

Board Information Package

Made by the ApCo of 2023-2024, in search of

The Next Board of Off-Screen...



The 27th Board of Off-Screen

About Off-Screen

General Information

Off-Screen is the Study Association for Media Studies at the University of Amsterdam. Since our establishment in 1997, we have become one of the largest and most active study associations in Amsterdam. Since 2015, Off-Screen has grown more international due to the start of the English-taught tracks at Mediastudies. This proved to be a great addition to the already strong Dutch community of students.

At Off-Screen, we believe that studying at a university is more than just attending lectures and seminars. That is why we organize all kinds of activities to make studying more interesting, fun, and exciting. In this document, you will find a description of some of the activities we organize and the different positions you could apply for and possibly take on within the next Board.

Activities

Media and Academics

A very important part of our association is the Media and Academic activities. Off-Screen feels a responsibility to make life a lot more fun while studying by organizing certain activities such as tutoring sessions and workshops. We also host other media events. Our annual Film Festival, a very special visit to the Berlinale in February, and screenings are good examples of this. These activities are meant to introduce you to the media landscape and help improve your practical experience within the field.

Borrels

‘Borrel’ is an irreplaceable (Dutch) word and plays a very important role in Off-Screen. It’s an event aimed at social connection among students. It is the perfect opportunity to meet new people or catch up with some old friends. Off-Screen usually organizes ‘themed’ Borreels, where members are encouraged to dress up and add a little extra touch. It also keeps engagement and excitement high among members of the association.

Previously, the Borreels were held in Theatercafé de Richel. Due to sizing issues, we have moved to De Heeren van Aemstel during the academic year of 2020-2021. The year after, the Borreels alternated between De Heeren van Aemstel and Kopstootbar. Currently, Off-Screen is not scared to try out new bars in different neighborhoods such as De Pijp or De Jordaan. Different locations provide members with new experiences which is valuable. Having a set location allows people to feel at home and associate a certain location with Off-Screen. It is worth exploring this dynamic. The Borreels are a bi-weekly event.

Parties

Every year, Off-Screen organizes different kinds of parties. They are often the perfect time for members to dress up, as we always try to incorporate a theme or dress code. Some highlights of recent years include ‘Party Like It’s 1997’ or ‘Voulez-Vous’.

The Social Activities Committee organizes the parties (including the annual gala before the winter break), whereas the Acquisition Committee hosts a Charity Event that can be explored as a gala.

Travels

At the core of Off-Screen lies social connection. Our multiple trips throughout the year are the biggest example of the influence a study association has on the lives of students. The trips are very special as you get to travel with a big and diverse group of people; experiencing different cultures while making friends for life. Besides connection, the trips aim to incorporate educational and cultural parts like museum visits and media-related activities. They serve as important a component as the partying and drinking.

The Head of Travels (together with their committee and the Board) organizes five trips. The year is usually kicked off in September with Introduction Weekend, where first-years have the opportunity to get to know each other. After this, in November, we take a group of thirty students to cities such as Dublin, Paris, or Munich for a weekend trip. One of our proudest traditions is the Ski Trip, which takes place in January. The biggest trip of the year, the Study Trip, is organized in April. Some of the countries we have explored are Italy, Spain, Turkey, and Greece. At long last, the year is closed off by Farewell Weekend. The final chance to hug your friends as you depart for summer.

Discounts

As a member, you get to enjoy discounts on food, drinks, and several cultural activities. Partners include the Sandwich Shop Amsterdam, Athenaeum Boekhandel, Domino’s Pizza, Culture Youth Pass (CJP), SLIM Dutch, and more.

It is the priority of the Acquisition Committee to acquire new partners and maintain our current deals. Together with the Promotion Committee, they have to make sure the members are aware of these deals by promoting them on our social media. Recently, we have also shared this information with members on LinkedIn.

A position on the Board

All of these activities, events, and trips are organized by the Board of Off-Screen, usually consisting of six Off-Screen members. The Board consists of six members who all have different roles, responsibilities, and tasks. The Board can be divided into two different organs: the Daily Board and the commissioners.

1. The Daily Board: consists of the President, Vice-President, and Treasurer.
2. Commissioners: Media and Academics, Social Activities, Travels.

At the beginning of the year, the Board writes a Policy Plan, which contains an overview of their vision and planned activities for that year. Although there are a few returning events and trips ('traditions'), there is a lot of room for new ideas, events, and improvements. As the new Board, you can make it a very special and fun year for all of Off-Screen. Below, all the different positions on the Board will be carefully explained. (All Board members are also responsible for supervising their committee, which helps them fulfill all the tasks that need to be done.)

