

Policy Plan

2023-2024



Study Association for Media Studies
at the University of Amsterdam

The 27th Board of Off-Screen



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1. Preface

As the new academic year of Off-Screen commences, the 27th Board is excited to share their Policy Plan, a roadmap illustrating their vision for the forthcoming year. The Board looks forward to fostering collaboration, delving into innovative ideas, and tackling upcoming challenges. The support, enthusiasm, and active involvement of each member are highly valued as they strive to enhance the association over the year.

The Board appreciates the chance to nurture this community and carry forward the legacy established by their predecessors. The dedication and passion of those who came before continue to be a profound source of inspiration.

Sincerely,

Senna van Ruiten
President of 2023-2024

2. Current Situation

Off-Screen serves as the Study Association for Media Studies at the University of Amsterdam, catering to students across all tracks and study levels. Since its establishment in 1997, Off-Screen has become one of the most active study associations within the Faculty of Humanities.

Over time, Off-Screen has curated a blend of traditional and original events, all geared toward enhancing the social, educational, and cultural experiences of its members. Each year, the Board is challenged to harness their creativity to the fullest while operating within the structure that defines the association.

As an organization, Off-Screen predominantly adapts to an international student body and functions within a study department that has swiftly embraced internationalization. In response to the introduction of an English track for media studies at the University of Amsterdam, the association took proactive measures to adapt and align with this internationalization initiative. While embracing the shift towards an English-language curriculum, Off-Screen made it a priority to maintain a deep appreciation for and build upon the Dutch heritage that has long been an integral part of the association.

In recent years, the global COVID-19 pandemic significantly impacted Off-Screen. This includes event cancellations and a shift in member composition. The pandemic-induced limitations on sign-ups and physical activities have resulted in a membership gap that has particularly affected the involvement of 'older' members within the association. While some students joined Off-Screen during this period, the overall demographic of the association has undergone a noticeable trend toward a newer membership base. Maintaining a balanced representation of various age groups is vital, as different generations contribute distinct perspectives, experiences, and expertise. This could ensure Off-Screen remains relevant, adaptable, and appealing to a wide spectrum of students.

The 26th Board took a pivotal step in response, navigating a transformative year marked by the embrace of new members and first-year students. An important responsibility for the incoming Board is to connect the well-established members with the newer, younger cohort. As Off-Screen embraces its rich history, the Board looks forward to the journey ahead with great anticipation.

3. General Vision

The 27th Board of Off-Screen aims to express its perspective, goals, and hopes for the association using the 'Three Core Words'. This concise format effectively communicates our mission, vision, and Off-Screen's values. This approach elaborates on the Board's objectives and its perception of the association's values and objectives. The 'Three Core Words' serve as a guiding tool for the incoming Board as they navigate a year of potential, challenges, and positive transformation.

Three Core Words

In the coming year, the 27th Board has chosen 'integration,' 'resourcefulness,' and 'mindfulness' as its compasses. These words empower the Board to consider diverse viewpoints and incorporate them effectively, encourage creativity and adaptability within limits, and emphasize the importance of a balanced culture.

Integration

At the heart of the concept of *integration* lies the art of harmonizing contrasting elements. In the context of Off-Screen, this manifests in the vital task of embracing both old and new perspectives. Every year, a fresh wave of students brings in new ideas, aspirations, and energy. However, it is equally essential to value the wisdom and experiences of those who have been part of the association in the past. By delving into the Off-Screen's history, Board members gain a comprehensive overview of what has worked, what has not, and why. This historical awareness becomes a basis for informed choices, as the integration of past knowledge will empower the Board to build upon a strong legacy and take calculated risks that contribute to growth. This strategic outlook prevents abrupt shifts and helps the association evolve in a deliberate manner. This interplay of tradition and change becomes the source of balance that keeps Off-Screen grounded in its roots while it adapts to new environments.

A crucial part of integration is connecting with long-standing Board members. Seeking advice from those with experience, a deep understanding of the association, and a shared love for its community is valuable. This ensures that the association's essence isn't lost as it transitions into a new year. In doing so, Off-Screen remains true to its core.

