council covers everything and the EC will give out more information about debatetimes etc.

Debate about “what is a good weekend seminar?”

Important to have time to do concrete work. Time for a longer political debate.

Presentation about how to do organizational work. Suggestion to have different presentations/workshops to choose between. Have time for a walk in the nice forest.

Include time to read/prepare for the lectures. Have time to do actual work in all the committees you are part of. Board games and “hygge” in the evening, not heavy drinking.

Self-evaluation, how do we interact internally in the organization, include new members etc. The social part is very important, get to know each other. Visual presentation about how SR relate to DSF, the different organs at RUC etc. Important with many breaks, especially between “heavy points”. Try to work with the same theme in different committees as a way of combining the social part and the work part.

Presentations or workshops about different skills, e.g. how to make campaigns, leading volunteers, coordinating long term events. Suggestion to not drink too many beers

Friday evening, but then have more of a party Saturday evening. Make a movie about the weekend, during the weekend, for PR-purposes. If anyone has a special skill they want to show, let someone from the EC know.

### **Point 8: Calendar game! (DE)**

B/ Signe

We set the dates for the rest of the Board meetings from now on until the summer holiday. All the meetings will be held at RUC from 16-20, except the last meeting before the holiday, which will be from about 12-20 and end with some nice food and drinks (mark the whole day).

The meetings will be held:

Tuesday the 13th of March

Thursday the 5th of April

Wednesday the 25th of April

Saturday the 2nd of June

It's also decided who will be conductors, referee and make food for each meeting.

Signe put a document with this information in the board folder on drive.

**Point 9: A.O.B**

Mathilde is going to Brussel with DSF to visit our sister organisations in Belgium, and has been asked to do a presentation about how to do campaigns. She would like help with this. Johan will help.

Annika would like it if we could have our next reception in English.

It would be nice with more written orientations.

And it would be nice with more background information for the points on the agenda.

Last year we had a competition regarding Instagram. We take turns to take over the Instagram account and then there is a prize for the ones who get the most likes on their pictures. Pia will tell more about this later on.

Suggestion to have a course for how to plan your time.

Everyone help clean up all the decorations before we have dinner.

Thank you all for showing up to day!

# Appendix #1

## Orientation from the chairmanship

### **Meeting with the Library director**

Johan has had a meeting with the library director, Christian, about continuing the study-environment award from 2017. We've set down a working group to work on handing over the reward, having a panel etc. Peter will be in charge of the process from here on.

### **Hiring of Roskilde Coordinators**

We have hired two more coordinators for our volunteer effort at Roskilde Festival. Kevin Vase Krogh and Oliver Jøhnk Boel. Together with our main coordinator, Nadja Hyldgaard Andersen, they will be in charge of recruiting volunteers and planning and coordinating our volunteer work at the caravan area of Roskilde Festival.

### **Meeting with the rectorate**

The 23rd of February the whole chairmanship had a meeting with the rectorate (only Hanne Leth and Peter Kjær). The point was mainly to introduce ourselves and debate a few of our political key issues. The meeting went very well. We talked mostly about the study environment and the possibility to get an ombudsman, which we agreed to discuss in more detail at a coming meeting, where Peter Lauritzen could also attend. We also agreed to set down an agenda group for UDDU (the educational committee under the academic council), which means we will get more influence on what comes on these agendas. Katrine will handle the UDDU-agenda meetings until summer.

### **Meeting about #MeToo**

Johan has been to a second meeting about #MeToo together with Julie from Frit Forum and the rectorate. At this meeting it was agreed to expand the coming study environment assessment to include specific questions about sexual harassment and it will also be discussed at a study leader meeting. Besides that, they agree to do anything more progressive. Our next step is therefore that Johan and Julie will send an email in which they tell Hanne that they will not participate in more meetings, unless the rectorate starts to take our concerns and suggestions more seriously.

### **Introseminar**

Saturday the 3rd of March the whole chairmanship participated in the introseminar of tutoring. The event was primarily run by the rus-chairmanship and lackey and it went very well. We held a short presentation of the Student Council and our role in tutoring, but otherwise we just helped as activists in the kitchen and bar.

### **Negotiations with RUC Bar in relation to tutoring**

RUC Bar has agreed to participate in tutoring and help with handling the bar-related activities and training on a volunteer basis. This means that they sell their products to the tutoring at their own purchase cost, as long as the tutoring covers eventual damages to their equipment.

