

Policy Plan 18' - 19'



The Board of 18/19

George Bandy
Lieke van Dijk
Jesse Schipperijn
Julia Gieseck
Job Knobbout

1. The SES Board 2018-19

1.1 Introduction

The board of the association consists of five members appointed by the Board Selection Committee. These five members will hold the posts of Chair, Secretary, Treasurer, Commissioner of Internal Affairs and Commissioner of External Affairs. Each member will be responsible for the specific tasks of their position and be charged with coordination of the committees. Together the board will be responsible for the full functioning of the association.

1.2 Job description

1.2.1 Chair

The post of Chair for this board year, 2018-2019, will be held by George Bandy. George will hold ultimate responsibility for the management and activities of the study association and the decisions of the board. Thus it is essential that the Chair is informed of all developments and activities that occur within the association and the board. He is the contact person for the board members and chairs the weekly meeting. Moreover, the Chair is the representative of the study association and its members vis-à-vis the various bodies within the University of Amsterdam such as other study associations and the faculty. This year, George is coordinating the Travel Committee and Eurovisie.

1.2.2 Secretary

The post of Secretary for this board year, 2018-2019, will be held by Lieke van Dijk. Her daily tasks include keeping the association's administration in good order, writing the weekly newsletter and maintaining the website. Furthermore, she takes the minutes of the board meetings and the general assemblies of the association. In addition, the Secretary is the vice-chair, which means that the Secretary will stand in for the Chair if the latter is absent. This year, Lieke is coordinating the Event Committee and the Debate Committee.

1.2.3 Treasurer

The post of Treasurer for this board year, 2018-2019, will be held by Jesse Schipperijn. Jesse holds main responsibility for the financial affairs of the study association. The Treasurer administers the bank account, supervises the budgets of the committees and keeps track of the accounts, both digitally and on paper. The Treasurer also ensures proper administration of the receipts, expense claims and details of bank payments in order to facilitate the cash audit at the end of the year. Three times a year, the Treasurer must submit a grant application to ALPHA for the partial reimbursement of study-related activities. This year, Jesse is coordinating the Career Committee and the Educational Committee. In addition, he has an advisory role in the Acquisition Committee.

1.2.4 Commissioner of Internal Affairs

The post of Commissioner of Internal Affairs for this board year, 2018-2019, will be held by Julia Gieseck. The Commissioner of Internal Affairs will be the contact person for the members of the study association and for the committees. She will focus on aiding the process of integration of the

new international students within the association. Julia is responsible for organizing the General Committee Assemblies and the Active Members Weekend. Additionally, she will be the Social Media Manager (see Article 2.3.2). This year, Julia is coordinating the Activity Committee, Conference Committee and Hitchhike Committee.

1.2.5 Commissioner of External Affairs

The post of Commissioner of External Affairs for this board year, 2018-2019, will be held by Job Knobbout. Job will represent the association in external contracts and establish and maintain contacts with external parties, such as the European Studies Alumni Association (KES), sponsors as well as other associations and cultural and political institutions. The Commissioner of External Affairs is also part of the board of the KES. The aim of this is to maintain and improve the relationship between alumni and current students. This year, Job is coordinating the Acquisition Committee, Book Committee and the Introduction Committee.

2. General Policy Plan

2.1 Recruitment and integration of new members

2.1.1

Considering the lower number of member sign-ups last year and the possible decline in new enrolments to the study program of this academic year, 2018/2019, more effort should be placed on the recruitment and integration of new SES members. This applies to both Dutch and International students.

2.1.2

Before the start of the academic year, the International Students panel, organized by the Faculty of Humanities, will be held. This year, the two international members of the board (the Chair and the Commissioner of Internal Affairs) will be part of the panel. After the panel, the whole board will be present at the borrel to talk to new students and inform them about SES. This will be a good opportunity to make new students aware of the SES and recruit new members.

