

# The digital association course - Compilation

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# 1. The association in AU and the work of the board

## Running an AU-association

Astronomisk Ungdom is a non-profit youth association for children and young people interested in space. Under Astronomisk Ungdom there are a total of six (6) districts, as sub-organizations, that operate in a certain area of the country. Five of these districts are currently active: Norddistriktet, Mittdistriktet, Stockholmsdistriktet, Västdistriktet and Syddistriktet. Associations that join AU automatically fall under a district, depending on where the association's headquarters are located. The association then becomes a member association in the district.

Associations affiliated with Astronomisk Ungdom receive a number of benefits and tools to run their association from AU.

## What the association gets from AU

When the association has just been founded/affiliated with Astronomisk Ungdom, it receives a start-up grant of 2000 SEK to be able to start its activities. After that, associations receive an annual association grant from AU, consisting of the membership grant (20 SEK/member the association has at the end of the calendar year) and the operating grant (2000 SEK if the association has been active and has carried out around 5-6 activities during a year and has had an actively running board). The association receives a bank account under AU at Swedbank which is managed administratively by the kansli.

When the association is affiliated, it also receives its own association AU email, where everyone from the board is added and which is updated after each annual meeting. The association also receives its own page under [au.se/foreningar](https://au.se/foreningar) where you can write about your association, what you do, present the board, have a registration portal and more!

AU uses the membership system eBas to save minutes and documents and register association members. Each association gets its own login to its association page on eBas to easily see its members, upload minutes, send out information, etc.

Astronomisk Ungdoms [kansli](#) consists of a number of office staff who are employed and work with AU, usually 100%. The office is here to provide primarily administrative support and assistance, and for associations there is specifically our *föreningsutvecklare* who is there full-time to help and support associations and encourage association engagement. You can always contact the [kansli](#) and the [föreningsutvecklare](#) if you have questions, are unsure or if you want support.

As previously mentioned, AU consists of districts. The districts exist to provide associations with support and community at a more local and operational level. For example, the districts can help and support with more operational and local issues for associations (while the office is more administrative). You can see which district you belong to in eBas, depending on the location of your association. For example, if you want to have activities but are unsure how to start or how to do it on your own, your district is a perfect tool, as they can arrange activities together with you and help you get started.

AU exists to provide a community for children and young people who like space, and when you run your own association or are active in an association, that is exactly what you get. Through your district, you can meet other active people in associations in your area, through joint activities, contact networks and the annual [district conference](#). As an active member of AU, you also get to take part in national gatherings, such as the [AU conference](#) in the autumn and [Congress](#) in the spring. The AU's annual meeting takes place at the Congress and all associations that have submitted everything from the previous year's annual meeting have voting rights at the annual meeting.

## **The association's board**

The association's board is elected by the annual meeting for one term of office (annual meeting to annual meeting, usually one year) at a time. A president of the association is elected, as well as other members who are then elected during a board meeting as treasurer, secretary and possibly other optional roles. The board must consist of at least three (3) people to be a valid board.

## **The board's responsibilities**

The association's board is the ones who *run* the association. The association's board is responsible for ensuring that the association is active, organizing activities, having its annual meeting (every year!), sending in everything from the annual meeting, sending representatives to the AU's annual meeting and representing the association.

### **Board roles**

The association's president has the highest responsibility for ensuring that the board does its job and runs the association properly. The president calls board meetings relatively regularly to make decisions and reconcile, and ensures that the board works well, that everyone on the board receives information and that everyone on the board is involved. It is also the president who delegates tasks but also follows up on how the work is going for all members of the board. The president is the first representative of the association.

The treasurer is ultimately responsible for the association's finances, together with the president. It is the treasurer who is responsible for keeping track of the accounts (bookkeeping), how much the association spends during its term of office, and maintaining

a (usually unofficial) budget. The treasurer is also the one who writes the financial report for the annual meeting.

The secretary is the regular secretary for all of the association's board meetings, even those that are less official and formal. As a secretary, you should always be responsible for recording important, relevant and necessary matters for the board's work, and ensuring that all minutes and important documents are arranged and organized and easily accessible to everyone on the board.

President, treasurer and secretary are roles that should always be on an association's board. As an association's board, you can also choose other optional roles, such as a media manager, activity manager or similar that you feel are necessary for the association and the board's work.