Off-Screen Board Positions

President

As the President of the association, you play a very diverse role. You are responsible for the internal organization of Off-Screen and the guidance of the Board. You will prepare the weekly Board meetings and you will oversee everything that is happening within the association. You are responsible for maintaining external contacts and creating a good and healthy atmosphere for Off-Screen to operate in, whilst working closely together with the Vice-President and the Treasurer. These are a few important external contacts: other study associations, the student union ASVA, the faculty association ALPHA, and the University. Maintaining good communications with the UvA is essential for ensuring the smooth running of the association and securing potential collaborations.

As the Promotion, Reporter, and Acquisition Committees are not tied to one definite position within the Daily Board, the President, Vice-President, and Treasurer can decide among themselves who is leading what committee. In the past couple of years, the President has led the Reporter Committee. This committee is responsible for content creation and event photography. It includes creating the yearbook and taking pictures at all events. The committee has also branched out to different media formats such as videos or newsletters. This year, the President led the Promotion Committee. This was an unusual occurrence.

Profile

As President, you enjoy putting work and effort into the future of Off-Screen. Together with the other Board members, you will create an accomplishable plan for the coming year. You will write this vision down before the academic year starts, and continuously check your progress throughout your tenure.

Another important aspect of the role is creating an optimal, creative, and open environment for the Board to work in. You have to be the person the members, committee members, and Board members feel comfortable approaching. You are a good communicator and are not afraid to speak to big groups of people. As President, you have a lot of freedom to operate

autonomously and bring your ideas to life. Therefore, you have to show initiative and enjoy looking for new possibilities and challenges for Off-Screen. It is a daily and full-time job that requires lots of effort, time, energy, and patience.

Responsibilities:

- Preparing and leading the weekly Board meetings
- Leading the Board and overseeing internal processes
- Writing the Policy Plan and overseeing its progress
- Preparing and leading the General Member Assemblies (GMAs)
- Maintaining contact with the UvA
- Maintaining contact with the BoA (Board of Advice)
- Planning and leading (individual) evaluation meetings
- Attending the meetings of ASVA and ALPHA
- Leading the Reporter Committee, the Promotion Committee, or the Acquisition Committee and leading the weekly committee meetings
- Maintaining the website and keeping it up-to-date
- Maintaining contact with other study associations

Vice-President

As Vice-President (VP), one of your main responsibilities is Off-Screen's administration. This includes managing the membership file, the yearly agenda, and internal and external communication.

You are responsible for communication with the members and must think of creative ways to reach them. Off-Screen has several platforms aimed at communication and engagement, such as our social media platforms, the website, and the university's messaging tool. You also manage Off-Screen's mailbox, which means you are responsible for communication with other associations and third parties. You will sometimes function as an intermediary between organizations and associations and other Board members. As VP, it is within your job description to be aware of the yearly agenda which includes all events, meetings, and activities within the association. You need to make sure other Board members are aware of deadlines, important dates, and event details.

In the past couple of years, the Vice President took on the role and responsibility of the Promotion Committee. The Promotion Committee produces promotional content such as posters, headers, teasers, and aftermovies for Off-Screen activities. As head of the Promotion Committee, it is your job to live up to the professional standard of content that Off-Screen has made over the years. It's important to be creative while coming up with new ideas and different

forms of content. It requires a lot of rigid organization, leadership skills, and precise vision. The amount of creative and practical input you want to add is up to you.

Profile

As Vice-President, your most important quality is being organized. You have to structure Off-Screen's administration logically and constantly have an overview of what is happening within Off-Screen to update yourself, your fellow Board members, your committee, and the members. It is a daily and full-time job that requires lots of effort, time, energy, and patience.

Responsibilities

- Attending weekly Board meetings and managing the minutes
- Keeping the mailbox up-to-date
- Sending out emails to the members
- Communicating with other organizations and associations
- Managing social media platforms (Facebook, Instagram, Snapchat, Twitter, Youtube, Vimeo, LinkedIn, and Tik Tok)
- Managing the Off-Screen App
- Managing the Membership File
- Processing the subscriptions and un-subscription of members
- Writing the Annual Report
- Managing the (Shadow) Agenda
- Attending all General Member Assemblies and managing the minutes
- Leading the Reporter Committee, the Promotion Committee, or the Acquisition Committee and leading the weekly committee meetings

Treasurer

As Treasurer, you are guarding Off-Screen's financial status throughout the entire academic year. This includes two main responsibilities: accounting and keeping the association financially stable. You take care of the finances by creating the Budget at the start of the year (including all expected income and expenses during the Board year). As the year goes on, you keep track of all the realized (actual) income and expenses at events, while checking in with the commissioners on how they spend their allocated budget. You aid the Vice-President with the membership file, keeping

track of existing, new, and old members. Maintaining and successfully working on the brand image of the association is also part of being the Treasurer.