**Trade Union negotiations**

The 8th of March Johan and Louise will negotiate our annual study-start cooperation agreement with the trade union Magistrene. It is expected to be fairly straightforward. A similar meeting has been planned with another of the unions, Djøf, to be around the 10th or 11th of April.

## Appendix #2

# Orientation from UNIPOL

Since the last board meeting UNIPOL has worked on mapping out both our connections to

the student representatives in the studyboards and our work throughout the upcoming year in both AR og UB. Furthermore we have tried to plan how we will work with our parols throughout the year in creating the working plan. We have made a visual presentation of our common network to the student representatives at RUC, which we can use as a tool to know what is going on in the different organs of RUC.

On the upcoming UNIPOL meeting on the 7th of March we will put the last touches on the

working plan and work with Student Ombud, which we have gotten on AR's agenda in march, therefor we will also have this as a theme throughout march month.

At the UDDU meeting on 5th of March we had a presentation on RUC's new communication strategy, which will focus on quality and setting RUC as equal to quality on an national and local plan using the algorithm  $RUC = QUALITY$ .

It was commented at even though this plays out well in regards to the "Akkreditering" that

RUC will be going through the year, the work with quality is first and foremost in the interest of making a better RUC. To this it was also commented that the student representatives in the studyboards at times less constructive in their criticism and more just criticizing in general. And even though it is in the interest of us as the students representatives to be constructive in our criticism and work towards better quality at the University together with both the VIP and TAP, this certainly shouldn't be afraid to be critical.

On another note it was also mentioned at UDDU that there will be held a seminar about bachelor educations, which we as students have not been invited to, this is of cause very unfortunate, because we as students are the everyday life experts on the area of our own education. We have it in mind to mention, that we very much would have liked to be a part of this discussion.



## Appendix #3

### **Orientering fra LPU**

Landforum have been on a study trip to Bruxelles - the 4.-7. of March. The trip has mostly been about getting to understand our international context - so it's been a lot of meetings with different unions at different levels. We've both met with local and national student organisations, with our European umbrella organisation ESU and with Morten Messerschmidt and Morten Løkkegaard to talk about education in the European Parliament. We've talked a lot about campaigns and how these are structured in Belgium - and the plan is to take this home and continue that discussion when we get home.

## Appendix #4

# What has happened in EC since the last board meeting?

### WEEK 7

#### Boardmeeting

The last board meeting took place in this week.

#### Fundraising workshop

Rasmus, Peter and Pia went to a workshop on how to fundraise, in which they learned about writing applications for funds and crowdfunding. The idea of this was to gain some tools for future projects we might need to fundraise, we talked about fundraising for the student handbook and STUNE events.

### WEEK 8

#### Board Seminar

We spend most of the week preparing for the board seminar, planning the program, making presentations and more.

#### Landsforum Weekend (DSF)

Mathilde and Pia went to DSFs board weekend and spent friday together with members from the other universities, planning the work in DSF for the coming year.

### WEEK 9

#### Coordinators for Roskilde Festival

We have now found three coordinators for Roskilde Festival. Signe held the last job interview with Oliver who's gonna be coordinating the work for Roskilde Festival together with Nadia and Kevin.

#### Newspaper subscription

In EC we are looking into buying a subscription to relevant newspapers for the office.

#### Introseminar for tutoring

Johan, Signe and Louise worked as aktivist on the intro seminar and helped along throughout the whole day. Pia and Mathilde also attended the seminar. Overall it was a good seminar, with a lot of focus expectations towards tutoring and the role as a tutor and experience from the past tutoring.

### WEEK 10

#### DSF trip to Bruxelles

Mathilde went to Brussels with the board of DSF and learned about student politics internationally.

#### Subject Councils office

EC have cleaned up the Subject Councils office, and took out all the SR things, that has

been kept there, so that it is ready to use for the coming year.

**Study environment price**

Peter has a meeting on thursday the 8th with Christian from RUC library about the Study Environment Price, which SR and the RUC library are giving out together again this year.

**EC-weekend**

From the 9th to the 11th the EC are going on a weekend together to Mathildes summerhouse, where they will be working on the annual wheel and have different workshops to share knowledge and skills internally in EC.

**Note:**

We are still in the Metoo working group and we have tried to push the rektorat towards making a specific procedure for who you go to with metoo cases.

