



BRUSSELS

*Version to present during the AGM*

# Election Committee For FRISKIS AGM

## Fleur Parnet / Przemek Sowinski/ Sophie Béreau

November 17th 2020





# Agenda:

- Objectives and framework
- Criteria for a good board
- Conclusions and recommendations
- Vote
- Appendix





# Objectives and framework:

- **New election committee set up in May 2019 to come with a recommendation for a new board for the next AGM**  
Przemek, Fleur-> New  
Sophie -> Already in the EC for 3 years
- **Legal frame of actions in the statutes of the** FRISKIS BRUSSELS ASBL  
(see slide 5)
- **Way of working:**







# Legal framework- COVID SPECIAL

- Virtual AGM taking place Mid November
- Next AGM April 2021
- The mandate of the board will be for a 7 months period
- The Election Committee (EC) has based its work on the statutes, (min 3 members max 5) as well as the rules of procedure and guidelines confirmed by the F&S Brussels AGM 2020 (published 14 days in advance on website)
- The EC is not proposing any changes to the rules of procedure and guidelines for the EC for this year.
- Following our statutes, the EC proposes a board, not individual members.

*Ref. article 18 statutes of FS Brussels*





# Framework- EC- translation in English (Fr. statutes being official)

PRE -READ  
ONLY

## RULES OF PROCEDURE and GUIDELINES FOR THE ELECTION COMMITTEE of FRISKIS&SVETTIS BRUSSELS

The responsibilities of the Election Committee are defined in Article 18 of the Statutes of Friskis&Svettis Brussels established (below 'F&S Brussels').

The purpose of these Rules of Procedure and Guidelines is to clarify the role of the Election Committee and the basic requirements of the members of the Election Committee.

In the event of a conflict between the Statutes of F&S Brussels and these Rules of Procedure and Guidelines, the Statutes shall prevail.

### § 1 Composition of the Election Committee

The Chairperson of the Election Committee convenes its meetings.

The members of the Election Committee:

- should be members of F&S Brussels;
- have a good knowledge of and experience from F&S Brussels and share the values of Friskis&Svettis;
- not be a member of the Board of F&S Brussels; and
- preferably have some experience with positions of trust.

In order to have both continuity and renewal, at least one member of the Election Committee should be replaced each year. No member should serve longer than five years. Deviations from this principle should be motivated at the Annual General Meeting of F&S Brussels (below 'the AGM').

In the event that a member of the Election Committee is being proposed for member of the Board, he or she must immediately withdraw from the Election Committee. No by-election is necessary if a member leaves his or her post before the expiration of the mandate.

### § 2 Mission of the Election Committee

The Election Committee receives its mandate from the AGM and reports to the AGM. Its mission is to propose to the AGM a Chairperson and a complete board that will work well as a team to meet the aims and objectives of the organisation.

The proposal from the Election Committee should ensure that the Board to be elected can manage both current administration and engage in forward-looking work.

In addition to the requirements defined in the Statutes of F&S Brussels, Article 18, the Election Committee should look for the following qualities in potential candidates for members of the Board:

- relevant knowledge and experience;

– readiness to serve the full mandate they would be elected for; and

– reflect the composition of the association in terms of age, gender, and cultural background.

In addition, it is desirable, in order to facilitate links with Friskis&Svettis Rikis, that at least one member of the Board speaks and/or understands Swedish well.

The Election Committee shall also propose an auditor and deputy auditor. The proposal for auditors can be made in collaboration with the current Board.

The Election Committee shall propose if and by how much the Board should be remunerated.

### § 3 Work of the Election Committee

The Election Committee should be accessible via the website of Friskis&Svettis Brussels.

The Election Committee shall identify the needs and challenges of the association. After collection of necessary information it shall propose a Board that could meet these criteria. The Election Committee shall consult widely among volunteers and members to attempt to identify potentially suitable and willing board members.

The Election Committee shall, a few months before the relevant AGM, ask existing Board members if they wish to be considered for re-election for a further period.

In addition, any other member who wishes to be considered for election to the Board, or wishes to propose someone, should inform the Election Committee in writing (including e-mail).

The proposal of the Election Committee for a complete Board consists of a list of the candidates recommended by the Election Committee in accordance with the Statutes and the aims and objectives in these Rules of Procedure and Guidelines. In addition, the list shall mention persons that have been nominated but not proposed by the Election Committee.