2.1.3

The first weeks are crucial for member recruitment and the integration of new students in the association. Therefore, the whole board is expected to participate as mentors during the Intreeweek. This will introduce the new first years to the SES, its members and student life in Amsterdam. During the Intreeweek the aim is to promote the association in an enthusiastic and active way. The borrel on the European Studies Day during the Intreeweek is very important for this. This borrel is an opportunity to sign up new members and to get new students excited for the study association.

2.1.4

Essential for the integration of new members is introducing the new students to the various committees of the SES and their activities. The promotion of the committees will happen at the committee market on the European Studies Day and thereafter through the digital platforms of the

SES. The committee page on the website will be updated with the functions of the various committees, their tasks and information about what the committee entails. Also an email will be sent to all the members in the beginning of the year with an explanation of every committee and their functions by the Secretary.

2.1.5

To remain an inclusive association, attention will be given to the integration of new members within the association throughout the year. To better integrate new members, the introduction period has been extended with more activities where new and current members can meet.

2.1.6

It is important that the SES remains an attractive association for all members. Therefore, the focus of the activities and committees is not solely concentrated on new members but also on current members. It is important to involve the current members actively in the association in the beginning of the year as well. The new introduction period will serve this aim because there will be more events focused on integrating the first years with the old members.

2.2 Recruitment of Board Members

2.2.1

Members of the board need to be recruited for the subsequent year. In order to form the best board possible, efforts will be put into attracting more members to consider undertaking a board year. A specific meeting, The Board Information Evening, will be held in order to provide more information. People interested in a board position will also have the opportunity to have a one-on-one conversation with a current board member. Furthermore, Facebook, the Newsletter and (to some extent) Instagram will be used to inform members about the specific roles within the board.

2.3 Communication and Promotions

2.3.1

As in past years, the SES will use social media for promotion. This year the association will be using five different media platforms. Firstly, the newsletter will be used for general announcements, the promotion of SES events, the promotion of sponsors and to provide information about the association to all members on a weekly base. Secondly, Facebook will be used for general announcements and the promotion of events as well as the promotion of sponsors. A separate Facebook event will be created for each event. Thirdly, Instagram will be used to display pictures of events that have taken place or promoting events that are going to take place. Next to these forms of media Snapchat will be used to show live updates during events to increase the accessibility and inclusiveness of the association. Lastly, LinkedIn will be used to present the SES in a professional manner and to create a professional network for the association. In addition, it will be used to maintain contact with guest speakers and people that are involved with SES as well as finding new ones.

2.3.2

Each year the board will select one board member to be the Social Media Manager. The task of this role is ensuring the correct and regular usage of the social media platforms used by the SES. This year the role will be done by the Commissioner of Internal Affairs. The Commissioner of External Affairs will have a supportive role, by delivering the material coming from companies and sponsors.

2.3.3

This year we will continue to work towards increasing the attendance at the General Assemblies (GA) and General Committee Assemblies (GCA). This will be done by informing everyone about the GA through the newsletter and Facebook.

2.3.4

The secretary is in charge of maintaining and updating the website on a regular basis. The information needs to be as orderly, insightful and accessible as possible.

2.3.5

The SES highly values the collaboration with other study associations as it offers our members the possibility to meet people from other study associations. Thus, the SES will continue to collaborate with other study associations by organising various events on a regular basis.

2.3.6

Last year the SES merchandise was introduced. We are continuing the sale of the current stock. Once the current stock is finished, the board will consider whether to continue with SES merchandise.

2.3.7

Communication with the European Studies department will be kept-up throughout the year at regular intervals, ensuring that the department is informed of all relevant SES projects, events and possibilities for collaborations.

2.4 Book Sale

2.4.1

This year, the Book Committee will be dissolved. The Commissioner of External Affairs will take over the task of providing students the opportunity to order their required books with a discount through the SES. Students will order their books directly at the supplier, however they will still receive the SES discount. The Commissioner of External Affairs will be in contact with the supplier and if students experience any trouble during the procedure, the Commissioner of External Affairs will try to solve it.