## Appendix #5

# 2018 action plan for committee: RUC'ers by choice

Overall goals for 2018:

- Rebrand RBC
- To connect RBC with SR
- More volunteers to RBC

### 1. The committee's general work

- We want to make a strategy for rebranding RBC, some concrete initiatives.
- We want to make sure, that people know that when they are a part of RBC they are as much a part of SR as any other volunteers, and the other way around.
- We want to include the volunteers from RBC in the work of SR and the other way around.
- We want to break down the barrier between SR and RBC.
- We want to make RBC the place to be, with that said we want to make being a part of RBC beneficial for the volunteers as much as for the organisation.
- We don't want to change the name, but use the potential of the name to connect RBC to SR.
- We want to make social events targeting the student interest

### 2. Developing of the committee/special focus in 2018

The main special focus is the rebranding strategy and a campaign to attract focus to RBC.

RBC need to be run more structured and professional.

### 3. Inclusion of RUC-students (how?)

We need to show the students that our events are functioning and in that way make people want to participate.

We want to outsource the bartending, and get an already functioning barteam to help us

### 4. Need to do

(Events, courses, workshops, meetings which you must organize during the year to fulfill your goals for the committee)

- Bartender training
- We need to make the bartenders test their bartender skills before one of the big parties
- Two semesterstart parties
- "Kapsejlads"
- Summerparty

## 5. Nice to do

(Events you would like to organize, if there is time and resources to do it, so that everything becomes extra nice.)

We have chosen not to make a nice to do plan, because we want to focus on the need to do to make sure that functions optimally.

In case of ekstra funds, use them to buy stuff like bar-elements or fadølsanlæg.

## Concrete activities 2018

Annual cycle of work:

Here you can write in which months you expect to have committee meetings and all the other activities you plan in your committee. If you can add dates for the different activities it's really cool, but it's not a requirement.

### MONTH ACTIVITIES

February

March

April

May Sommerfest (slut Maj, start Juni)

June

July

August

September Semesterstartsfest

October

November

December

January

## Budget 2018

Event or category: Budget: Account:

Sommerfest 25.000

Semesterstartsfest 25.000

In total:

Remember that it's the person responsible for the committee who is also responsible for

keeping an ongoing account of the different entries and making sure that the budgeted sum is

being used. By the end of the year a final account and a report from the committee must be

made, to follow up on the action plan and budget. Some advice on how to manage your committee's economy:

- Always give people a budget framework, when they pay for something in relation to an

event

- Make sure that all expense notes (udlægssedler) goes through you. Then you avoid that

the Student Council refund expenses you haven't noted in your account.

- Make regular checks with the economic vicechair that your account is consistent with the actual account.

- If events go under budget, you transfer the residual amount of money to a coming event.

- Contact the economic vicechair if you can see that the committee is not going to spend

all its money.

## 2018 action plan for PR working group

### Overall goals for 2018

- We want people to feel free to join without knowing a member
- Make SR more understandable to students
- Be more visible

### 1. The committee's general work

- Work on a new politic for our internal communication
  - Abbreviations
  - Boardmeeting -> SR meeting with the board
- Main goals
  - We wants all kind of students to be active

### 2. How to do

- Campaign
  - Split SR into 3 categories
    - Social activities
    - Akademic
    - Political
- Guidelines for presentation of SR.
  - Sofies dad could maybe do a presentation for the board about being visible
  - Badge on when you are representing SR



- Look at RUS-presentation
- Also try to focus on those who wants to do work for us to get new competencies
- Give out more diplomas to people doing volunteering work
  - Make job postings for volunteer activities
    - Projekt positions
  - Go to lectures within the area we need volunteers
- Be better at communicating the things we have achieved
  - TIme-line - maybe like a Christmas calender on facebook
  - Video about us
- Dissemination
  - Show that there is room for diversity
    - We represent all students
  - Video could show our diversity
    - Also active people who are not member of the board
- Coffee-pop-up
  - Posters with who-to-contact when having any complains or other things
    - Maybe get it funded by ISE
- Instagram activity
  - Insta-takeover by all kinds of students

### 3. Need to do

- Putting the general assembly on our election flyers
- Campaign
- 

### 4. Nice to do

- Simplify the website
- Fun happenings
- Running

dinner Activities

2018



Month	What will happen	Economic
March	Late March - plan a coffee-pop-up	100kr
April	Find volunteers to help with video Do the coffee-pop-up	Enough money for coffee?? 1000kr
May	Look at the RUS PW-presentation	100kr
June	SR-vacay-post Sofies dad presentation about visibility ? - maybe at our last meeting Campaign brainstorm	300kr
July	VACAAAAAY	
August	Insta-takeover - tutors	200kr
September	Campaign, video	500kr
October	Posters "who to contact with complaints" - Contact Heidi - website - Q&A on website	1500kr
November	Find SoMe types to do a FB christmas calendar Running dinner	1000kr
December	Christmas Calender FB	300kr
	contest?	
IALT		5000kr