## **Communication**

Communication is very important for your board to function in the best way. You should have a group chat for everyone on the board so that you can communicate smoothly, discuss things and provide information quickly. You should also have regular board and reconciliation meetings relatively often, whether it is physical or digital, to coordinate and talk through your work and responsibilities often.

Communicating with your association's members is also very important, so that they feel that they can contact you on the board and so that they know that the association is active. For example, you can have a larger chat for all your members (depending on which forum you use and limitations on amount of members), or some type of server on discord, slack or similar, where you can send out information and market activities easily to your members, and where they can write messages to you and other members themselves. You can also send out mailings to your members via eBas, perhaps monthly, quarterly or just as regularly as you can, where you inform them about current things for the association, write about plans and activities and other things that are fun and good for the members to know. Being active on social media is also very important in order to reach out to many people and showcase your association. Post and promote your upcoming activities, and also post about the activities you have done! For example, when you send a representative to the AU Congress, you can vlog and post it or something similar, show that you as a board do things and show everything you do for your members! You can also use AU's channels to reach out, for example write about your upcoming activities in the [calendar](#), write [blog posts](#) about your activities or ask AU to repost about your activities on [Instagram](#).

To contact other associations in AU, for example about collaborations etc., you can find their contact details on their [association pages](#)! You can also contact your [district](#) via email if you want to arrange something together with them!

With external contacts, such as lecturers or institutions you want to visit and the like, it is important to remember that you as a board member of the association represent your entire association. You should therefore contact them in a professional and pleasant manner, where you may also need to be informative about your association, what you do and what you would like to do together with them.

### **Handover and the survival of the association**

Part of your responsibility as an association board is to ensure that the next board of the association receives a good handover and has everything they need to continue running the association even after you have resigned. Everything you have worked on during your year must therefore be documented, so that the new board can look back on how things were done previously.

You should have a *handover document* specific to your association that can be passed on and developed with each board. In the handover document, you should include everything about how you run your particular association, for example a brief description of how you usually conduct the annual meeting, board meetings and the general work of the board. You should provide a brief overview of meeting formalities and the structure of the board, or at least provide links to the AU website where they can find such information and contact details for the office for when they have future questions or similar. You should also provide contact information for people and organizations you have previously worked with, such as other AU associations or districts, places you often camp or visit, speakers you have had in the past, and the like. You should also list the activities you have often had that work well with a brief description of how you plan and carry out the activity and the general routines you have had that have worked well for you. You should make their transition and entry into the board and association as smooth as possible.

### **Board meetings**

As the association's board, you have to keep track of a number of different types of meetings. The "most important" of these is of course the annual meeting, which we will come to a little later. In addition to the annual meeting, the board must hold board meetings in order for the association and the board to be active and have good contact. There are three different types of board meetings to keep track of that must be held depending on what is to be discussed.

#### **The constituent board meeting**

The first board meeting to be held after the annual meeting (unless all board roles and signatories are elected directly by the annual meeting) is the constituent board meeting. The fact that it is constituent means that it is when the newly elected board is constituted, i.e. established. It is during the constituent board meeting that all board member roles in addition to the president are appointed, i.e. treasurer, secretary and possibly other roles. It

is also during the constituent board meeting that any signatories are chosen (check your association's statutes about this), i.e. someone or a few who have the right to sign for the association, for example for important or financial documents. Associations rarely need to do this and the new statute template states that the entire board is the signatory for the association. Otherwise, the president and/or treasurer are usually chosen as the signatories.

The constituent board meeting should be held as soon as possible after the annual meeting and must be signed and submitted together with the annual meeting documents on eBas.

### **Ordinary board meeting**

An ordinary board meeting is a regular board meeting where the board makes decisions that affect the association and the work of the board. This usually involves financial decisions, for example whether to purchase something major for the association. It can also involve noting if any board member (who is not the president) resigns from the board in the middle of the term of office, deciding who on the board should be sent as a representative for the association to the AU annual meeting and other such things. You can also make decisions about larger types of activities that the association should carry out, perhaps if you decide to arrange something together with other associations/districts or so. It can also be useful to decide on some type of unofficial operative plan (if this has not already been done during the annual meeting) and budget for the term of office during the board meeting. You then establish a plan within the board that you will strive to follow and base yourself on during the year. It is often not necessary for associations to have a budget and/or operative plan in place for the annual meeting, but it can be nice for the board to be able to base itself on it. Check your statutes for what must be decided during the annual meeting.

