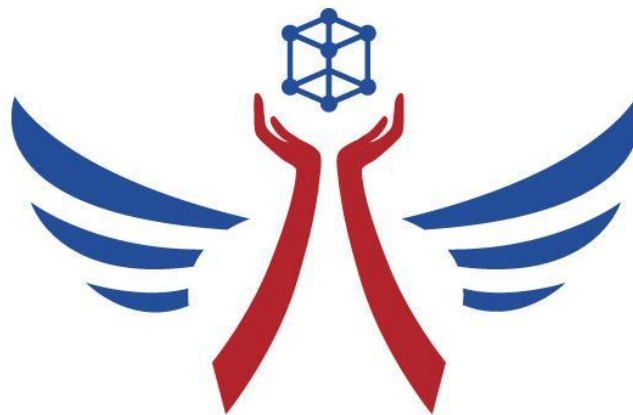


Concept paper of the

Advisory Council

of Study Association Caerus



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Introduction

Dear Advisory Council member, dear Caerus Board member, (dear general Caerus member),

While this document is mainly aimed to serve Advisory Council members, as well as Caerus Board members, we decided to make it public to all Caerus members for transparency. Whether you are a general member, an Advisory Council member or a member of the Caerus Board, we welcome you to this document and appreciate your motivation to read this concept paper. Being in either of these positions means that you have been and/or are passionate about keeping our lovely community going and are helping it to grow further. Thank you for your engagement!

This concept paper has been established to ensure a smooth transition of the Advisory Council. We think that with the development of our Caerus community, it is helpful to have such a document at hand with all the information needed. We want Advisory Council members as well as Caerus Board members to be well informed about how the Advisory Council works, how it functions in connection to the Caerus Board and what is expected of each party. The close connection and collaboration between the Caerus Board and Advisory Council has been shown to be highly valuable and essential to the success and further growth of the association. With this concept paper, we hope to keep up this positive development and motivate future Advisory Councils and Caerus Boards to further enhance the effectiveness of the collaboration. We believe that with the continuation and improvement of the cooperation of the two parties we can benefit our study association in the best way possible.

We hope you will enjoy your task and wish you all the best!

Advisory Council 101

Definition

The Policy Manual defines the Advisory Council as follows:

Section 7, Article 34 Advisory Council

- 1) The official means of communicating to the Council is by sending an email to: ["advisorycouncil@caerus-ucg.com"](mailto:advisorycouncil@caerus-ucg.com)
- 2) The Advisory Council of Caerus consists of former members of the Caerus Board, as well as external partners that have a close relationship with Caerus.
- 3) The Advisory Council shall not exceed the amount of nine members.
- 4) Every outgoing Board member will be invited to become part of the Advisory Council.
- 5) Outgoing Board members have a priority to be members of the Advisory Council over older members and partners, who will have the possibility to become advisory partners.
- 6) Advisory partners offer their advice on request to the Caerus Board. They do not hold any power and are not consulted on a regular basis, yet their expertise can be called upon if necessary.
- 7) The Advisory Council shall present recommendations to the Caerus Board. This advice is not binding and solely serves as a platform to make a better decision.
- 8) The Advisory Council can discuss the matter in a way they deem convenient. All members of the council have the opportunity to express their opinions within one week after the request of the Caerus Board. The advice will contain the names of all members that have composed the advice. In case of differing opinions all personal views will be forwarded to the Board.
- 9) Any right given to the Advisory Council throughout the Policy Manual will be upheld.

Role of the Advisory Council

What is the role of the Advisory Council?

As the name suggests, the Advisory Council (in regular communication and some documents also abbreviated as "AC") provides advice to the sitting Caerus Board (abbreviated as "CB" under the same circumstances as "AC") and can function as mediator in resolving conflicts within Caerus. This can happen upon request from the Caerus Board or upon the initiative of the Advisory Council.

At the regular meetings (see section [‘Meetings’](#)), both the Caerus Board and the Advisory Council bring up their own points. When the Caerus Board wishes to receive advice on something, they present the point and the Advisory Council members can present their judgement on the issue if they wish to. Similarly, the Advisory Council can also bring up points that they would like to share with the Caerus Board or advise the Caerus Board on.

Besides advising the Caerus Board, the Advisory Council can also be approached by general Caerus members. An example of such a situation could be that a committee has an issue with the Caerus Board and would like to resolve this conflict. The committee in question should take initiative and contact the Advisory Council to set up a meeting in which the Advisory Council can hear about the issue at hand. The Advisory Council can then serve as a mediator between the committee and the Caerus Board to resolve the conflict. The Advisory Council will be as objective as possible.

Vision & goals

The more our association grows, the more helpful it is to have professional tools at hand to work towards our goals. Some of these tools are the Caerus Policy Manual and the yearly policy plans set up by the respective Caerus Board. Another tool is the Advisory Council as a body that supports the Caerus Board.

Vision and goals of the Advisory Council include:

1. Working on long terms goals
2. Supporting and advising the Caerus Board
3. Mediator between the Caerus Board and members (article 24.3)
4. Sanctions and Appeals
5. Buddy with the Caerus Board CB
6. Provide opinion/brief review at GA
7. Visibility/contact with general members

Setting up the Advisory Council

Every association year, a new Advisory Council is formed. This should happen as early as possible (September) so that the Advisory Council and the Caerus Board can start their collaborative work. The Caerus Secretary will invite candidates via email, in September, at the beginning of each association year. This way, the cooperation between the Caerus Board and the Advisory Council can start right away and no time is lost. The invitees are at least the members of the previous board, in accordance with the Caerus Policy Manual. It is recommended to also invite former board members or (former) Caerus members that have shown remarkable involvement and/or suitable experience in Caerus. Additionally, externals, with association experience could contribute greatly to the Advisory Council.