2.4.2

In order to make sure that the book-ordering procedure is clear to all members, the information on the procedure will be available in both English and Dutch.

2.4.3

Last year all members were provided with membership cards. We are planning to continue this by getting membership cards for our new members.

2.5 Transparency

2.5.1

Three General Assemblies will be organised during the academic year. The assemblies will be open to all members. The purpose of the assemblies is to present any developments and how the association is being managed. The General Assemblies are also a platform to present the Policy Plan, the (Semi-) Annual Report, and the year's budget plan.

2.5.2

Two General Committee Assemblies will be organised during the academic year. These two assemblies focus specifically on the work of the committees, including how each event has been managed and the budget plans. There is mandatory attendance for the members of the committees.

2.5.3

The official documents of the association, comprised of the Policy Plan, (Semi-) Annual Report, and the minutes from each of the General assemblies will be published on the website of the association. Links to the documents will also be included in the newsletter where relevant.

2.5.4

The minutes of the General Assemblies will be published following their approval by vote in the subsequent General Assembly.

2.5.5

The Policy Plan is produced for the purpose of detailing the functions and objectives for this association year.

2.5.6

The Semi-Annual Report and the Annual report are produced to inform members of how the association has functioned during the year and to assess if the objectives set in the Policy Plan have been achieved.

2.5.7

As previous, two Think-Tanks will be organised during the year. Members can make comments, suggestions and discuss about the functioning of the association and the events.

2.6 Internationalisation

2.6.1

The association should be inclusive for both Dutch and international students. Thus, the nature of the events should be attractive to both.

2.6.2

The SES will remain a bilingual association. The newsletter will be provided in both English and Dutch. Official documents (see 2.4.3) will be provided in English. As most Dutch students are considered to have a good understanding of the English language, Facebook posts will be mainly English in order to remain clear. Posts that are only applicable to Dutch-speaking students will be provided in Dutch.

2.6.3

The board aims to diminish any form of language barrier between the members. We see the use of a common language as beneficial for all of the members. Therefore, English will be the main language in SES activities.

2.6.4

To assist the integration of international students into the studies and life in the Netherlands, we will

maintain the section of the website dedicated to international students, including the information on frequently asked questions.

2.7 Committees

2.7.1

The committees, excluding the Hitchhike Committee, Introduction Committee and the Board Selection Committee, should be formed as soon as possible. In line with this, the applications for the various committees can be submitted from the start of the Intreeweek. The application period ends on the 1st of October. This gives sufficient time for new students to become informed about the committees and apply. There is also time allowed for the new committee members, once selected, to become familiarised with what being in their committee entails before they start operating and to assign the committee positions.

2.7.2

The importance of the committees' role in the association and the benefits for the active members shall be expressed to both first and older years. For first years specifically, this will be done at a fair organised by the association on the European Studies Day during Intreeweek. A brochure will be produced that includes a description of each committee and what they do. The "Committee" section on the SES website will be maintained with information about each committee along with the application form. An email containing the information about the committees, including their role and a link to the application form, will be sent to all years. The weekly newsletter will feature a section on the committees and the application process. The social media channels of the association will also be used to communicate about the committees during the application period.

2.7.3

We aim to achieve committees that have a diverse group of members, from different years with both Dutch and internationals. This adds to a deeper integration of the association.

2.7.4

The communication between the committee and the board coordinator needs to be clear and frequent. It is also important that the coordinator does not take over the tasks of the committee members. The board coordinator should supervise the activities in the committee and ensure that the workload is divided equally amongst the members.

2.7.5

The communication between the Treasurer and the treasurer of the individual committees needs to be effective and efficient. The Treasurer will organize individual meetings with all the new treasurers after the committees have been formed. Communication between the Treasurer and the treasurer of the individual committees will be maintained the entire year.

