

# STRUCTURE OF SCIJ AS AN AISBL

Meetings	Frequency
GENERAL ASSEMBLY EXTRA-ORDINARY GENERAL ASSEMBLY INTERNATIONAL COMMITTEE (IC)	Yearly
ANNUAL REVIEW AND DECISIONS ON FUTURE INITIATIVES MATTERS THAT REQUIRE SIGNIFICANT CHANGE E.G. RULES CLUB OPERATIONS	As Required
MINUTES ISSUED WITHIN 150 DAYS OF MEETING MINUTES ISSUED WITHIN 60 DAYS OF MEETING MINUTES ISSUED NEXT BUSINESS DAY	As Needed/Requested

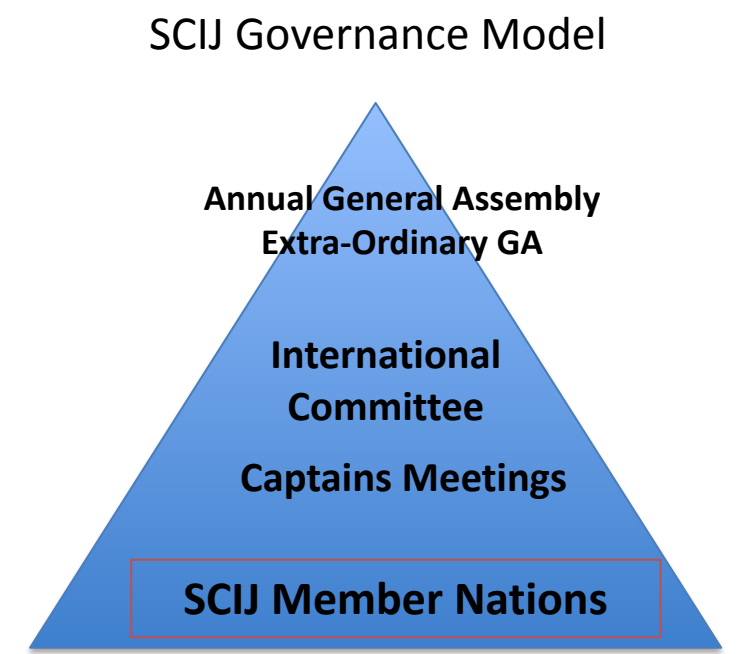
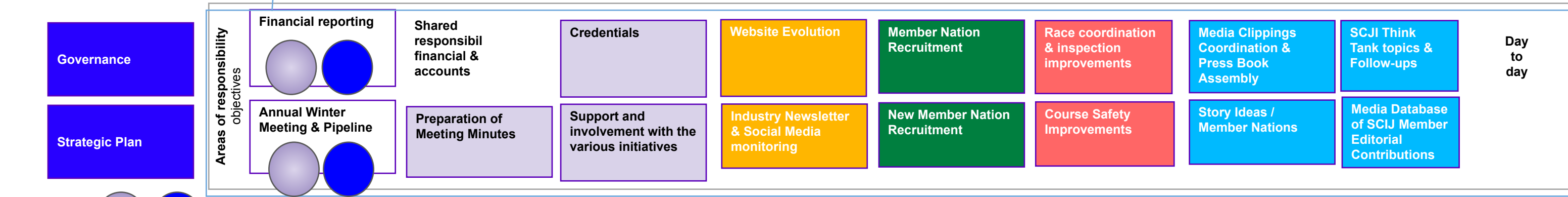
PERIODIC REVIEW ALIGNED WITH THE "STAKEHOLDERS" AND ADAPTED ACCORDINGLY

SCIJ Stakeholders	Frequency
Member Nations Captains Honorary Members	As Required
Organizing Committees Member Nations Partners	
Partners	As Needed/Requested
SCIJ Collaborators Christophe Boeraeve, SCIJ Lawyer	
Independent Resolution Team SCIJ Working Groups SCIJ Strategy	

IC	Frequency
Frederick Wallace, President	Monthly
Bruno Schmitz, Secretary General	
Ulli Brunger, VP, Communications	Monthly
Gamze Dusmez, VP Team Development	
Dario Cavaliere, Vice President and Chief of Race	
Ana Raic- Knezevic, Vice President Press Book and Culture	

Operations	Frequency
Bruno Schmitz	daily/ weekly
Ulli Brunger	
Gamze Dusmez	
Dario Cavaliere	
Ana-Raic Knezevic	

- SCIJ IC SUPPORT
- [SCIJ Statutes \(EN\) \(ER\)](#)
  - [SCIJ Google Drive](#)
  - [SCIJ Executive Code of Conduct](#)
  - [SCIJ Executive Job Descriptions](#)
  - [L'Essentiel des AISBL](#)
  - Christophe Boeraeve, Lawyer  
[choeraeve@law-right.com](mailto:choeraeve@law-right.com)
  - [Social Media Policy](#)
  - [IC Transition Document](#)