Part of your job includes communicating as you are responsible for contacting the university and potentially other parties that are related to our external character. This includes registering the Board correctly at the Chamber of Commerce (Kamer van Koophandel) and handling the Board's applications for scholarships through the UvA. You are also in contact with several parties who distribute financial support such as subsidies and grants for Off-Screen's events, like the UvA and ALPHA.

As mentioned before, you will also be in charge of Off-Screen's brand awareness, which mostly has to do with acquisition and sponsor recruitment. At the beginning of the academic year, you get the chance to either form the Acquisition, Promotion, or Reporter Committee. When you choose the Acquisition Committee like most Treasurers have done in the past, this committee will be able to help you with this task. Together with the Acquisition Committee, you will maintain the professional relations of Off-Screen with the partners that sponsor activities or provide discounts for Off-Screeners. Besides that, you get the chance to organize several events throughout the year, for example, the Feels Like Family Borrel, career-oriented workshops, the Study Career Event, and other events such as Off-Screen's Charity Event. You are also in charge of the ordering and distribution of Off-Screen's merchandise items.

Profile

As Treasurer, you have a supporting role within the Board: running numbers and maintaining or adopting the Budget during the academic year. You advise the Board to make (financial) decisions throughout the year. This makes the Treasurer a vital organ within the Board. To fulfill the role of Treasurer, you need to take on challenges and possess a business outlook, although it is also a great opportunity to learn these skills. You like to negotiate, you are inventive, not afraid to give your opinion and say 'no'. You are eager to acquire new skills and you are not afraid to take risks. You are invested in Off-Screen and its activities, its different aspects, and its members.

Responsibilities

- Attending the weekly Board meetings
- Bookkeeping via Conscribo
- Forming the Annual Budget and realizing it throughout the year
- Taking care of the bank account, payments, and membership fees (through direct debit)
- Merchandise sales and distribution (possibly, in collaboration with the Promotion Committee)
- Drafting the Biannual Financial Report
- Drafting monthly Budget updates and the realizations of Off-Screen's events

- Curating and leading the Board of Finance
- Attending the meetings of ASVA and ALPHA
- Applying for grants and the Board's scholarships
- Managing book sales and maintaining contact with the book supplier
- Leading the Reporter Committee, the Promotion Committee, or the Acquisition Committee and leading the weekly committee meetings

Head of Media and Academics

As the Head of Media and Academics, you are responsible for the organization of study and media-related activities, as well as leading the Media and Academics Committee (MAC). This committee will help you organize a wide variety of activities. It is your job to look for a connection with the university and provide a way to bring practical experience to the students. Through the Media and Academics Committee, our members learn other aspects of media outside the classroom as well as experience more of the culture within Amsterdam and use the city to our advantage. A few examples would be visiting a film or television studio, joining or organizing workshops, or visiting movie screenings including hosting Q&As. You are also responsible for the annual trip to Berlin, where we visit the Berlinale Film Festival. At the end of the year, you and your committee will organize Off-Screen's very own Film Festival, where members can participate by submitting their student-made films.

As the Head of the Media and Academics Committee, one of your many tasks is to feature all media aspects in your activities. Some have become a tradition, but keep in mind that none of these activities are obligatory. This means that as the head of this committee, you can come up with your activities and events!

Profile

You are interested in media and are eager to find ways in which Off-Screen can contribute to the education of its members. Networking is a big part of this job. You will be in touch with professionals and companies, where you often need to organize events for free, so negotiating and people skills are part of the job. You enjoy organizing events and coming up with new and creative ideas to elevate the association to the next level. You are a team player and you can handle critique and setbacks.

This job can be chaotic; a lot of activities run at the same time. You will have to be organized on top of everything that's happening within your job as a Board member. Having structure is key to being successful in this position.

Responsibilities

- Attending the weekly Board meetings

- Leading the Media and Academics Committee
- Leading the weekly committee meetings
- Organizing educational activities
- Organizing media-related activities
- Collaborating with other committees when needed

Head of Social Activities

As the Head of Social Activities, you are responsible for keeping the party spirit alive and making sure that members have a good time. SAC organizes the regular borrels, several parties, and a couple of smaller events every year. A few examples of past activities are ‘Meeting Off-Screen’, ‘Wild Wild West’, ‘James Bond Gala’, and the legendary ‘King’s Night Cruise’. In previous years, however, we had events such as ‘Off-Screen’s Got Talent’, ‘Comedy Night’, some festivals, and other fun activities that could inspire you to create new activities. Besides being a lot of fun; these activities are primarily meant for members to bond and connect. It also plays a vital role in making members feel tethered to the association, and remain closely related to it.