The notion of integration encourages the Board to not only welcome diverse viewpoints but to actively seek them out. This involves creating platforms for open dialogue, where the merger of ideas can give birth to new concepts. There are several ways in which perspectives can be sought

out. One effective approach is to promote active participation in the General Members Assembly, where members can fully immerse themselves in discussions concerning Off-Screen's present state and its future prospects. Another way to encourage multiple perspectives is by initiating collaboration across different groups within the association, like committees. This mindset promotes a healthy atmosphere within Off-Screen, fostering a sense of unity.

Resourcefulness

Resourcefulness in our context isn't just about individual adaptability; it's a mindset centered on flexibility, open-mindedness, and networking for the benefit of the entire Off-Screen community. This approach effectively tackles unexpected challenges by creatively repurposing resources to enhance efficiency and benefit everyone in Off-Screen.

Leveraging Off-Screen's existing resources taps into our extensive network developed over the years. This network streamlines university room bookings, lowers event costs, connects us with academics eager to participate in our events, and simplifies collaborations with businesses. Embracing resourcefulness ensures Off-Screen's relevance and adaptability by fully utilizing and expanding these resources.

Additionally, resourcefulness extends to proactive networking, fostering connections across academic and professional domains. By cultivating relationships with peer student organizations, academic departments, industry experts, and alumni, Off-Screen gains access to expertise, collaboration opportunities, and potential sponsorships. This network not only strengthens our association but also magnifies our impact on the broader community, fueling growth and progress for the entire Off-Screen community.

Mindfulness

Practicing mindfulness involves approaching situations with sensitivity, thoughtfulness, and diligence. It fosters empathy and a deep understanding of circumstances. By adopting a mindful perspective, tasks align with Off-Screen's goals; considering the association's vision, member needs, and available resources. This approach plays a pivotal role in shaping the association's culture.

The supportive environment born from mindfulness and empathy provides a safety net for members, assuring them of mutual support in times of need. Whether dealing with academic challenges or personal obstacles, individuals within Off-Screen find solace in the knowledge that they belong to a community that offers guidance, assistance, and encouragement.

Most importantly, this empathetic culture communicates a sense of belonging among members. They perceive Off-Screen not just as an association but as a family, where their

individuality is respected, well-being is prioritized, and contributions are valued. This shared understanding fosters respect and nurtures a well-rounded and unified community.

SUMMARY

Integration

Welcoming Old and New Perspectives

Merging Traditions and Change

Actively Deciding with a Comprehensive Overview

Resourcefulness

Flexibility and Openness

Creative Problem-Solving and Innovation

Actively Seek Collaboration and Partnership

Mindfulness

Sensibility and Culture

Identifying Priorities

Balancing Work and Personal Life

4. Functions

This section outlines the task distribution and responsibilities associated with each Board role for the upcoming academic year.

1. President & Head of the Promotion Committee

The role of President for the 27th Board of Off-Screen will be undertaken by Senna van Ruiten. In this function, Senna will oversee the association's internal operations – ensuring Board stability – while being proactive in his efforts to enhance the community. Additionally, the President will serve as the external representative of Off-Screen, communicating with the University of Amsterdam and other organizations. The President's responsibilities will also include coordinating General Member Assemblies, Committee Member Activities, and the Old Board's Borrel, as per tradition.

Senna will furthermore take on the responsibilities of Head of the Promotion Committee, overseeing content production and event promotion for Off-Screen. More information about these responsibilities is provided in later sections.

Vision

Serving as President, Senna aims to incorporate the overarching visions and aspirations of the Board, offering support while prioritizing commissioners' autonomy in their tasks. Senna places a high regard on trust as the fundamental basis for nurturing a positive and effective collaborative dynamic among the members of the Board. He remains diligent in his observation of all association operations, offering assistance whenever warranted.

At the heart of Senna's priorities lies the initiative to vitalize Off-Screen. This involves a close partnership with the Board to strengthen community connections, cultivate a more diverse membership base, and critically assess internal frameworks. It is his wish to infuse events, trips, and other activities with a sense of freshness and authenticity. This is all part of a deliberate strategy to reconnect with older generations and foster new bonds with the incoming members. All these efforts are undertaken to ensure that Off-Screen remains relevant.