Ordinary board meetings are used as a basis, as evidence, that the association board has actually chosen to do such types of things that affect the entire association and especially financial aspects, but also things like the association's voting rights during the AU's annual meeting, and must therefore be done correctly. Ordinary board meetings must always follow correct board meeting formalities, be signed and saved in a place where the board can easily access it and can show it if someone would like to see such a basis for a decision.

### **Reconciliation meeting**

Reconciliation meetings are the most regular types of meetings for the board, where no major and equally impactful decisions are made, but more where you check in on how the board's work is going, plan things and make smaller decisions about, for example, activities to organize, etc. You should try to hold at least one reconciliation meeting a month where you just check in to see how the work is going but also to have continuous contact face-to-face with the board and not just in writing.

Reconciliation meetings do not have to have formal notes, but it can still be useful to write down what is discussed and if anything is planned or similar and save it to be able to look back on it. Reconciliation meetings do not need to be signed either, but should be saved for the board to access.

The most important things to remember about the different types of board meetings are:

- A constituent board meeting must always be held after an annual meeting, signed and submitted together with the annual meeting documents.
- Ordinary board meetings are mainly for making more formal decisions that affect the association on a larger scale.
- Reconciliation meetings should be held regularly and often to reconcile, discuss and plan, and maintain good contact with the board.
- Do not make major, financial decisions during reconciliation meetings - it should then be an official board meeting!

**NOTE: The statutes for your association state how many members of the board must be present at an ordinary board meeting and how many must vote for a decision for it to pass.**

## 2. The annual meeting

### Before the annual board meeting

The annual meeting always deals with the previous financial year - that is, everything that the association has done or not done during the previous year. The association's operating and financial year (often the same period, operating year means the year in terms of activities and operations that the association has done, and financial year means the association's economical year in terms of money spent and gained) means what a year is for the association. Most often, this year follows the calendar year, meaning that it is from January 1 to December 31 of a year. However, there are exceptions for some associations, so always check your statutes to see what the association's operating year is! This is what you follow when you are going to report on the previous year to your members during the annual meeting. All reports and accounts should therefore follow and be based on, and only tell about, the period that is your association's previous operating and financial year. So: When you have your annual meeting now in 2026, you should discuss everything the association has done during the previous year 2025. It can then be the calendar year 2025, or, for example, extend between February 1, 2025 - February 1, 2026, as long as it is a complete year and is stated in your statutes.

### The notice

Before the annual meeting, you must notify your members that the annual meeting will take place, when and where. You must do this a certain amount of time before the annual meeting for the annual meeting to even be valid. If, according to the statutes, the members have been given too little time to prepare for the annual meeting, it is not valid. It is therefore important that you read through your statutes before you start planning the annual meeting, as it states how far in advance of the annual meeting this notice must be sent out. Most often, it is between 2-4 weeks before the annual meeting. In the notice, you should write: Date, time and place of the annual meeting, how members can run for the board, how they submit motions to the board and possibly write something about the documents you will present during the annual meeting, if anything stands out. Most associations do not have to (but it can still be nice) send out their documents in advance to members, but keep an eye on whether you need to do so in your statutes! If you on the board are going to present any proposals, you must also write about it in the notice.

### The documents

#### The annual report for the previous operating year

The annual report is an account of all activities and operations that the association has carried out during the previous financial year, as well as who has been a part of the board

and how many members the association had at the end of the year. Please follow the template.

### **The financial report for the previous financial year**

The financial report is a report on the association's finances during the previous financial year: your income, expenses, and a profit and loss statement and balance sheet. Please ask us at the kansli for a bank statement to get completely accurate figures in your financial report (unless you own the association's bank account). Please follow the template.

### **The auditor's report**

The auditor's report is written by the elected auditor, who was elected during the previous annual meeting. You as the board must then send the annual report and the financial report as well as the bank statement to your auditor well in advance of the annual meeting, so that they have time to review and examine everything your association has done and spent money on during the year. If the auditor does not believe that anything seems suspicious or illegal, they should write the auditor's report and propose discharge from liability for the outgoing board for the period of the previous financial year.

### **The operative plan for the upcoming operative year**

The new statutes template includes a section on an operational plan, which should be adopted during annual meetings to make it clearer and easier for both your members and you on the board to know what you can focus on during the year and have a starting point for activities and operations for the year. The operational plan should be fairly general and does not need to be very detailed. It doesn't matter if during the year you notice that you don't have time to do everything, add things that you haven't written about or have to change something. The operational plan is just that - just a plan for what it should look like during the year, not what you have to do.