2.7.6

At the start of their committee term, the committee members will be presented with the white paper by the board coordinator. At the end of the year, each committee will write a whitepaper, managed by the chair of the committee, which will be handed to the board coordinator.

2.7.7

In the event of a resignation of a committee member, the committee together with the board coordinator will decide if it is necessary to find a replacement. To prevent this from happening, the members will be well informed about the workload of a committee at the beginning of the year.

2.8 Committee Interviews

2.8.1

All interviews will be held by the board coordinator of the specific committee supported by one of the other board members, preferably one with relevant experience.

2.8.2

The committee interviews will be held as soon as possible after the closing date for the applications. A decision on the formation of the committees will be made within the days following the interviews and the new committee members will be informed as soon as possible. During the first General Committee Assembly the committees will be introduced.

2.8.3.

Due to the early scheduled activities organized by the Activity Committee, the formation of this particular committee will be given priority.

2.8.4.

As in previous years, the Introduction Committee and the Hitchhike Committee will be formed later in the year. The application period for these committees opens at the end of the winter break due to the fact that the events organized by these committees start later in the academic year. The deadline for the application will be in the end of January and interviews will be held in the following week. As these particular committees will only start functioning in February, members that are abroad during the first semester have an opportunity to join a committee in the second semester.

2.9 Methods of Payment

2.9.1

The method of pre-authorized debit will be replaced in most cases by the method of online payment with iDeal on the website and the portable pin machine. For larger amounts, bank transfers will also be possible, as it can be more suitable for some members.

2.9.2

The method of cash payments will be maintained throughout the year. Though, the method of online payment is preferable. However, some international students can only use the method of cash payments during their first weeks in Amsterdam. After the introductory period, the treasurer will strive to reduce the amount of cash payments, unless a member specifically requires the method of cash payments.

2.10 SES Office

2.10.1

The SES office is open every week day between 11am and 1pm. Members are welcome to come to the office during these hours and at other times when a board member is present. Members are not allowed in the SES office if there is not a member of the board present.

2.10.2

Each board member will do a weekly shift in the office during these opening times.

2.11 Year Agenda

Throughout the year approximately 40 SES events take place. To give the members a good overview of all the different events and when they take place, a yearly agenda will be created and published on the SES website. As the number of events is subject to change, the agenda will be updated regularly. Events that do not yet have a confirmed date will still be included as to provide a complete overview but it will be noted that it is possibly subject to change.

3. Committee-Specific Policy Plan

3.1 Introduction

The committees will organize several activities, events or trips throughout the year. Often examples are taken from the previous years. However, new ideas can always be discussed with the board.

3.2 Acquisition Committee

3.2.1

The task of the Acquisition Committee is to seek contact with external parties in order to secure funds, make deals and gain also non-financial benefits for the association and its members.

3.2.2

The Acquisition Committee should consist of a chair, a secretary, and two general members. The committee with the Commissioner of External Affairs will maintain a database of all the external communications and contracts made by the committee.

3.3 Activity Committee

3.3.1

The task of the Activity Committee is to organize the activities on the city trip, two pub quizzes, the Family Day, the Dutch Night and the Brussels Weekend. The charity event which was introduced last year will be held again, either in the form of a borrel or as an individual event.

3.3.2

Promotional activities and photography of the event will be organized by the members of the committee.

3.4 Career Committee

3.4.1

The Career Dinner is the main project of the committee. The event will be open to all members. Besides the Career Dinner, the committee will organize more career related events. The aim is to organize at least one workshop and to do a collaboration with KES

3.4.2

The committee is encouraged to develop new event ideas as the committee continues to expand on its tasks.

3.4.3

Promotional activities and photography of the event will be organized by the members of the committee.

3.6 Conference Committee

3.6.1

The task of the Conference Committee is to organize the annual conference, which should be relevant to the various disciplines within European Studies.

3.6.2

The conference is intended for both members and non-members. However, members can attend the conference at a discounted price.

