

# **BOARD YEAR AT G.S.B.V. DE GROENE UILEN-MOESTASJ**



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## 1. The board in general

A board year at G.S.B.V. De Groene Uilen-Moestasj is a big, but great challenge. The combination of the development that you go through as a board and the best sport there is, makes it just amazing.

A board year is recommended for the following reasons:

- You will learn how to solve problems, communicate, coordinate people, send (official) emails, deal with setbacks and work under pressure.
- You will learn how to collaborate with a diverse team. A skill that will benefit you for the rest of your life.
- You will get to know the whole association very well. You get to know everyone in no time, and everyone will know you.
- You can improve things that annoyed you last year! You can develop the association even more with your ideas.
- You can use your creativity: in activities, on social media.. a lot is possible!
- Throughout the year you will experience ups and downs, but you will always have your board members. You will be part of a tight group with nice and enthusiastic people and will have a lot of fun.
- You will receive a bursary that can cover the delay in your study.
- And of course, it will be good for your CV!

## 2. Chairman/-woman

As the chairman (or woman) you lead the board and members meetings. You also are the face of the association. Before the meeting, you compose the agenda and you monitor the progress of the activities. You keep an overview of everything that needs to be arranged, direct your board members and jump in if any problems occur. You represent the board, which means you write a piece for the Uilebal every now and then and give a little speech at some activities. You represent the club to other parties as well. These are parties like the ACLO, the NBB, the Sportscenter and the municipality. Sometimes you attend meetings from these parties as well.

The Chair is a very broad function. You are busy with everything that happens within the club. That makes it a fun function. Whenever necessary you help your fellow board members and make sure everything runs smoothly. People know where to find you if they have any questions, so you always know what is going on. Besides that, you divide the general tasks of the board. You should not take all the general tasks upon yourself. Communication is a very important aspect in this function, as you are the person representing the board as a whole in varying situations, whether this concerns problems amongst members, other associations or external parties.

You are not working on a specific task. That's why it is important to always keep a good overview of all your colleagues' tasks. Being able to maintain good planning is very useful, but this is also something you will get better at during the year. You will find that you will learn a lot during a board year: organising, communicating with people and last-minute problem-solving. Lastly, you help organise activities within the club, so you can release all your creativity as well.

In short, the position of Chair entails the following tasks:

- You conduct the board meetings and general members assemblies.
- Drawing up the agendas for all board meetings and the GMA's (as well as writing big parts of the official documents and making up the invitations).
- Representing the association externally, together with the External Coordinator.
- Representing the association at ACLO sector meetings.
- You are responsible for upholding all (privacy) laws and thereby guaranteeing the privacy of all members.
- You are the contact person for the Advisory Board.

All-in-all, being Chair is by far the most diverse function of them all and comes with a good dose of responsibility.

### 3. Secretary

If you enjoy using your writing skills to keep everyone posted on current affairs and are able to do so while expressing your creativity and maintaining your focus, you just might be the Secretary of our dreams! As Secretary, you will manage all aspects of membership administration. While overseeing the board email, you reach out to a variety of parties such as the ACLO and NBB to make sure that everyone gets to play the game we all love. Naturally, as you are responsible for keeping the members updated via general board emails and our monthly Members' Mail, you will be able to show off your writing skills and familiarise your fellow OwlMoessies with all the association has to offer.

Though being Secretary entails being responsible for our membership administration and making sure to keep your fellow OwlMoessies posted, there is quite a bit of freedom to be found. As you interact with other parties and members, you will quickly familiarise yourself with members both old and new. Sometimes, it is thought that the secretary has no input due to their responsibility in writing the minutes. However, at De Groene Uilen-Moestasj, this is not the case. While writing the minutes, you will be able to interact with your fellow board members, and make sure to have your ideas and voice heard.

In sum, the Secretary completes the following tasks:

- Taking minutes of board meetings and General Members Assemblies.
- Managing the mailbox by labelling emails pertaining to the board functions.
- Providing communication with the NBB regarding the registration of members and teams.
- Ensuring that your fellow OwlMoessies stay updated on all of the association's developments via general emails and the monthly Members' Mail.
- Performing the ACLO membership control twice a year.