# SCIJ AISBL GOVERNANCE

## Communication and Data Governance

- We communicate to all individuals on a member team even if the main contact is the Captain/President of the member nation.
  - Mailchimp for all main communications, unless the communication involves a specific individual or clarification then other forms of communication are employed
  - Form Builder can be used to create surveys, forms to support website
  - All relevant SCIJ Communications is posted on the website. We exclude communications sensitive to our partners e.g. not enough press book coverage, meeting cancellation.
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- All members of the IC may communicate to membership
  - Prior to sending or posting communication, it is advisable to verify with IC and/or President to ensure message is timely and not competing with other targeted messaging. *Given your role on the IC, one should avoid providing personal opinions individually or as a group without first discussing an IC.*
  - Use of SCIJ templates is mandatory for all communication.



Google Chat

- Main conference line for IC Meetings and other SCIJ conferences until October 2020. Up to 25 users at one time.



WhatsApp

- Rapid fire communication meant for quick communication between IC



SCIJ Website

- Main web hub for SCIJ managed by VP Communications



SCIJ Facebook Page

- Private FB page for SCIJ members only. More important messages can also be broadcast as an alternative. The IC are the only authorized admins.



cvent (Meeting Registration System)

- Formbuilder is used for meeting registrations
- Syncs with database upon completion and update of record
- Can be used for surveys and other type of registrations forms (new members etc.)



Mailchimp

- Mailchimp is the member database and email tool
- Records all personal and personal information and provides in-depth profiles
- Personal information is never to be shared outside IC unless of an emergency situation
- An accessible list (minus personal information) is made available to all members on Google Drive
- Tracks audits who has received communication who received communication. Necessary for Internal Audit purposes and GDPR legislation.
- IC members have access limited access since 2019 because license requirements have changed. Should we additional licenses the costs should be evaluated as to not to increase spending.



SCIJ Executive Google Drive

- Google Drive is repository for ALL SCIJ AISBL Documents : All SCIJ Documents must not be on other drives or computers etc.
- Non-confidential documents are accessible to all members
- Documents must be shared by Link (not sent)
- IC Members have unrestricted access



Bookeeping and financial reporting

- All SCIJ revenues and expenses shall be kept in Zoho Application.
- It is the official application to be used financials and financial reporting metrics for SCIJ
- IC Members have access the application at zohobooks.com

## Financial Governance 'Four Eyes'

- VP's must seek authorization prior to engaging funds on behalf of SCIJ (President and/or Secretary General can authorize). The definition of categories is indicated below.
- The President shall consult the International Committee prior to engaging non-recurring expenses that are not part of normal operations of SCIJ.
- Investment decisions (Investing SCIJ funds) must be approved by the IC.
- Receipts, credit card statements, or bank statements must be submitted as proof of payment. When a receipt cannot be provided, a detailed explanation is provided.
- The Secretary General will review submitted expenses.
- The President will give final oversight.
- Expenses are promptly processed and refunded within 10-business days and recorded in the ledger.
- The Zoho Books shall be used for to ensure compliance with current legislation.
- The Ledger and statements are updated Monthly
- Reporting deadlines are to be met with the Accountant
- The budget for the next calendar year is drafted in October and presented at the first IC meeting in November for discussion.
- Adjustments are made as required and proposed by the President & Secretary General in the Annual Report during the General Assembly.
- The financial report is prepared by the Secretary General in draft at least 60-days prior to the General Assembly
- Financial Accounts and statements are fully accessible by the President and Secretary General and members of the IC
- The Financial Statement highlighting revenues (fees, insurance, interest, partners) and Expenses is signed by the President and Secretary General and distributed fifteen days prior to the General Assembly.
- Formal request for auditors is made during the first Captains meeting of an annual meeting.
- The auditors are briefed by the President and Secretary General.
- The Financial Statements are filled with Belgian officials as per our legal obligations and then sent to Internal auditors for verifications.
- Recommendations if required are voted on at General Assembly.



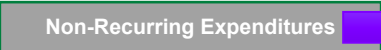
Investment Accounts

- When funds are invested they are done with the approval of the International Committee. The account are held in the name of SCIJ and official signatories are the President and Secretary General. Withdrawals are authorized by the International Committee and completed with the signature of the President and the Secretary General.