### **Proposals from the board**

Proposals are for changes to the association that the board itself develops. Most often, proposals concern changes to the statutes, since these are things that usually have to be decided on during the annual meeting. If the association board wants to change something in the statutes, for example, update them or change a specific point or the like, the board writes a proposal that then becomes a document for the annual meeting. If the board has proposals, this must be announced in the notice and written about what the proposal(s) will address so that members have time to familiarize themselves with what the board wants to propose.

### **Motions from members**

Motions are proposals for changes to the association that come from members. These also usually apply to proposals for changes to the statutes. Motions must be submitted to the association board a certain time before the annual meeting, when is stated in the association's statutes and must be written in the notice. The board must have a certain amount of time to review the motions and decide whether they as a board want to support the motion. If the board decides that they think the motion is good and want to say that they also support this proposal, the board will raise the motion as an item during the annual meeting and present it together with those who submitted it. However, if the board does not think the motion is necessary, bad or simply does not believe that it is a proposal that they want to support, the board will not raise this as an item on the agenda. The proposers are then told that the board will not support the proposal with them and the annual meeting is then informed that the motion has been submitted but that the board has chosen to reject it. The submitters then still have the right to raise the motion under Other matters, but present it independently without the board's support.

## **Election of positions of trust**

During the annual meeting, a new board is elected, and there can of course be re-election of people who have served previously. As a member, you should have the opportunity to run for positions of trust, preferably in advance but also during the annual meeting. You can also nominate people for positions of trust.

During the annual meeting, you start by electing the association's president. Then you choose how many people will sit on the board in addition to the president. Before this decision is made, you go through the proposal of who these people should be and give people the chance to discuss the candidates, or nominate people. When you have seen who is proposed to sit and the annual meeting is satisfied with this, you first make a decision on the number of members of the board. After that, you must determine exactly who will be board members and elect them. The number of members is chosen before the personal elections so that there is a limit to how many people can candidate or be nominated for the board.

After the board elections, you must elect auditors and sometimes a nomination committee. To be a valid association, you must elect at least one auditor. The auditor must audit the association before the next annual meeting. The auditor may not be a member of the newly elected board, or have been a member of the board that has just resigned, and may not be a family member or otherwise closely related to the board. The auditor may, but does not have to, be a member of the association.

Depending on your association's statutes, the annual meeting may also elect a deputy auditor, a "backup" auditor, who would carry out the audit if the regular auditor is unable to complete their assignment. If your statutes state that a deputy auditor should be elected, or more than one auditor, the annual meeting must do this. If this is not done, it is invalid

and you must have an extraordinary annual meeting to elect a deputy. Check your statutes and make sure to follow them!

The same applies to the nomination committee, if the statutes state that the annual meeting shall elect a nomination committee, the annual meeting must do so for it to be valid. The nomination committee is a group outside the board and not an auditor, whose task is to submit proposals for positions of trust for the next term to the next annual meeting. If the statutes do not say anything about the size of the nomination committee, it can consist of anything from 1 person and up (do not make the group too large, though!). The nomination committee can consist of the outgoing board. In the same way as with the deputy, an extraordinary annual meeting must be held if a nomination committee is not elected despite the statutes stating so.

The most important things to remember about the annual meeting:

- Make sure to hold an annual meeting before the end of the year! If the annual meeting is not held before the end of the year, the association is seen as inactive and will not receive the grants from AU or have voting rights at the AU annual meeting. Feel free to hold the annual meeting as early as possible during the year to get it done in good time!
- **Follow your statutes!** Everything the board must do before and during the annual meeting is stated in your statutes. Make sure to read them carefully and well in advance of your annual meeting so that you plan it and so that you have time to send out the notice, arrange all the documents, contact the auditor, etc.
- Market the annual meeting properly. In addition to the notice, you should send out member mailings, post about it on your social channels, put up posters and the like so that all your members, but also outsiders who may be interested, know when the annual meeting is. The more members who participate and vote, the more democratic your annual meeting will be.

## During the annual meeting

During the annual meeting, remember to follow the correct meeting formalities, inform your members about important things and be clear about what you are voting on.