These Rules of Procedure and Guidelines were first adopted by an extraordinary AGM in 2014 and shall be confirmed and when necessary revised by the AGM. The Election Committee shall continuously evaluate these Rules of Procedure and Guidelines and, for the consideration of the AGM, propose changes.

Article 18

Le comité d'élection

L'assemblée générale ordinaire nomme un comité d'élection. Il est constitué d'un président et de deux membres. Le comité d'élection devra, avant l'assemblée générale ordinaire, demander aux membres du conseil d'administration dont le mandat arrive à terme s'ils souhaitent se représenter pour une nouvelle période.

Le but du comité d'élection est de proposer à l'assemblée générale un conseil d'administration. Les membres potentiels du conseil d'administration seront des membres de F&S Brussels, désirant s'engager à assister aux réunions du conseil d'administration et prendre une part active dans le travail du conseil

MCO 2.2

d'administration, ils devront avoir une bonne compréhension des buts de F&S Brussels et de l'organisation mère et les partager.

Le comité d'élection adoptera sa proposition par le vote à la majorité. Au plus tard deux semaines avant l'assemblée générale ordinaire, la proposition faite par le comité d'élection sera portée à la connaissance des membres. En cas de désaccord au sein du comité d'élection, un membre du comité peut demander que la divergence d'opinion soit portée à l'attention des membres.

Tout autre membre non proposé par le comité d'élection peut aussi se présenter pour l'élection du conseil d'administration, conformément aux règles de procédure adoptées à cette fin par le conseil d'administration.





# Our criteria for a good board:

- 1/ **Willingness + Availability** of each individual to make things move (we need to read the true *motivation*, ability to dedicate some *time* for it, and **act upon**)
- 2/ **Continuity** (in the mission/ vision) as a good job has already been done by the 2019 board
- 3/ More **flexibility** in managing a volunteer based association (and especially as we want more bottom up and no/less top down) and able to work with different profiles, looking for a **conciliatory** board
- 4/ More **knowledge** of the functioning (instructors/ hosts/ & accounting-finance)
- 5/ **Local anchor** to manage subsidies, visibility vs local authorities and regulations (even NL is better)
- 6/ Link with **Sweden**

*ranked by order of importance taking into account the last boards, current need for the club, and agreed between EC.*



A high-angle, top-down photograph of a group of people sitting in a circle on a lush green lawn. Their hands and feet are extended towards the center of the circle, creating a communal gesture. The individuals are mostly young adults, and some are wearing colorful wristbands and bracelets. The scene is brightly lit, suggesting a sunny day outdoors. The word "RECOMMENDATION" is superimposed in white, bold, sans-serif capital letters over the central area where the hands and feet are gathered.

**RECOMMENDATION**





**THOSE  
WHO  
CRITICIZE**



**THOSE  
WHO  
ADVISE**



**THOSE  
WHO  
DO**





BRUSSELS

# Structure of the board

help



CORE TEAM ie  
BOARD



help



EXTENDED TEAM

SCHED.  
TEAM



LEFT incl.FU



HOT



COM



HIT



Call for interest  
“ad hoc”



HOSTS



VOLUNTEERS



INSTRUCTORS



+/- 76 volunteers

Members (+/- 396)





BRUSSELS

# Structure of the board

ACCOUNTANCY



CORE TEAM ie  
BOARD



SPOC SWEDEN



## EXTENDED TEAM

SCHED.  
TEAM

LEFT incl.FU

HOT

COM

HIT

Call for interest  
“ad hoc”

HOSTS

VOLUNTEERS

INSTRUCTORS

Members (+/- 396)





# Board Recommendation

- C  
O  
R  
E
- TE  
A  
M
- Confirm Jeroen (2nd year mandate) and appoint *Chairman*
  - Keep Anne-Laure and appoint *Treasurer* for 7 months until next AGM
  - Add Caroline and appoint *Secretary (1st Year Mandate)*
- KEEPING A SMALL BOARD (3 people) TO FACILITATE DECISION PROCESS

→ Complete the board with:

- E  
X  
T  
E  
N  
D  
E  
D
- TE  
A  
M
- a SPOC (Single Point of Contact) with Sweden -> Calle
  - Help on Financial tasks for payments (shall be internal) (Jeroen a.i. in between)
  - A SURVEY ISSUED TO GATHER FEEDBACK FROM THE VOLUNTEERS (Bottom up approach)
  - CALL FOR INTEREST for additional “ad-hoc projects” -> list for now, TBC after the Survey
    - > 30th Friskis Brussels anniversary
    - > External Communication to boost Commercial part (with COMM)
    - > Quality of our offer (with LEFT)