There are also great possibilities for collaborations with other committees or different study associations. A good example of this is ‘AMS Unlocked’, which is a yearly festival organized by the six largest associations of the university. Off-Screen has played a vital role in this for the past three years. Your role as the commissioner of the committee has a key position in organizing all aspects of an event, such as the location, DJs, decorations, promotional material, etcetera.

Profile

As the Head of Social Activities, you are not one to miss out on a party or any social events. It will also be an aid to you if you are familiar with the party scene in Amsterdam to help you organize the festivities, but this is not a necessity. Being the head of SAC, means you need to have the skills to be the leader of a team. You need to be able to keep a clear view of what needs to be done and which member of your committee is working on what. You also need to be a good planner and organizer. You are a creative and social being and can think of possible new events to change up the agenda a bit. Regarding this, it’s important to keep in mind that the events need to be as diverse as possible and open to all members.

Responsibilities

- Attending the weekly Board meetings
- Leading the Social Activities Committee and leading the weekly committee meetings
- Being in charge of the (bi-)weekly Borrels, with at least one themed/special borrel every month

- Organizing parties, where you are responsible and serve as the main contact person for all parties involved; like DJs, locations, ticket sales, promotion material, and members
- Organizing other social events, such as the King's Night Cruise or Off-Screen's Got Talent

Head of Travels

As Head of Travels, you are responsible for the organization of the travel plans for your year. These trips are all up to you to decide and fill in. The usual structure goes something like this:

1. Introduction Weekend (September)
2. City Trip (November)
3. Ski Trip (January)
4. Study Trip (April)
5. Farewell Weekend (June)

As the commissioner, you are free to make a change to these trips. You can add one, remove one, change the order, or come up with a new name. Just make sure to give the members of the association the most diverse, entertaining, and educational selection possible.

You need to make sure the activities you organize have a nice balance and are interesting for all members that join the trip. Considering your committee, you must allow them to express their creativity and let them improve on their qualities. As the leader of the committee, you need to be constantly aware of what the responsibilities of your committee members are and you need to check their work consistently. All committee members deserve to spend an equal amount of time and effort in organizing the trips. It is also your responsibility to make sure they all feel comfortable within the committee and to create a nice atmosphere in which they can share their creative ideas and work them out. Communication is essential. In your role, you create a good base on which you and your committee communicate as efficiently and effectively as possible.

Profile

As the head of the Study Travel Committee, you need to have the social skills to be able to lead a group. On top of that, you also need to be comfortable speaking in front of large groups. During a trip, there are a lot of times when members will come to you with questions and problems that you need to be able to solve or have an answer to. You need to be able to make decisions under pressure and always take on leadership when needed. You will need to be able to switch between working and enjoying the trip yourself, as you are expected to have the end responsibility at all times during a trip (supported by your other board members). In the process of working towards a trip and during the trip itself you need to stay on top of predicting possible problems and preventing those.

During the year, you need to maintain a clear structure and planning as you will need to work on more than one trip simultaneously, which can make it easy to lose focus. Lastly, you will need to be able to think outside of the box to make the trips as appealing as possible to all different members.

Responsibilities

- Attending the weekly Board meetings
- Leading the Study Travel Committee and leading the weekly committee meetings
- Organizing Off-Screen Trips where you are responsible for the entire group of Off-Screeners, ensuring their safety, overseeing communication with hostels, transportation, partnerships abroad, etcetera.
- Collaborating with other committees and study associations where needed

General Responsibilities of a Board Member

Being a member of the Board of Off-Screen comes with a set of responsibilities. As you have read in the descriptions of the different positions on the Board, everyone's responsibilities differ. However, there are also some responsibilities that all Board members have and share.

- Going on a Board Weekend during the summer break (it is important to keep your summer open)
- Attending weekly Board meetings
- Attending and presenting during GMAs to give updates to members
- Attending all of Off-Screen's events and trips
- Being responsible during Off-Screen's events and trips
- Forming a committee and organizing weekly meetings for them
- Being an active member of the Board for a full academic year

Although we understand that Board members can get sick or have important emergency issues pop up and might have to miss certain events or meetings, it is important to state that the responsibilities you have towards Off-Screen should be prioritized, as the workload can be high and being a Board member is a time-consuming commitment. Many former Board members have been able to continue their studies as usual or maintain working a part-time job next to having their Board responsibilities, but this is not the case for everyone so make sure you reach out to former Board members or the ApCo via apco@offscreen.nl to talk about this if you have any questions or concerns.