## 4. Treasurer

The treasurer's board year begins with creating a policy plan, which is the beginning of your board's legacy. As a board, you brainstorm about the direction the association will have to take; it offers possibilities to implement your ideas about which direction is best. Subsequently, as treasurer, together with the previous season's treasurer you create a budget statement in line with the policy plan. This budget will be leading during the entire season, so you will have to refer back to it during the year. For instance, contribution fees and available amounts for activities will be determined within the budget. The responsibility that the treasurer takes on while creating this statement is immediately noticeable. During the season, your primary task will be doing all of the financial administration. Common tasks will be paying and making invoices, collecting contribution and other costs that members make and bookkeeping. Even though these activities might not be the most glamorous, they are necessary and really important to the association. Being able to enjoy a correct balance sheet or a smooth collection round is a must if you want to become treasurer. Besides, these activities can be very interesting. You gain insight to the costs that come with playing basketball, who makes these costs and who pays for it. You stand in contact with professional organizations and take care of contractual agreements. Hereby, you learn to communicate in a business-like and representative way and discover what goes on in such organizations. Within the association you will discover that different things are going on. From a financial perspective, you will notice various (sometimes clashing) interests; it is the job of the treasurer to carefully and reasonably deal with requests and/or complaints. In addition, there will be a lot of board-general problems, on which you have to make decisions together with your fellow board. These decisions often result in consequences, so you have to make sure you have given it sufficient thought. To conclude, a year as De Groene Uilen-Moestasj's treasurer means a year full of bookkeeping and responsibilities, but also a lot of learning moments and fun! To work towards something together with your board, to see concrete results of it and to receive feedback on it is not just a contribution to your skills or CV, it also comes with a lot of fun moments and satisfaction. In order to fill this position you need to have a high sense of responsibility, being well-organized and be precise. In case you want to know more about this function, don't hesitate and approach me in the gym or at a party

In short, the Treasurer completes the following tasks:

- Preparing the budget and the annual financial report.
- Executing the financial administration.
- Being responsible for collecting membership fees, fines and sponsor money.
- Providing monthly financial reports to the Financial Control Committee and the rest of the board.
- Providing the Financial Control Committee with access to the administration, monthly financial reports and an overview of all bank transactions.
- Sends a financial overview of the declared travel costs to GU Men's 1, GU Ladies' 1, GU Men's 2, GU Ladies' 2 and M Ladies' 1 every three months.
- Controls contracts and agreements with sponsors (together with the Extern Coordinator).

## 5. Internal Affairs

As Internal Affairs you are involved with everything that is happening within the club: this includes parties, activities, tournaments, etc. Most internal activities are organized by committees, but there are also some activities that you can organize yourself. The primary tasks of the Internal Affairs are therefore organizing activities and guiding committees.

Everything involving the committee policy is essentially your responsibility. This means that you are the one that sets up the committees at the beginning of the season, and recruits enthusiastic members for every committee. Afterwards, you help every committee get on their way and make sure everything runs smoothly throughout the year. This also means that you join the committees during their meetings sometimes, and you are in their Whatsapp group as well so you can see what is going on. Being the Internal Coordinator does not mean you are the chairman of every committee: your main task is to be the contact person between the committees and the board. The committees that you are primarily involved with are the Tournament Committee, the Uilenuitje Committee, the 6 Editors' Committee, the Party Committee, the Introduction Committee, the Charity Committee, the 3x3 Committee, and the Activity Committee. You are the one that keeps in contact with café Het Pakhuis, where you organize our monthly drinks. During these drinks you are allowed to use your creativity to organize extra fun drinks, for example by means of an auction, beerpong tournament, etc.

Lastly, as Internal Coordinator, you help with general board tasks. There are many tasks that do not belong to one specific function and thus have to be divided. As a board member, but especially as Internal Coordinator, you are also supposed to join (nearly) all of the drinks, activities, and parties. This way, you can make yourself known amongst the members.

The fun thing about being Internal Coordinator is that you get to know a lot of Uilen and Moessies, and that you are generally very involved. As Internal Coordinator, you are always texting, emailing, or calling people to ask them to join committees, communicate with the committees, or arrange things. You are also very up to date with what is going on in the club: you're the first to know about the themes of the parties and what will be in the next Uilebal.

If you want to be the Internal Coordinator, the most important thing is that you are enthusiastic. You will be organizing activities and guiding committees, and the main way to enthuse people for that is by being enthusiastic yourself. It is also important that you find it easy to approach someone, and that you are able to have a good overview of all the committees and activities.

In short, the Internal Affairs completes the following tasks:

- Directs and supports the committees.
- Controls and supports the committees with the monitoring of the rules and procedures.
- Organizes other activities that do not fall under the committees. Such as: drinks and the Charity Month.

## 6. External Affairs

As External Affairs you are busy with all external contacts of the club, with the PR and the Sponsor Committee. It is a varied function where you can use a lot of creativity. Among other things, you take care of the facebook posts, the website and other social media. A large part of the function specific tasks is the sponsor committee, in which you are the chairman. You try to find as many sponsors as possible during the year and you maintain the contact with existing sponsors. You are the link between the sponsor committee and the board. You make sure the merchandise is going well. This function costs about 8-10 hours a week. The fun thing about the External Affairs is the creativity and the freedom the function offers. You maintain many contacts with the media, (potential) sponsors and other companies that can offer something. The function has a lot of connections with the other functions in the boards, where you fill in the external part of the tasks. Besides the function-specific tasks, you are also a member of the board, so you also do the general tasks of the board. You discuss and decide about what is happening within the club, together with your fellow board members. To fill this function it is important that you have a lot of perseverance, especially looking for new sponsors can be difficult. Furthermore, creativity and firmness are a pre. There is no knowledge needed about the website and social media, you'll learn the basics easily. You'll learn to work together, manage a large association, take responsibility, plan, contacting companies and sponsor recruitment. A board year at De Groene Uilen-Moestasj is a big challenge, but a great one. You'll learn a lot and grow as a person.