The invited candidates, following the Secretary's invitation email, can express their wish to be part of the Advisory Council by responding to the invitation email. These are then invited to join the

first meeting between the Advisory Council and the Caerus Board. If, after this first meeting, the Advisory Council members express any doubt of being on the council, they should inform the Board Secretary as soon as possible.

The names of the members of the Advisory Council can be found on our [website](#). In case this page is not up to date, contact the [Caerus Secretary](#).

Communication

Generally, communication happens through the Caerus Secretary. This means the Secretary forms the bridge between the Advisory Council and the Caerus Board. One Advisory Council member should create a WhatsApp group, or any similar means of communication that the AC and the Secretary might prefer, with all the members of the AC and the Caerus Secretary. It is advised that small points should be communicated through this Whatsapp chat whereas more extensive, long-term aspects should be sent to the Secretary email (secretary@caerus-ucg.com). Communication preferences should also be clarified in the first meeting and can be updated through the year.

Meetings

Meeting times and regularity

For a healthy working relationship, it is advisable that the Caerus Board meets at least once per block with the Advisory Council in a two-hour meeting. Meetings are set up by the Caerus Secretary by sending out an email to the Advisory Council email and all members of the Advisory Council. Usually, this includes:

- a doodle (other possible options: datumprkker, when2meet, ...) to find a common meeting date and time;
- the agenda points that the Caerus Board has so far gathered, or a link to the document with the agenda points;
- and a request to the members to add to these agenda points.

Upon request of either the Caerus Board or the Advisory Council, there can be additional meetings next to the regular one-per-block meetings. Such a meeting could be focused on one specific topic, for example, looking at proposed policy amendments for the upcoming General Assembly together with both parties. Moreover, a meeting can also take place only between specific people, for example

only between the current and the former Caerus Treasurer. The people that would like to meet up take over the responsibility to schedule their meeting.

Attendees & role division

At the regular meetings, ideally, all Advisory Council members are present, as well as as many Caerus Board members as possible. Considering that the Advisory Council can consist of up to nine members and the Caerus Board has six members, finding a time for which everyone is available is difficult. The people that cannot attend the meeting are welcome to contribute their points through whichever method seems most efficient (sending an email to the Caerus Secretary, informing the Advisory Council Chair, making comments on relevant documents, etc). In addition, all Advisory Council and Caerus Board members that cannot attend the meeting are expected to read the minutes of the meeting afterwards.

Role division:

- Caerus Board: Gather agenda points and forward these points to the Caerus Chair
 - Caerus Chair: Draft the meeting agenda and sent the draft to the Advisory Council Chair
 - Caerus Secretary: Communication with the Advisory Council (via Email and WhatsApp), setting up meetings, taking minutes
- Advisory Council: Bring up their own points, give advice
 - Council Chair: Finalise agenda & chair the meeting

It is advisable that the Advisory Council Chair and Caerus Board Chair have contact before the regular meeting to discuss the agenda. This makes the meeting more efficient.

Meeting points

To get an idea of subjects that are dealt with during the meetings (probably most interesting to general members that don't have access to the shared folder), here you can find an example of the agenda of a regular meeting:

Updates and Feedback

- First General Assembly: feedback
- Feedback about general performance
- Check in round with the Caerus board: how are you doing?
- Check in with Caerus as association: how is Caerus/community doing?

Social

- Disconnection in the community
- Alumni Network
- Social media

Policy & Finances

- Policy Manual
 - a. Policy Manual amendments
 - b. Inconsistencies between Policy Manual and statutes
- Green Subsidy

Organisation/Administration

- Advisory council concept document (brainstorming, divide tasks)
- Compulsory Caerus membership?
- UCSRN update

Other

- Yearbook
- Questions about minutes

Any other business

Tips and tricks: Useful tools

I. Google Mail:

a. Advisory Council email: advisorycouncil@caerus-ucg.com

- i. The Caerus Secretary will provide the log-in data to the new Advisory Council prior to their introductory meeting.
- ii. As a member of the Advisory Council, please remember to change the password at the beginning of each year.

b. Caerus Board (Secretary): secretary@caerus-ucg.com

2. Trello

- a. The Caerus Board makes use of Trello boards for short-term, as well as long term tasks which list the tasks specific to each position. If deemed necessary and helpful by the Advisory Council members, there can be set up an additional Trello board, listing all the tasks that should be fulfilled by the Advisory Council as a whole, as well as specific members of the Advisory Council.

3. Weekly Summaries

- a. In order to keep the Advisory Council up to date on the affairs happening within Caerus and topics discussed at the weekly Caerus Board meetings, it is

recommended to send a short summary of points discussed and conclusions found at the Caerus Board meetings. Such summaries can be written down at the bottom of the minutes document by the Caerus Secretary. The Caerus Secretary can then send the summary notes to the Advisory Council. These summaries serve as a great way of announcing ideas, comments, concerns to the Advisory Council as well as a way of asking for advice on specific matters. The Advisory Council members can react to the summaries by answering the questions asked by the Caerus Board or asking follow-up questions on matters that appear unclear to the Advisory Council.

These summaries by no means have to include all the points discussed and should mainly focus on points that are relevant to the Advisory Council.

Closing words

Thank you for reading this document and engaging with the information on how the Advisory Council and the Caerus work together. Once again, thank you for your enthusiasm within Caerus. Your contributions to the association have been and will be essential to the further growth of Caerus. Enjoy your time within Caerus as a member of the Advisory Council, the Caerus Board or as a general member!