At the beginning of the annual meeting, **meeting officials** are elected, i.e. those who hold the annual meeting. You start by electing the *meeting chair*, the person who speaks during the meeting and moves it forward. Then the *meeting secretary* is elected, who will note all decisions made and any other important discussions or comments that are relevant. Finally, you elect a *minutes adjuster*, someone who, after the annual meeting, will review and check that the annual meeting minutes are written correctly, everything is in order, all the at-clauses are correct and that all decisions and important points have been written down. It is good if the minutes adjuster takes notes themselves during the annual meeting to be able

to double-check. These officials should, after the annual meeting has been concluded and adjusted, sign the minutes.

Important to keep in mind with the meeting officials:

- The same person may not hold two official positions, i.e., the meeting chair may not also be the meeting secretary or the minutes adjuster, and vice versa for each position. There must be three separate people present during the annual meeting.
- The meeting officials should sign the minutes as soon as possible after they are completed and adjusted.

## After the annual meeting

Once the annual meeting is completed, adjusted and signed, there are a few final things to do to make it completely complete.

### Constituent board meeting

The new board will hold its first board meeting, the constituent board meeting, to assign other roles on the board and get the work started as soon as possible after the annual meeting.

### eBas

The annual meeting must be read through and approved by the office's association developer for it to be valid and the association to be able to receive its contribution and voting rights. In order for the association developer to be able to see the annual meeting and the documents, everything must be submitted to eBas. You then go to "Årsmöte" → "Årsmötesprotokoll" and upload all files from the annual meeting there. That is: *the annual meeting minutes* (adjusted and signed), the documents in the form of an *annual report*, *financial report*, *auditor's report* and any *operating plan*, *budget* or other documents that you have raised during the annual meeting. Here you must also upload any *voting list*, *proposals*, *motions* and *attachments*. Everything that is referred to and that you make decisions about (both things that are adopted and rejected) must be uploaded with the minutes, so that we can see that the documents actually exist and contain what you said they do and know what you have actually decided.

After the constituent board meeting, you must also fill out a so-called Annual Meeting Report on eBas, which is also located under "Årsmöte" → "Årsmötesrapport". Then you fill in the date of your annual meeting, all board members and their positions as well as contact information, auditor and any deputy auditor and any nomination committee. You submit it so that the association board's information is updated in eBas and so that we at the office receive contact information for everyone on the board.

## **Extraordinary annual meeting**

If any item was missed during the annual meeting but according to the statutes should have been dealt with, for example if a deputy auditor or nomination committee was not elected, or if the financial report and/or audit report were not completed in time for the annual meeting, the association must have an extraordinary annual meeting in the same year to deal with these items. The extraordinary annual meeting will then be a complement to the ordinary annual meeting. An extraordinary annual meeting may also be needed if, for example, the president must resign in the middle of the term of office, and a new president of the association must be elected, since it is the annual meeting that must elect the president. It may also be needed if someone else on the board resigns and the number of board members is less than three people, then at least one more member must be elected to the board so that it is full. An extraordinary statutory board meeting is also needed if any of the roles of treasurer/secretary/signatory are to be changed.

If any financial document is not completed by the regular annual meeting, the annual meeting may not discuss any of the financial items, namely: financial report, audit report and the issue of discharge from liability. These three items are always linked and cannot be decided on unless all of them are decided on. So if the financial report is completed but the audit report is not, the annual meeting may not approve the financial report or grant discharge from liability - as it has not been reviewed by the auditor. All three items must then be discussed at an extraordinary annual meeting.

Your statutes state how the extraordinary annual meeting should be called and handled. Usually the same notice period applies to the extraordinary annual meeting. The extraordinary annual meeting may only discuss the items written in the notice, meaning members cannot submit motions to extraordinary annual meetings, but can raise other issues.

## 3. Economy and engagement

### Income

The association has a number of fixed incomes during the year, but may also have some variable income.

### The annual association grant

As mentioned, the association contribution consists of two parts, a variable and a fixed part. The association contribution is paid each year to the AU associations. The association contribution is based on the previous year. The association will not receive its contribution if it did not have its annual meeting during the previous year, or did not discuss everything that must be discussed according to the statutes during the annual meeting and no extraordinary annual meeting was arranged, if the annual meeting and all documents for it were not submitted to eBas and if an Activity Report (Verksamhetsrapport) was not submitted.