## Appendix #6



### HumRådet at RUC March orientation

HumRådet's long term vision for students studying Humanities here at RUC is to create a shared identity of belonging. In order to do this, we are working on a series of different initiatives throughout the spring semester:

1. Project Visibility: The Board of Study has acknowledged the need for more transparency in regards to who is elected to the study board and how to contact them. The frontpage of intra will be updated with contact information to vice-chairman Frederik Roland Andersen. Furthermore, HumRådet has produced a poster with contact information and a picture of the elected members of the HumBach SN. These will be framed and hung in all the basic houses. In addition to that we will work towards being more active on social media in order to raise awareness to work of HumRådet and the Board of Studies at humanities.
2. Rebranding of BARistoteles: BARistoteles will now be a joint party committee across the basic houses.
3. HumLounge Kick-Off Party (18.00-02.00) and HumLounge "Loungering" (16.00-16:30). Date: 16/03. The Student Council is of course invited.
4. Lecturer's Lunch: 21/03 & 13/04. The first one will be on the topic of sexual attraction between friends.
5. HumRådet now has its own website: <https://humraadet.wordpress.com>
6. HumRådet has acquired a new office in 44.1-15 and will therefore move out of Fagrådskontoret in the student house in order to be closer to HumBach.

Link to the minutes of HumRådet's March Board Meeting:

[https://docs.google.com/document/d/1QXr16FZjoUqvl6S0\\_fx\\_eW6j6IFNaadsgW6uRHJVjDM/edit?usp=sharing](https://docs.google.com/document/d/1QXr16FZjoUqvl6S0_fx_eW6j6IFNaadsgW6uRHJVjDM/edit?usp=sharing)

## Appendix #7

# Working plan for Student Representatives Network 2018

We understand the Student Representatives Network (henceforth abbreviated: stud. rep.) as a committee of the Student Council Board that consists of student representatives at RUC.

### Overreaching goals for 2018:

- We should establish closer contact with the Study Boards.
- All student representatives should know what stud. rep. is and what we can use it for.
- We aim to strengthen the relation between representatives in different Study Boards at RUC in order to create a stronger network and to use each others experiences in our daily work.
- We will work to help the student representatives become better at handling the tasks they are elected to do.
- We want to further the cooperation between the Study Boards and the Student Council, e.g. through UNIPOL, the election group, the subject councils etc.

### 1. Generally about the work of the committee

Stud. rep. is a network of student representatives organized under the Student Council Board. Student representatives are students who are democratically elected to represent their fellow co-students in Study Boards, the Academic Council, the University Board and the faculty-councils. This also includes the alternates. The network will act as a connection between the Student Council (primarily our representatives in AR, UB and our board) and those of our co-students who are elected to various Study Boards, faculty councils etc.

The Study Boards are important because the decisions regarding our education closest to our fellow students are taken there. This includes merit, dispensations, exam types, and the curriculum of the subjects. It is therefore in the students (and hence the Student Councils) best interest to make sure that the students who are elected into the Study Boards are prepared in the best way possible to handle this important task.

It is the purpose of stud. rep. to make sure this happens to the best of our ability through exchange of knowledge relevant for all representatives.

### 2. Including RUC Students

This committee is mainly for student representatives in the Study Boards and other colloquial organs. It is the task of stud. rep. to ensure that we have the best tools available to ensure representation and inclusion of our fellow students.

### 3. Need to do

- Organize events for representatives approximately 3 times per semester.



- Develop skills for Study Board representatives.
- Create a guidebook for new representatives. We already have one, but would like to work on making a better one.

#### 4. Nice to do

- Be more present during the election process in order to make candidates for the study boards aware of Student Representatives Network at an early stage.
- Reorganize stud. rep. more efficiently to ensure a smooth yearly handover of a well-running committee.