# Board Recommendation



Caroline Van Meerbeek

- Host for more than 12 years, JIM's coordinator, HIT

Caroline will contribute to

- (re-)Building a strong and happy community, among members and volunteers
- Bringing positive communication and communication skills for hosts and volunteers
- Creating a strong brand identity
- Attracting new members by expanding our infrastructure/calendar

*“Friskis has been a part of me for so many years now, 12 to 15 years already and I believe in the strength that Friskis brings, not only physically, but also socially and mentally. I have been lucky to find beautiful friendships through Friskis. I have witnessed wonderful years with Friskis and then some years where things didn't run so smoothly within the organisation. But I do feel that Friskis is on a high again and even through this health crisis, Friskis is still standing. One way or another, I would love to keep being a part of this family.”*



Anne-Laure Léger

- Chairperson since 2019

Anne-Laure will continue to contribute to

- Creating a good working team /board
- Balancing fun and work
- Making sure everyone has his place to contribute
- Empowering the teams

*“As a long-time member of Friskis, I've been very happy to help out by taking a role in the board. I strongly believe Friskis should be a fun experience for everyone. Teamwork and collaboration is the way to get there. I can't wait to be in a sports hall for a megasession with all of you!”*



Jeroen Overstijns

- Treasurer since 2019

Jeroen will continue to contribute to

- Transitioning the financials reporting
- Being in charge of the contractings
- Being the contact person for the teams
- Taking over from Anne Laure the chairperson role

*“Apart from being the CEO of Standaard Uitgeverij <the biggest Flemish publishing company in B2C>, I love other activities like my kids, and Friskis of course. Friskis is part of my life and my professional experience might help the club to go further, as simple as that.”*





BRUSSELS

# Structure of the board

ACCOUNTING

Help  
needed!

CORE TEAM ie  
BOARD



SPOC SWEDEN



EXTENDED TEAM

SCHED.  
TEAM

LEFT incl.FU

HOT

COM

HIT

Call for interest  
“ad hoc”

HOSTS

VOLUNTEERS

INSTRUCTORS

Help  
needed!

Members (+/- 396)



# VOTING TIME







# APPENDIX





# Financial Tasks under Treasurer Responsibilities

PRE -READ  
ONLY

- Accountancy

Done by an external accountant  
xx hours/ trimester

- Data/ Business analysis

New: Started with the board  
April '19  
To Continue to develop within  
the board as a tool to lead the  
actions for the Club (reporting/  
estimates/ forecasts)

- Payments of invoices

To get the help from someone  
from the club at ease to perform  
these tasks on a regular basis  
(every 2 weeks)

Help  
needed!





# Role of the SPOC sweden

*PRE -READ  
ONLY*



- Be the first point of contact between Friskis Board and Sweden.
- Align between Left and Risk and local board.
- Assist for needed translation for special event organized for the external of sweden club





# Full list of assessments made by EC between Jan 2020 and October 2020

	Names		Names
1	Berit Koop	15	Lies Lecomte
2	Olivier Baeten	16	Magdalena Havlikova
3	Marta Komkowska	17	Thomas Arnold
4	Miriam Schneider	18	Daniela Fraiss
5	Aude Goovaerts	19	Patrick Schicht
	Annika		
6	Liljeberg-Hallonsten	20	Johanna van Vrede
7	Peter Rask	21	Weronika Rucka
8	Antonio Donadio	22	Katerina Borovska
9	Fleur Parnet	23	Carina Rosengren
10	Carl Johan Asenius	24	Georgious Paltoglou
11	Tarja Kallio	25	Przemek Sowinski
12	Anne-Laure Léger	26	Anna Świerczyna
13	Jeroen Overstijns	27	Benedetta Boccardi
14	Sophie Béreau	28	Ancuta Pasca

*PRE -READ  
ONLY*



# Rules/ guidelines EC- 2020/2021



2014  
version

## RULES OF PROCEDURE and GUIDELINES FOR THE ELECTION COMMITTEE of FRISKIS & SVETTIS BRUSSELS

The responsibilities of the Election Committee are defined in Article 18 of the Statutes of Friskis & Svettis, Brussels as follows (below 'F&S Brussels').