### Activity report

The activity report (Verksamhetsrapport) is similar to the annual report (verksamhetsberättelse), but instead of following the association's operating year, the activity report follows the calendar year (which is often the same for associations). The activity report is not something that must be processed during the annual meeting, but is entered directly into eBas when a calendar year has ended. The structure of the activity report is the same as for the annual report, you write in it: who was on the association's board during the year, how many members the association had at the turn of the year and list each member activity that was organized during the year with dates, as well as the work of the board and when the annual meeting and any extra annual meeting took place. You can often then copy your activity report to the annual meeting (if the association's operating year follows the calendar year). The activity report should be entered directly after a calendar year has ended, so that we know that you have actually had continuous operations during the year, regardless of when your annual meeting is and you actually process the operations. See the Activity Report more as a report to us at the office that you have actually done things during the year, as a basis for your contribution. It is filled out on eBas under "Verksamhet" → "Verksamhetsrapport".

### Membership grant

The variable part of the association fee is *the membership grant*, which is based on the number of members the association had at the end of the previous year. The membership grant is 20 SEK/member (on December 31).

## **Operating grant**

*The operating grant* is based on your Activity Report: on how active your association has been during the year and how many activities have been organized. The requirement to receive the activity grant is that the association must have organized at least 5-6 member activities during the year (the annual meeting is not included here). The grant is also based on how active the board has been during the year, how often the board meetings have been held for planning and discussion. The activity grant is a fixed amount of 2000 SEK.

Important things to consider with the annual association grant:

- Based on the previous year's activities and members.
- The association must have approved the annual meeting and submitted minutes and all documents to receive the grant.
- The association must have filled out an Activity Report on eBas for the previous calendar year.

## **Other income**

The association can also raise money in other ways in addition to the association grant.

### **AU:s project grant**

When the association wants to organize larger activities or projects that may be more expensive, such as camps, study trips, or large projects, you can apply for up to 15,000 SEK from AU's project grant. In the application, you must present what you are seeking the money for, a budget for the activity or project, and how much money you are seeking and why. You must clearly show why you might not, for example, just use the entire association fund for the activity (tell us about future projects or activities you are planning, include a budget for the entire year for the association and how you have planned your expenses and income).

After the activity for which you received a project grant is over, you must report the grant and where the money has gone. You then submit a short report about the activity, and write a blog post about how it went.

### **Participation fees or sales**

You can also raise money for, especially larger, activities by having a participation fee. It is good when, for example, you are holding a camp, study trip or similar that may cost more. It is also good to ensure that members who register for such larger activities actually participate in it. The participation fee should not be high, your activity should still be easily accessible to all your members, but around 100-200 SEK for a camp or similar is common. It can then help to cover certain costs. The easiest way to get participation fees into your

association bank account, since you do not have Swish or similar directly to the account, is for people to Swish someone on your board (e.g. the treasurer). The treasurer can then compile all the participation fees they have received, calculate how much the association should receive in total and make a simple bank transfer from their bank account to the association's bank account. To make accounting simple, you can give the comment "Participation fees activity x number". To ensure that you have the documentation and "proof" that all participation fees have been received into the association's bank account, for example if the annual meeting asks or the auditor wants to review it, is to have a document for everyone who paid and how much a ticket cost.

You can also have sales of things, such as patches or merch, or for example pastries and the like. You can then do the same as for the participation fees above.

## **Request for compensation**

When you buy things for the association yourself, such as fika, materials or travel, you do so by first paying and "putting out" money yourself. You then take a good picture of the receipt for the purchase and fill out a BOE form = Request for compensation. You send the BOE to the Kansli/association developer (föreningsutvecklare) who will then make a bank transfer to you who made the purchase from the association's bank account.

In order for the BOE to be approved, you must follow the instructions on page 2 when you download the form. Important things to keep in mind, which are often missed, with BOEs are:

- Always sign the BOE! You who made the purchase sign in the large "Signature" box, and then an approving signature from the association's president or treasurer is also needed in the box next to it.
- If you have more receipts, number them in the correct order in the form and also number the picture on the receipt.
- Take good pictures of the receipt! The entire receipt must be clearly visible, the text must be visible and must not be blurred so that you cannot see what was actually purchased.
- Never round the amount, either up or down! Write the exact decimal of how much it cost and what you will receive in compensation.
- Submit everything in an ordered file with the completed form first, and then the receipts in order in the same file. This can be easily done via [ilovepdf.com](https://www.lovepdf.com).

