



Structure of VU Pride

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Board

a. Rules

- i. No member can be on the board for two subsequent years → **Exceptions accepted.**
- ii. Respect the expectations for each role.

b. Roles

i. Chair

1. Prepare the agenda before the meeting.
2. Main representative for VU Pride.
3. Coordination (has the bigger picture of all that is going on).
4. Overview + Support of the other roles.
5. Managing the Library space.
6. Estimation of hours per week: 4-8 hours.

ii. Vice-Chair

1. Take minutes (notes) of the meetings.
2. Replace the president when they are unavailable.
3. Remind members of events and tasks.
4. Schedule meetings and reserve spaces.
5. Estimation of hours per week: 2-3 hours.

iii. Internal Secretary

1. Contact point between the Committees and the Board.
2. Attend as many meetings from the committees as possible.
3. Be aware of what is happening within the committees.
4. Contact point for organisational/internal issues.
5. Lead the Committees Assemble.
6. Estimation of hours per week: 4-6 hours.

iv. External Secretary

1. Contact with outside groups (External Relations).
2. Coordinates social media (advised to become Secretary of Social Media committee).
3. Check the email and forwarding to respective Committees.
4. Oversee the social media from other committees.
5. Estimation of hours per week: 4-6 hours.

v. Treasurer

1. Deal with financial matters.
2. Vote "Yes/No" to the committees' budget in the Members Assembly.
3. Keep track of spending.
4. Estimation of hours per week: 2-3 hours.



Committees

a. Rules

- i. Every committee should have a Head, a Secretary and a Social Media manager, so as to evenly distribute responsibilities and power.

b. Roles

i. Heads

1. Attempt to have regularised meeting times (biweekly, monthly...).
2. Prepare discussion points for the meetings.
3. Discuss with committee members how previous events went, and what to improve, as well as provide an overview of future events.
4. When planning next events, check the shared calendar to avoid events overlapping.
5. Evenly distribute labour for events preparation as well as providing a list with names of the members, along with the tasks they will be expected to perform.

ii. Secretaries

1. Book or reserve space for the meeting.
2. Take notes during meetings.
3. Take over when Head cannot attend.
4. Schedule events on the shared calendar.

iii. Social Media

1. Design posts and description, making sure that all the details are included (e.g., time, place, event description).
2. Advertise events at least 1 week before the activity on Instagram (post + stories) and WhatsApp groupchats (with a link referring people to the Instagram posts).
3. Hype up the event through stories on Instagram and reminders on WhatsApp group chats (referring people to the Instagram posts).

iv. Members

1. Messages concerning VU Pride matters among VU Pride members should be responded within 48 hours maximum. If you fail to respond, you get a warning. Finally, after 3 warnings, the person will be required to abandon their position they are currently holding within VU Pride. Subject to 3.
 - a. A response may include communication of not being able to do something you were expected to do, a justification of why this is, and the name of the person who is going to do what they originally planned to do.
2. If you are unable to join a meeting, let the organiser of the meeting know (about the absence and the justification for it), at least 24 hours in advance. If there is an exceptionally sudden reason for absence, let the organiser know as soon as possible. If you fail to do so, they get a warning. Subject to 3.
3. If there are complications (such as mental health, physical health, relationships...) that interfere with your role in VU Pride, let your immediate committee head know you will be taking a break. They will communicate this to the other committee heads and make a plan of how to compensate for this absence.



c. Structure

i. Peer Support

1. Organise regular VU Pride Talks! (monthly, bi-monthly).
2. Invite speakers to be present (using personal connections, or members of the VU Pride community).
3. Book space for the event.
4. Arrange snacks and drinks for the event.
5. Contact the social media manager at least 2 weeks before the event to announce location and date of event.
6. Maintain a connection with Student Wellbeing Point.
7. Before Committees Assemble, ask members if they have something they want their Head/Secretary to ask.

ii. Library

1. Maintain the Pride Library and our equipment (TV, kettle, cups, etc.) clean, make sure food is stored inside containers, take out the trash, make sure the flags are up and clean.
2. Water plants and apply any treatment when needed.
3. Before Committees Assemble, ask members if they have something they want their Head/Secretary to ask.

iii. Book Club (sub-committee of Library)

1. Organise regular Book Clubs (monthly, bi-monthly).
2. Pick book of the month in relation to theme (e.g. April has Lesbian Visibility Day on the 26th).
3. Announce upcoming book at the end of Book Club and/or over social media (including a brief introduction).
4. Hosts should read the book in advance as well as provide excerpts.
5. Contact the social media manager at least 2 weeks before the event to announce location and date of event.
6. Book space for the event.
7. Arrange snacks and drinks for the event.
8. Before Committees Assemble, ask members if they have something they want their Head/Secretary to ask.

iv. Cosy

1. Organise regular social, fun or artistic events (monthly, bi-monthly).
 - a. Organise semi-regular pride movie screenings with Rialto VU.
2. Contact the social media manager at least 2 weeks before the event to announce location and date of event.
3. Book space for the event.
4. Arrange snacks and drinks for the event.
5. Before Committees Assemble, ask members if they have something they want their Head/Secretary to ask.



v. Queering the VU

1. Make the VU more inclusive on a policy level.
2. Organise regular events for LGBTQ+ VU employees (monthly, bi-monthly).
3. Support and advise VU Pride student board in requested matters.
4. Maintain a connection with other structures from the VU (Diversity Office, University Library, Student & Educational Affairs).

In case of an event:

5. Contact the social media manager at least 2 weeks before the event to announce location and date of event.
6. Book space for the event.
7. Arrange snacks and drinks for the event.
8. Before Committees Assemble, ask members if they have something they want their Head/Secretary to ask.