#### 5. Yearly circle

<b>MONTH</b>	<b>ACTIVITIES</b>
<i>February</i>	We sent out a welcome-mail to all representatives. SR Board seminar – we made the working plan.
<i>March</i>	1st meeting: 9/3
<i>April</i>	2nd meeting in late April
<i>May</i>	(Intensive - no activities)
<i>June</i>	3rd meeting and summer 'party'
<i>July</i>	(Holiday - no activities)
<i>August</i>	Info meeting for students interested in being a Study Board representative
<i>September</i>	4th meeting (new semester) Info-meeting
<i>October</i>	5th meeting: Normal meeting and prepare for election - event.
<i>November</i>	Mail: Welcome to the new representatives.
<i>December</i>	6th event: Welcome to new representatives
<i>January</i>	Handover from old to new team



## 6. Budget 2018

<b>Arrangement or category:</b>	<b>Budget:</b>	<b>Accounts:</b>
Nonpolitical event	3000	STUNE-day
Political events	5000	Eventpuljen
Meeting supplies (snacks, food, etc.)	3000	STUNE
<b>Total:</b>	<b>11000</b>	

## Appendix #8

### 2018 action plan: Academic Event Committee (EU/AEC)

#### Overall goals for 2018

- Establishing and defining the role of the committee and hand over to the next board
- Visibility in academic contexts
- Creating events and courses as upskilling: in extracurricular academic and other study related themes

#### About the work in the committee in general

- First job for this committee is to define our role - in SR, at RUC and in relation to the FANE (=Fagligt Netværk) courses.
- Next we wish to work with the planning of events: both singular events and serials of events within a theme. We wish to secure continuity and correlation in the events we organise; both FANE and others
- We will work on creating a network and a platform to share events and information - for example by mapping of facebook groups. Make a branding strategy for sharing the events.
- We want to work on different kind of templates for this committee; on how to make the perfect event, on how to share the event, yearly wheel etc. This we wish to do, both to make the planning run more smoothly and also to be able to do a hand over to the next EU/AEC in the next SR board
- We wish to seek the opportunity for fundraising money for the events that we organise.

#### Focus of the committee in 2018

- Focus in the spring of 2018: an event-series about oral exams. This will be an event series based on seeing the oral exam from different perspectives. Also we wish to make an event called "RUC - for better and worse." This event will focus on what it means to be a RUC'er and what kind of competencies RUC gives you and does not give you, also in relation to the labour market. Also we have already planned the FANE events, which will consist of 4 events during the spring under the theme "well being in your studies." (see calendar below).
- In the fall the events will be under the theme: Academic tools. The focus will be about optimizing the academic tools in cooperation with the academic tutors, the subject councils and the new students.

#### Including of RUC-students (how?)

- We wish to be more visible at the events - both FANE and others (t-shirts, people from the committee present).
- Communications strategy for branding the events: facebook (sharing in groups), news letter, others?
- We wish to include the RUC-students in regards to what type of courses the students want: focus groups, questionnaires, tutors, ruslings, subject councils etc.

#### Need to do

- Organising and planning academic events - both in the spring and fall
- Meetings with FANE and planning the FANE-courses
- Communications strategy for branding the events
- Fundraising
- Hand over to the next committee<

#### Nice to do

- Creating templates on how to plan events etc.

- Making the events more available for international students (language policy)

### Concrete activities in 2018

MÅNED	AKTIVITETER
Februar	FANE: "Planlæg og udfør den store opgave" (28.2)
Marts	FANE: "Worklife balance – sådan får du styr på du studieliv" (primo marts) FANE: "Projektledelse" (DJØF er mere primusmotor på den) (ultimo marts)
April	FANE: "Velvære i den intensiv – gør din intensiv rar" (medio april)  "RUC - for better and worse" forstå RUCs opbygning, fordele ulemper (primo april)
Maj	"Oral exams - from different perspectives." Drama, psykologi, coaching, fysisk? (Op til juni, eventuelt over længere tid)  Start planning the fall semester events FANE meeting
Juni	
Juli	
August	
September	
Oktober	
November	
December	
Januar	

### Budget 2018

Arrangement el. kategori:	Budget:	Regnskab:
Spring event: "RUC - for better and worse"	400 kr.	
Spring event: Event series - oral exams from different perspectives	1600 kr.	
Fall-semester events	2000 kr.	
FANE?	Other budget	
<b>Samlet:</b>	4.000kr.	

## Appendix #9

# Actionplan for the RUS-committee

### Overall goals for 2018:

- Re-establish tasks of the RUC-committees: continuous dialogue in an advisory manner with the chairmanship and the lackeys
- Secure visibility about the fact that the tutoring is a part of SR – in regard to the ruslings and tutors

### 1. About the work in the committee in general:

Redefining the role of the RUS-committee:

Firstly, define our role internally. Secondly, start an open and continuous discussion with the chairmanship and lackey team and act like an advisory committee to the chairmanship.