Financial Bank Account

- One bank account based in Belgium. Fully accessible by the President and Secretary General



Non-Recurring Expenditures

- Legal Fees, Special projects e.g. website, mission discovery, EGA, Meeting Assistance



Operating Funds of the Club

- Meeting Inspections: travel, incidental expenses
- Meeting organization: Prizes, gifts, journalist guests, invitations
- Subscriptions ZohoBooks,
- Administration: Press Book, office supplies legal admin consulting, bank charges

## Rules of Engagement

- Respect : When it's <<NO>> it's <<NO>>**
- Follow-through on your commitments and deadlines**
- Own the responsibility**
- Be proactive**
- Raise your voice if you are struggling**

## Collective Outcomes

- Recruitment and Strengthen our team membership
- Raise our Value: Journalists and Editorial Production
- Sustainable: Knowledge Transfer

# 2025/26: SCIJ IC KEY MILESTONES AND DATES

## Key Dates and Milestones

### MAY

- 12 IC Meeting
- 29 Member initial Communication
- 31 Member Communication

### JUNE

- 04 Member recruitment and development plan
- 06 General Assembly minutes from Bardonecchia circulated to Member Nations
- 9 IC Meeting
- 15 Website recommendation improvements
- 22 Slalom and Nordic improvements
- 22 Strategic exercise kickoff and questionnaire
- 30 General Assembly minutes from Canada distributed to members of SCIJ

### JULY

- 01 Winter Meeting Inspection
- 14 IC meeting
- 22 Website improvements
- 25 Draft Winter Meeting Inspection report
- 28 Membership recruitment and development update
- 30 Initial strategy questionnaire answers shared to IC

### AUGUST

- 11 IC Meeting
- 18 SCIJ Press Book Measurement
- 22 SCIJ Credentials Communications
- 28 Membership recruitment and development update
- 28 Storyline ideas for winter meeting

### SEPT.

- 16 IC meeting
- 22 Slalom and Nordic Inspection proposals finalized

### SEPT.

- 14 IC Meeting
- 26 Draft strategy Finalized
- 28 Membership recruitment and development update
- 30 Draft think tank approach circulated

### OCT.

- 01 SCIJ Industry Newsletter and Website improvements
- 12 Winter Start Meeting invitations sent
- 12 IC Meeting
- 13 Winter meeting think tank outline defined
- 26 SCIJ Webinar on new initiatives
- 28 Membership recruitment and development update
- 31 Storyline ideas for winter meeting

### NOV.

- 9 IC meeting
- 10 First Draft of 2026 Budget prepared and circulated
- 20 SCIJ Industry Newsletter
- 28 Membership recruitment and development update
- 23 Editorial Push

### DEC.

- 11 2026 Budget Commented
- 14 IC meeting & Budget approved
- 25 Deadline for existing IC member candidacy & dropping Transition documents
- 31 Deadline for nations to pay SCIJ membership fee for 2026
- 31 Think tanks finalized and communicated

### JAN.

- 11 Meeting registration closes
- 12 IC meeting
- 25 AGA Convocation
- 23 First Draft of Financial Report
- 26 Starters lists confirmed
- 31 2026 budget projections circulated

### FEB.

- 09 IC meeting pre-flight and checklist meeting
- 26 AGA

### MAR.

Dates subject to change

- Designates IC Meeting
- Updates from all committees are expected on all initiatives
- Colour Boxes designate deliverables / milestones (box represents individual roles and responsibility as per cover page).

# SCIJ IC : What is your Game Plan?

## 2025-26 Strategic Initiatives and Actions

**MAY**

**12**

IC Meeting

### Agenda

1. All VP's present your plan by Slide Show: 12 minutes each.
2. Answer these questions and expand where possible
3. Identify a clear plan you can measure with key steps
4. Question and answers

### Communications

How will you drive more engagement with existing SCIJ members throughout the year?

What is your plan to drive more recruitment & awareness using the website and our LinkedIn Page?

What is the plan to stay in touch with our 'Friends of SCIJ' & industry partners so we may build a rich ecosystem?

What is the plan to help support your colleagues with their objectives?

What are your barriers?  
What are your asks?

**A.**

### Press Book and Think Tanks

How will you drive more engagement with existing SCIJ members throughout the year?

What is your plan to drive more media results throughout the year and leading into a meeting?

What is the plan to revamp and revitalize the Think Tanks and discussion groups?

What is the plan to revitalize the press books and make them more dynamic?

What is the plan to help support your colleagues with their objectives?

What are your barriers?  
What are your asks?

**B.**

**C.**

### Recruitment and Team Membership

How will you drive more engagement, diversity and younger journalists to SCIJ Meetings?

What is your plan to drive teams who are struggling a path to help them find new qualified recruits?

What is the plan to attract many Member Nations that can and will positively contribute to SCIJ?

What is the plan to help support your colleagues with their objectives?

What are your barriers?  
What are your asks?

### Races

What is your plan to continue improving course safety?

What is the plan to encourage more participation, particularly in Nordic Skiing events?

What is the plan to promote the notion of the races and their background to the membership?

What is the plan to help support your colleagues with their objectives?

What are your barriers?  
What are your asks?

**D.**