The association's relevance hinges on how involved its members are and the quality of engaging experiences it offers. The community thrives on the active participation and genuine enthusiasm of those who engage. This dynamic and engaged approach ensures the association

remains visible and influential. Throughout this process, he maintains focus on creating an environment that continually inspires each and every member.

In his capacity as Head of the Promotion Committee, Senna wishes to curate engaging content that connects within the Off-Screen community; maintaining high standards of consistency and quality. It is his hope to engage all members in a personable way.

Personally, Senna aims to express earnestness, empathy, and approachability; ensuring interactions are marked by both sensibility and a strong sense of duty. Earnestness can be effective by demonstrating a sincere commitment to the community, which inspires confidence and encourages others to actively engage in meaningful initiatives. Empathy nurtures a compassionate and understanding environment, which builds trust among members. Approachability encourages open communication and collaboration. By being approachable, it becomes easier for fellow members to seek help, share ideas, and engage in conversations. This accessibility creates a supportive environment for all.

Three Core Words

As President, Senna sees ‘integration’ as welcoming old and new perspectives. This involves harmonizing the established traditions that hold significance within the association’s history with the fresh viewpoints and novel approaches brought in by newer members. Senna hopes to be the bridge between different generations by positioning himself as observant. This allows him to be aware of the different needs and wishes at all times, and blend them accordingly. By skillfully integrating tradition and change, Off-Screen can maintain its core identity while remaining adaptable and forward-looking, ensuring its continued relevance and growth over time.

Senna believes that being ‘resourceful’ plays a pivotal role in steering Off-Screen towards its goals. This means adeptly navigating challenges with the available resources; finding innovative solutions within constraints. This means reaching out to fellow Board members, friends, and acquaintances of the association when needed. Moreover, Senna aims to foster an environment of collaboration and partnership that amplifies Off-Screen’s reach and influence. This collaboration ranges from the university and its officials to Board and committee members. It is his main focus to keep a good relationship with the University of Amsterdam, while continuously being on the lookout for ways to widen Off-Screen’s scope.

In his role, Senna intends to implement a ‘mindful’ approach that is rooted in sensibility and a deep understanding of the association’s culture. By embodying mindfulness, he wants to navigate the complexities of the association effectively while setting a tone that promotes harmony,

purpose-driven actions, and a balanced approach to both professional and personal domains. Senna will strive to uphold this attitude by appearing calm, reasonable, and fair while maintaining a broad overview of the association at large.

Concrete Responsibilities

Website

This year, the website (offscreen.nl) will once again be managed by the President. Even though Instagram continues to be the main point of contact for members, the website serves a very important purpose. It houses our Year Agenda, for example, as well as important partnerships, relevant vacancies, and the webshop. The webshop is the go-to for merchandise and ticket sales. All of these elements need to be readily available to Off-Screen members, preferably in a clear and understandable way. Due to the added information and content of the previous years, the website has become more bloated. It is, therefore, one of Senna's wishes to clean up the site to make navigating certain items more intuitive. The design would be kept intact, as he believes it perfectly resembles the Off-Screen spirit with its bright and bold character. A slight adjustment to the color palette might be made (blues, greens, yellows, and white) to reflect a fruitful year ahead.

As far as photos on offscreen.nl, Senna wants to represent all members of the association and prioritize a varied array of students. This includes (non-)active members, previous Boards, and friends of Off-Screen. Vacancies will be posted online for the agreed amount of time and promoted properly. This includes promoting the job opportunity on the website for a duration of three months, as well as a story post (Instagram) reminding members of this new vacancy. This year's Vice-President, Anisha Lakhmani, will be the main point of communication regarding this issue, as she is in charge of the official email address (info@offscreen.nl).

While the President maintains the website, it's noteworthy that the Vice-President and Treasurer can modify content related to their roles and responsibilities, like 'Vacancies' and 'Partners'. If they wish to edit these sections, it will always be communicated with the Daily Board beforehand. This way, the available information is updated directly, as each member of the Daily Board has ownership of different responsibilities. It is, however, the President's ultimate responsibility to maintain the information on the site.