## **The association's members**

Anyone can become a member of an association by registering via your online registration portal. Some associations may have requirements for their members, such as attending a certain school or university or similar. The members for whom you receive a contribution

are all those between the ages of 6-25, these are the ones on whom the membership grant is based.

## **Recruitment**

An association is really only as active as its member base, so it is important to recruit members to the association who are active and committed to the association. It is also part of the association board's responsibility to try to engage its members more.

Recruiting members can be done easily by, for example, standing at an association fair at your school, putting up posters or similar and informing people about your association and having a QR code for the registration portal. For example, if you give candy or stickers in exchange for membership, you can get many members, but then you often don't get as many who are actually active. This way of recruiting should then be combined with providing information and telling new potential members about all the fun your association does.

The best way to actually recruit and get people into the association who are active and committed, who care about the association and may want to join the board themselves is to actually be an active association and organize activities. Then you can both use the activities to attract people, say "check out this fun stuff you can join as members, we always offer fika" or similar, and give your active members something to actually do with the association once they are committed.

## **Association activities**

There are a lot of different types of activities you can organize for your members, big and small.

### **Big and small activities**

Large activities such as camps, study trips, study visits or larger projects can be very fun and rewarding to organize but often require more work and time from the board and are therefore recommended to be organized a couple of times per year. You can then alternate the large activities with smaller and more accessible, simple activities such as lectures, game meetings, movie nights and the like. The small activities often require less planning and time from the board and can therefore be organized more often.

the best setup for having an active association where members can easily participate in relaxing as well as fun activities, while the board can plan and organize fun things but can also organize things that do not take too much time and work is to alternate between large and small activities. If we assume that an association will organize six member activities during the year, for example, you can have two big things, such as a camp in the spring and

a study visit in the fall, with four smaller activities spread out in between, such as a movie night, a board game meeting, a lecture and a mingle meeting just to have coffee and talk to members. This way, the board can easily divide the activities up during the year, keep it going regularly and spread out without constantly having to plan several large and complicated activities. This makes the job easier for the board, but also makes it easier and more convenient for members, as it is much easier and requires less time from them to go to smaller activities, which may last 1-2 hours at a well-known place. However, in order for the members and the board to also have something fun and a little more special to look forward to during the year, you should plan a few bigger things that may take a little longer, are over a weekend in a place further away, and may cost a little more but are a little cooler, you get to spend more time with the members and do something new.

To easily get an overview of the year, you can use the business year wheel, and start from an operational plan that has either been established by the annual meeting or by the board!

## **Collaborate with others**

It is highly encouraged and recommended to collaborate with other AU associations and/or districts, especially for larger activities! For example, if you want to hold a large camp, it can be very beneficial and fun to do it together with your district and other local associations in the area. Advantages when collaborating with others are:

- You can have more participants, as you reach multiple member bases. You can market to more people and get more people to sign up.
- You have a larger budget to work from, as all of you who collaborate can divide the budget between you.
- You get to meet and work with new association activists. You get to mix with participants from a lot of different associations or across the entire district and can meet new people who share your interest. As a board, you get to work together with more association activists from other associations near you, which contributes a lot to the AU community!
- There are more of you who plan the activities, which makes the burden much less for individuals! You can divide the tasks among many more people and make it easier for all of you.

If you want to organize an activity with a specific theme, such as a board game meeting, a lecture on programming, a book club or something else thematic, AU has many different [theme associations](#) you can contact and collaborate with!

The most important thing to think about is to do things that make running the association and the work fun for those of you who are on the board, while also being rewarding and interesting for members. If you have trouble coming up with activities, you can check out

AU's activity bank, but also just think about what you would have thought would be fun to do if you were a member of the association.

## **Welcome new members**

For new members, it can sometimes feel scary to join a completely new association and it can therefore be very grateful to organize welcome activities a few times during the year, when the association has just welcomed many new members - simpler activities especially for new members but perhaps also to kickstart a new period together with members, which are easy to participate in and do not require much from the individual member. For example, you can organize a meeting where you introduce the board and the members get to know those of you who actually run the association, have a simple mingle meeting with coffee and some board games for those who want or similar. Think about what you would have thought would be fun but also easy to join as new members of an association!

*Thank you for participating in the digital association course in its very first edition in spring 2026! We hope that this has been useful for you as association activists and has given you a good overview of how you run and develop your association in AU!*

*If you have any questions or concerns, you can contact the [association developer](#).*