The purpose of these Rules of Procedure and Guidelines is to clarify the role of the Election Committee and the basic requirements of the members of the Election Committee.

In the event of a conflict between the Statutes of F&S Brussels and these Rules of Procedure and Guidelines, the Statutes shall prevail.

### § 1 Composition of the Election Committee

The Chairperson of the Election Committee convenes its meetings.

The members of the Election Committee:

- should be members of F&S Brussels;
- have a good knowledge of and experience from F&S Brussels and share the values of Friskis & Svettis;
- not be a member of the Board of F&S Brussels; and
- preferably have some experience with positions of trust.

In order to have both continuity and renewal, at least one member of the Election Committee should be replaced each year. No member should serve longer than five years. Deviations from this principle should be motivated at the Annual General Meeting of F&S Brussels (below 'the AGM').

In the event that a member of the Election Committee is being proposed for member of the Board, he or she must immediately withdraw from the Election Committee. No by-election is necessary if a member leaves his or her post before the expiration of the mandate.

### § 2 Mission of the Election Committee

The Election Committee receives its mandate from the AGM and reports to the AGM. Its mission is to propose to the AGM a Chairperson and a complete board that will work well as a team to meet the aims and objectives of the organisation.

The proposal from the Election Committee should ensure that the Board to be elected can manage both current administration and engage in forward-looking work.

In addition to the requirements defined in the Statutes of F&S Brussels, Article 18, the Election Committee should look for the following qualities in potential candidates for members of the Board:

- relevant knowledge and experience;

- readiness to serve the full mandate they would be elected for; and
- reflect the composition of the association in terms of age, gender, and cultural background.

In addition, it is desirable, in order to facilitate links with Friskis & Svettis Riik, that at least one member of the Board speaks and/or understands Swedish well.

The Election Committee shall also propose an auditor and deputy auditor. The proposal for auditors can be made in collaboration with the current Board.

The Election Committee shall propose if and by how much the Board should be remunerated.

### § 3 Work of the Election Committee

The Election Committee should be accessible via the website of Friskis & Svettis, Brussels.

The Election Committee shall identify the needs and challenges of the association. After collection of necessary information it shall propose a Board that could meet these criteria. The Election Committee shall consult widely among volunteers and members to attempt to identify potentially suitable and willing board members.

The Election Committee shall, a few months before the relevant AGM, ask existing Board members if they wish to be considered for re-election for a further period.

In addition, any other member who wishes to be considered for election to the Board, or wishes to propose someone, should inform the Election Committee in writing (including e-mail).

The proposal of the Election Committee for a complete Board consists of a list of the candidates recommended by the Election Committee in accordance with the Statutes and the aims and objectives in these Rules of Procedure and Guidelines. In addition, the list shall mention persons that have been nominated but not proposed by the Election Committee.

These Rules of Procedure and Guidelines were first adopted by an extraordinary AGM in 2014 and shall be confirmed and when necessary revised by the AGM. The Election Committee shall continuously evaluate these Rules of Procedure and Guidelines and, for the consideration of the AGM, propose changes.

2020/2021

**change:**  
remove  
this  
mention  
and  
appoint  
this role  
to the  
"accountancy  
help"

2020/2021

**change:**  
keep  
same EC  
until next  
AGM  
April  
2021:

Fleur  
Parnet



Przemek  
Sowinski



Sophie B



Article 18

Le conseil d'administration

L'assemblée générale élit pour une durée d'un an le conseil d'administration. Il est composé d'un président et de deux membres. Le conseil d'administration est élu par l'assemblée générale électorale, organisée au moins une fois tous les deux ans. Le conseil d'administration est élu par l'assemblée générale électorale, organisée au moins une fois tous les deux ans. Le conseil d'administration est élu par l'assemblée générale électorale, organisée au moins une fois tous les deux ans.

Le conseil d'administration est élu par l'assemblée générale électorale, organisée au moins une fois tous les deux ans. Le conseil d'administration est élu par l'assemblée générale électorale, organisée au moins une fois tous les deux ans. Le conseil d'administration est élu par l'assemblée générale électorale, organisée au moins une fois tous les deux ans.

Le conseil d'administration est élu par l'assemblée générale électorale, organisée au moins une fois tous les deux ans. Le conseil d'administration est élu par l'assemblée générale électorale, organisée au moins une fois tous les deux ans. Le conseil d'administration est élu par l'assemblée générale électorale, organisée au moins une fois tous les deux ans.