### 2. Focal points for

#### 2018: The social aspect

Continuous discussions with the chairmen and the sober/inclusion-lackey during the spring and during the planning period regarding inclusion.

#### The economic aspect

Discuss the idea of a solidarity-based economy in tutoring. Find a solution to the economic problems in tutoring: houses not having money at the start of the semester after tutoring, ruslings not being able to get their money back after tutoring.

#### The academic aspect

Have meetings with the bach-lackeys to discuss what we need to secure and better the academic part of tutoring.

#### Incorporation of the students os RUC:

Visibility at all tutoring events in the Spring (being activists, make sure the tutors know who we are) and in the planning period.

#### Need to do

- Meetings with the chairmanship of tutoring about the advisory role of the committee.
- Meetings with the chairmanship of tutoring about the economy system and the economy of the houses
- Meeting with the bach-lackeys regarding the academic progress



- Meeting with the inclusion lackey and how to strengthen the inclusion in tutoring - both internally and externally. Regarding use of alcohol, sexual harrasment etc.
- Hand over experience to next years RUS committee

**Nice to do**

- Figure out how we make sure all students (not just tutors) know who we are, want we do, that they can join.

-

**Year wheel:**

Month	Activities
February	
March	Participation in introseminar Meeting with chairmanship Participation in houseseminar
April	Participation in russeminar Meetings with bach-lakceys? Participation in russeminar
May	Participation in ruskaffe
June	
July	
August	Be present in the planning and introperiod
September	Evaluate and hand over experiences
October	New chairmanship of tutoring
November	
December	
January	

**Budget 2018**

Post:	Budget:	Accounting:
Meetings	1000 kr	
<b>In all:</b>	1000 kr	



## Appendix #10

### 2018 action plan for Committee for Internationalization and Practice

#### Overall goals for 2018:

- CIP strives to establish a communication strategy that ensures that international students can be well informed and feel represented by the Student Council
- CIP is committed to being the visible student political voice for all international students
- CIP works to encourage international students to become involved in the work of the Student Council

#### 1. The committee's general work

The Committee for Internationalization and Practice supports the various committees within the Student Council in becoming more oriented towards, and representational of international students. CIP wants to ensure a framework for an inclusive study environment for all students and have internationalization become a substantial tool for political and organisational development of the Student Council.

#### 2. Developing of the committee/special focus in 2018

- Danish language classes: Language exchange cafe in order to compensate for the danish courses no longer being offered for free.
- To increase collaboration with the International Club (IC) in order to host more events and get closer contact with the international students at RUC.
- Develop CIP's national political agenda

#### 3. Inclusion of RUC-students (how?)

CIP hopes to connect with and activate more international students for the participation in CIP and in SR through increased visibility at events catered to international students, a meet CIP event and one-on-one conversations.



#### 4. Need to do

(Events, courses, workshops, meetings which you must organize during the year to fulfill your goals for the committee)

- update international strategy (current version is from 2011)
- update communication channels in terms of content + language
- collaborate with International Office in order to solve issues such as the slow reaction time to requests in English at the study administration
- collaborate with the International Club to enhance the visibility of international events through SR's social media reach
- collaborate with DSF to increase and strengthen SR's and CIP's political tools
- monthly opening hours in SR's office for international students to drop in

#### 5. Nice to do

(Events you would like to organize, if there is time and resources to do it, so that everything becomes extra nice.)

- Create possibilities for international and Danish students to interact in e.g. the Foundation Course
- Embrace and serve minorities' needs more (not only international students')
- Mundo Lingo events to counteract the Danish language class law

## Concrete activities 2018

### Annual cycle of work:

Here you can write in which months you expect to have committee meetings and all the other activities you plan in your committee. If you can add dates for the different activities it's really cool, but it's not a requirement.

