



Association of International Affairs

## Steering Document

*Adapted at Board Meeting 6 on 2021-11-03*

*Revised at board meeting 5 on 2022-11-02*

### Communication within the board

1. All board members should check their mail and answer at least once a day. Additionally, Slack should be used as the primary form of communication between the board members of UPF Umeå and the larger UFS community. Texting or calling should only be used for the very most urgent issues.
2. The board should aim to only conduct UPF Umeå's work within working hours; between 8:00 to 17:00 (CET+1). If urgent, messages can be sent at any hour; though the sender cannot expect answers until the following day's working hours.
3. All board members take responsibility for establishing communication channels as best fits the board between board members who you are in daily contact with. When communicating with committee groups, facebook groups should be created and maintained by the head of that committee.
4. When something is written in the collective Board Group, comments should be inserted in already existing posts to make discussions more coherent and concise. If there is a lack of response from other board members, you can contact the person privately to speed communication up.
5. Discussions shall, as far as possible, be held between concerned persons in an adequate forum.
6. Discussions held on Slack or in other forms that lead to a decision shall be documented. That goes especially for decisions concerning financial costs for the association, procedures in external contacts with lecturers and cooperating partners as well as planning of events.
7. When uploading files to the shared drive, we try to be as descriptive as possible in the titles of the documents so that they can easily be recognized and found. Make sure to



## Association of International Affairs

place any documents that each new board creates, it is said board shared Google Drive folder.