In short, the External Affairs completes the following tasks:

- Leads sponsorship acquisition efforts.
- Manages PR and therefore takes care of the website.
- Provides the merchandise.
- Establishes new contracts with external parties and searches for equally beneficial collaborations.
- Is Chair of the Sponsor Committee.

## 7. Game Secretary

As the Game Secretary you are responsible for the organisation of the games and making sure all the games run smoothly. You take care of the education and planning of the members doing table duties, the planning of the games and the contact with the NBB about the games. You check if all games are in sportlink correctly and if all the results are processed correctly. At the end of the season you enrol the teams for the next season and if necessary, together with the chair, you write letters about promotion and degradation. You also make a new game schedule for the next season. Furthermore, you have to fulfil the general tasks of the board, like cashing at the games of the first teams and being present in the hall at other games and home game days. The time you spend varies every week and you have freedom to divide this time yourself. At the start of the season for example, it might be a bit busier, due to the planning of the last games. But during the season, you will constantly face new challenges, like problems with the hall schedule, table duties or games that have to be moved last-minute. This can be stressful sometimes, but it is very satisfying if you manage to find a solution. Besides that you have a lot of time to take over general tasks or help other board members with their tasks. So you can also use all your creativity in ideas in other things, like organising activities and home game days. As Game Secretary you spend a lot of time solving problems and making sure everything goes well in the background. You consult a lot with other clubs and the NBB, for example about moving games and building up a large network during the year. So, for this function it is important to be able to keep an overview, solve problems and communicate well. A lot of knowledge about basketball related things is not necessary, but during the year, you will learn a lot about these kinds of things.

In short, the function of Game Secretary entails the following tasks:

- Establishing the game and referee schedule.
- Creating and supervising the table duties and scheduling the court managers in collaboration with the Technical Coordinator.
- Is responsible for checking game results in Sportlink.
- Organizes the table duty refresher course for members.
- Arranges the rent of fields with the Sportcentrum for games.
- Maintains contact with the NBB regarding competition matters.



## 8. Technical Coordinator

As Technical Coordinator, the following subjects are your concern:

The higher-level teams within our club exist because of the members putting in their efforts as BS-3 and BS-4 referees. Without these referees, Groene Uilen Men's 1 to 3, Ladies' 1 to 4 and Moestasj Ladies' 1 are not allowed to play in their leagues. As technical coordinator, you are busy with approaching people to convince them to take on this role as referee. You help the referees of our club with communication and with switching between games whenever a referee is not able to referee a game. Besides this, you have to keep contact with all the referees to make sure everything goes smoothly.

Within our club, there are a lot of BS-2 referees. You make sure, along with the game secretary, that BS2-referees are assigned in the table duty schedule. Besides this, you organise a BS-2 course for the people that don't have their BS-2 licence yet. This requires good communication with the 'NBB' and other basketball clubs.

Within our club, there are a lot of teams of which the coaches require a coaching licence. We want to give our members the possibility to follow a coaching course. BT-2 is the first level coach licence. The course for this licence can be organised internally. If it's decided to organise this course, your job is to coordinate everything together with for instance Kaj Reker. The BT-3 course can also be organised internally. This takes the people that follow the course more time to finish. The coach courses too require good communication with the 'NBB' and other basketball clubs.

The Technical Coordinator takes up the role of the chairman of the Technical Committee (TC). As chairman you facilitate smooth communication between the board and the TC. You concern yourself with supervising the functioning of the committee but are not involved in assessment and placement of players. You do this in close collaboration with the vice-chairman, who is mainly concerned with coordinating when TC members are visiting games and when they meet to discuss their observations. One of your tasks is coordinating with the TC and the Secretary of the board about placement of new players that join the association during the year. There are some busy periods in a year as technical coordinator. This is for instance during the organising of a course or when assigning the referees for the next year. Overall this is not the busiest and most time-consuming function in the board. This does make it possible for you to help your colleague board members with other tasks.

In short, the Technical Coordinator completes the following tasks:

- Providing communication with the NBB regarding the provision of referees.
- Managing the education of referees and coaches.
- Maintaining contact with the referees and coaches.
- Being Chair of the Technical Committee.
- Is the contact person for GU Men's 1, Men's 2 and Ladies' 1.