MONTH	ACTIVITIES
February	//
March	"Meet CIP" event 1; Meeting 1; open hours
April	Meeting 2; open hours
May	Meeting 3; open hours



June	//
July	//
August	Foundation Course; Meeting 4
September	“Meet CIP” Event 2; Meeting 5; open hours; Mundo Lingo
October	Meeting 6; open hours; Mundo Lingo
November	Meeting 7; open hours; Mundo Lingo
December	Meeting 8; open hours; Mundo Lingo
January	Foundation Course

## Budget 2018

Event or category:	Budget:	Account:
Eight meetings	800	
“Meet CIP” event	200	
Mundo Lingo (language café)	800	
PR for political or promotional work	1000	
Buffer	700	
<b>In total:</b>	3500	

Remember that it’s the person responsible for the committee who is also responsible for keeping an ongoing account of the different entries and making sure that the budgeted sum is being used. By the end of the year a final account and a report from the committee must be made, to follow up on the action plan and budget. Some advice on how to manage your committee’s economy:

- Always give people a budget framework, when they pay for something in relation to an event
- Make sure that all expense notes (udlægssedler) goes through you. Then you avoid that the Student Council refund expenses you haven’t noted in your account.
- Make regular checks with the economic vicechair that your account is consistent with the actual account.
- If events go under budget, you transfer the residual amount of money to a coming event.
- Contact the economic vicechair if you can see that the committee is not going to spend all its money.

# SR-RUC's Volunteer strategy guideline

By Johan Jørgensen, Executive committee member, Passed on September 6th 2017. Edited by Malik Bahloul

The following paper outlines the general thoughts and considerations regarding volunteer recruitment and retention. This paper is primarily for internal usage, and the purpose is to create a discourse about volunteers, and for this paper to serve as a guideline for student council actives<sup>1</sup>, the board, campaign & election coordinators as well as roskilde festival coordinators. In short this should be a resource for anyone in the student council who regularly works with volunteers and streamline existing practice.

## The volunteer environment at the Student Council

The Student Council at RUC (SR-RUC) have at the present a strong '*in-culture*', but also a reputation among many students as '*the ones who're really busy*'. The first is obviously a great strength as people generally are attracted to groups with a strong internal unity and purpose, it is however important that this in-culture does not become exclusive and walls us off from the rest of our co-students. The Student Council should strike a balance between fostering a strong in-culture, which is attractive to members and retains them in the organization, while not coming across as distanced to potential volunteers and our fellow students in general.

A reputation for being busy, while not the worst reputation to have, can be seen as a double edged sword. On one hand a reputation of being busy and hard-working is a great asset to have in terms of public relations (University Elections especially) and for attracting like-minded individuals.

However, on the flip-side this reputation has previously discouraged potential volunteers from joining the Student Council and being active for SR or the subject councils (although the subject councils, to some extent, avoid this label of being really busy). Therefore we should focus on portraying ourselves as hard-working, but also emphasize the stress-less and fun activities and tasks we do. Being conscious of what signals we send to passersby's and volunteers will be an important tool in laying the foundation for recruiting more volunteers for the organization along with keeping those already active involved. Especially a gap between 'core' and 'periphery' actives can be hard to breach and many skilled volunteers never become more than tertiary actives and supporters. The aspect of 'what' makes our periphery actives become core actives and in extension of that willing to do large amounts of work needs to be thoroughly analysed and addressed.

Therefore we should:

- Be aware of the strong '*in-culture*' the Student Council has, and strive to keep it an inclusive one.
- Highlight the '*fun*' activities we do, yet be honest about the amount of work we're doing at campus.
- Look into what motivates and what does not motivate our periphery actives to become more involved in the Student Council's work.

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<sup>1</sup> Active: A regular volunteer

## Cataloguing volunteers - Target Groups?

When actively recruiting volunteers, either for specific tasks or trying to increase the amount of volunteers in the organization it is important to be aware of who and what our target groups should be.

If recruiting for a specific task one should of course focus on what capabilities are required for said task. - Brewing coffee does not require the same capabilities as doing a short speech or presentation. Be aware that people can often perform multiple tasks, and necessity often dictates what is needed.

However, when recruiting in general it is advantageous to focus on those people who are an active and visible part of the life at campus. Especially visible on campus are members of local party committees, tutors, and other opinion-makers in the houses.

Many of the tutors have a very strong presence among first and second year students, and often their view of certain organizations, persons and subjects will influence the students they are in contact with. Likewise the party-committee actives are people who usually have a lot of goodwill among their fellow students and they often, along with members of the academic committees, form the core of those who create ,and shift, opinions in the basis-houses. In general, the more of these people who are active in the student council, or the subject councils, will make it attractive to volunteer for the student council. Here it is also important to note that their general opinion towards the student council is important in influencing others to be part of SR; therefore we should ensure that other active people at RUC have a positive disposition towards the Student Council. Because of this, it can be very valuable to be on good terms with tutors, party committee's and other "house- actives". One thing of which we should be aware however, is that we do not drain all the resources from other active environments so that they die out.