3.6.3

We aim to expand the conference through increased collaboration with other organizations and study associations. In case of a collaboration with another organization/association, we aim at a number of 80 to 100 participants. If there is no collaboration, the target number of participants will be 50 to 70.

3.6.4

Promotional activities and photography of the event will be organized by the members of the committee.

3.7 Debate committee

3.7.1

The task of the Debate Committee is to organize a Model United Nations and a debate. We aim to continue collaborating with other study associations to organise the debate to maintain participant numbers and to have different perspectives.

3.7.2

Promotional activities and photography of the event will be organized by the members of the committee.

3.8. Educational Committee

3.8.1

The task of the Educational Committee is to organize study-related activities which contribute to the European Studies programme. The activities organized will be pub lectures, museum visits, the Hague Day and a study-related day trip.

3.8.2

The Educational Committee shall attempt to correspond the activities to the curriculum and seek a cooperation with the Faculty where possible.

3.8.3

The Educational Committee was formed only one year ago. It still has more freedom to implement new ideas if they fit the objectives of the committee.

3.9 Eurovisie

3.9.1

The Eurovisie is the magazine of the association. There are five editions of the magazine published each year. The content of the magazine is directed towards the interests of European Studies students. This includes content related to the course, careers, the university and life in Amsterdam. The articles are written by students and guest authors.

3.9.2

The committee will consist of an editor-in-chief, editors and a designer. As the Eurovisie is an autonomous committee, the committee will not be disbanded at the end of the year. Members can stay in the committee for as long as they would like, provided they function according to the committee's standards. Members have the possibility to apply for the Eurovisie committee throughout the entire year.

3.9.3

Any European Studies student can submit articles for the Eurovisie to the committee. This should also be encouraged by the committee.

3.9.4

The editor-in-chief with the board coordinator will conduct the interviews for the committee. In the event a member decides to leave the committee, a vacancy will be announced.

3.9.5

The committee with the board coordinator will maintain the individual facebook page for the Eurovisie. The facebook page will be used to share the online edition of the magazine, for promotion of the magazine, and to make posts concerning and related to the content of the magazine.

3.10 Event Committee

3.10.1

The task of the Event Committee is to organise the SES parties, the Christmas gala, the theme-related gatherings such as the Happy Borrels, and borrels in collaboration with other study associations.

3.10.2

In the case that the Event Committee makes a profit, the profit will be used to assist in the funding of other SES events that require sponsorship, such as the Career Dinner and the SES Conference.

3.10.3

Promotional activities and photography of the event will be organized by the members of the committee.

3.11 Introduction Committee

3.11.1

The task of the Introduction Committee is to organize the Introduction Dinner, the Introduction Party and the Introduction Weekend. Furthermore, the Introduction Committee will assist the board during the extended introduction period. Depending on the success of this years' extension of this period, the committee, from next academic year on, will organize this as well.

3.11.2

Depending on the success of this year's extension of the introduction committee term, the new introduction committee will remain in function until the end of the introduction period of the next academic year.

3.11.3

Promotional activities and photography of the event will be organized by the members of the committee.

3.12 Hitchhike Committee

3.12.1

The task of the Hitchhike Committee is to organise a Hitchhike Competition. This involves organising recovery vehicles, accommodation, activities at the destination and the journey back to Amsterdam.

3.12.2

Promotional activities and photography of the event will be organized by the members of the committee.

3.13 Travel Committee

3.13.1

The task of the Travel committee is to organise the Study Trip and the Reunion Barbecue. The committee also organises an informational evening for the participants of the trip.

3.13.2

The maximum number of participants for the study trip will remain at 45.

3.13.3

Participants are selected on the basis of their motivation application. All applicants are required to submit an anonymous motivation.

3.13.4

The assignment of tasks during the trip itself will be clearly agreed beforehand.

3.13.5

Promotional activities and photography of the event will be organized by the members of the committee.