To get more volunteers we should:

- Focus on what a certain task needs of volunteers, how many, for what purpose, etc.
- Focus on matching the volunteers tasks with their capabilities and motivations
- Focus on recruiting local 'opinion makers', especially the house party and academic committees as well as tutors sway popular opinion on campus.

## Concrete models and tools for organizing and recruiting volunteers

When organizing our volunteers certain tools will be important to make sure they stay on as volunteers and that it is visible how to volunteer for us.

The following should serve as a toolbox for how to organize volunteers for the Student Council.

**Organizer model:** A core of actives each organize 2-5 (whatever number agreed upon, and realistically plausible) people under them, who in turn also organize 2-5 people and so on. This creates a chain of actives which can be rapidly mobilised. This is especially useful for

the elections where this model does somewhat remind of what we already do with organizing the support- candidates, where every main-candidate has a list of 9 other people supporting that candidate.

E.g.

1 AR candidate → 9 Support Candidates → Acquaintances of support candidates (friends, projekt groups etc.)

1 volunteer → 3 guys from his local house → etc.



**Mailing lists:** At Student Council events, make sure to have a list (either on paper or electronically) where people can sign up if they want to be a part of the Student Council work. When making such lists it is often preferable to index the lists according to interest, e.g. people writing whether they're interested in political, social, academic, bartending or other categories of volunteer work. When doing lists like this, it is very important to follow up on the lists and actively use them so the people who sign up do not become de-motivated by not hearing from us.



An example could be:

Name	Email	Political	Social	Academic
Johan Jørgensen	johan@studenterraadet.dk	x	x	
Random Volunteer	randomdude@ruc.dk		x	

**Personal contact:** When handling new would-be volunteers, a personal talk can be a great asset. Especially contacting volunteers who showed up to a Student Council event and signed up on one of our mailing lists, can be a great way to show appreciation of their interest in the organization. Personal contact is also a great tool to recruit people who have not shown any visible interest in the organization. Talking to people over a cup of coffee or in another moment can be a good way to get people to become active.

**Volunteer positions:** When trying to attract a specific type of volunteers for specific tasks which require a certain element of skill and ability it can be a great tool to make an unpaid job-description, where the skilled volunteers can be attracted by the offer of a good recommendation and the possibility to work with something they study (e.g. hiring an unpaid communication assistant). This could work a lot like we do with the Rus-chairmen, and our Roskilde Festival Coordinators although completely unpaid. Especially communication and academic course coordinator could be potential unpaid volunteer-positions that students might actually want to apply for. This is a great way to get skilled personnel for a very specific task. It is however important that those who do this receive proper feedback and a stunning recommendation, both verbally and written, for their work.

**Create an “activity bank”:** Often, when potential volunteers offers to participate in our work, we do not have anything they can do immediately, therefore it can be beneficial to keep in mind some smaller tasks which are fun, and easy to go to. It can be beneficial to ‘reserve’ some smaller, creative or social tasks (bartending, making decorations, painting banners etc.) for potential volunteers to make them feel useful and part of the organization. Inspiration should be taken from what the Annual-Party at RUC does with handling their ‘Hands’. If no activities are at hand, consider “creating one” or ask the opinions of volunteers in the room.

E.g. “Hey, we’re working with feedback in AR at the moment. How do you experience feedback at xx-subject?”

**Map activities:**

Map out what activities are needed for a certain event or project, and what skills they require. Example below featuring the university election as a project.



Activity	Type	Importance	Amount of Volunteers required:	Skills required?	Notes
Putting up stickers on toilets	Voting pressure / visibility	Low (can be done at any time)	2-4	none	Only relevant at ISE and IKH
Brewing coffee	Logistics	high	1-2	none	Relatively boring
Replying to facebook-posts from	Political debate	varies	1	Good knowledge of SR, thick skin	Someone close to the organization
FFR					pref.
Running a voting booth	Acquiring votes	High / middle	2-3	Some social skills and self-sufficiency	Help them with placements
Handing out flyers	Aquiring votes	Middle	2-8 (as many as can be spared)	Friendliness (otherwise none)	Tell them where it's smart to stand
Doing presentations at lectures	Presentation /visibility	Very high	1 (maybe 2 for big audiences)	Candidate or support candidate (or very good speaker)	Usually only relevant if the candidates can't make it.