Activities

Media Studies Introduction Week

Annually, the University of Amsterdam's Media Department seeks Off-Screen's assistance in arranging their introduction week for new Media students. This event primarily involves

introducing first-years to Off-Screen at The Hok after their initial tutor meeting, facilitating their integration into the community's social and educational aspects. This has proven highly beneficial in attracting new members. Acting as the primary contact, the President is accountable for coordinating event organization with university officials.

Furthermore, the President had the opportunity to promote the association at the kick-off event for new Media students, which took place at the beginning of the week. This year, the event was hosted at Pathé Tuschinski and attended by 640 first-year students. It provided an ideal platform to discuss how Off-Screen fosters social connections throughout university, offers skill development opportunities through committees, and spread the word about our community. The speech was complemented by a video showcasing promotional materials from recent years, providing a glimpse into the diverse offerings of Off-Screen.

ALPHA's Warm Welcome Week

ALPHA is the association for study associations and magazines of the Faculty of Humanities at the University of Amsterdam. Annually, the Warm Welcome Week is organized featuring a diverse range of activities. The third edition is organized in collaboration with VOX-POP, the creative space of the faculty.

This year, various associations were offered the opportunity to 'adopt' a workshop at minimal expenses. The Board's choice landed on a 'Photography Workshop' as it resonates well with media students. This event prompts participants to discover the University Quarter, crafting instant photography of their discoveries. Following the workshop, participants are encouraged to curate an art exhibition and explain the rationale behind their creative choices. Complimentary food and drinks will be provided. The event is set for Monday, September 11th, 2023.

For this event, the President handles communication with the Board of ALPHA. For monetary issues, the Treasurer will be the main point of contact.

General Members Assemblies (GMAs)

The President will arrange five General Members Assemblies (GMAs) for all Off-Screen members. These meetings will be held on several Mondays throughout the year, starting at 17.00 and concluding at 20.30. Invitations will be sent out to the whole association by the Vice-President, as well as any other relevant parties such as the University of Amsterdam, ASVA, and ALPHA. The event's organization will remain unchanged, with slight format adjustments to the presentation.

During the GMA, the Board presents updates on the association's activities and finances, fostering transparency and keeping members informed. This is also a platform for open discussions, giving members a voice in shaping the association's direction. Voting for Board positions or other roles, if relevant, may occur.

The first GMA of the academic year is currently scheduled for October 9th, 2023.

Committee Members Assemblies (CMAs)

As President, Senna will coordinate two Committee Member Activities (CMAs) for all Off-Screen's committees and organs. One will take place before the conclusion of the calendar year, while the other is scheduled for spring. These events aim to express gratitude to active Off-Screen members for their dedication. The specifics of each event will be extensively deliberated with the Board and determined accordingly. Rough concepts include a karaoke night, dance classes, or paintball.

Old Board's Borrel

Senna will host an Old Board's Borrel at the end of the academic year, inviting past Off-Screen Boards. This gathering provides an opportunity for the incoming Board to meet their predecessors. The event is likely to occur at an Amsterdam park, bar, or café. It will take place on Sunday, June 23rd, 2024.

Ideas

Style Guide

Incorporating a comprehensive style guide for internal documents within Off-Screen offers distinct advantages in terms of operational continuity and clarity. Such a guide ensures a structured and uniform approach to document creation, promoting ease of navigation during transitions between Boards. Newer Boards can also benefit from a centralized resource that enables them to maintain consistency in tone, formatting, and content. By adhering to a set style, the association fosters an environment of professionalism and facilitates effective communication across different terms.

A document template for all internal files has been created, which will be the standard for creating new documents moving forward. When working with older documents like 'credentials' or 'traditions,' their layout will be updated to align with this new style. It's important to note that this

process will not alter the information or the actual text contained within these documents. The aim is to go through the entire 'info@offscreen.nl' Google Drive by the end of the year, and implement the template universally.

Administrative Systems

As a long-term option, the Daily Board aims to streamline Off-Screen's internal administration, exploring alternatives for the website, membership files, and budgeting software. An option being considered is 'congressus.nl', which would integrate all three functions into a unified system; reducing workload and ensuring a seamless transition for future Boards. This proposal will be extensively discussed with the Board of Advice, Board of Finance, past Board members, and active members due to its multi-layered impact.

'Congressus' offers the option of a free trial, which would include unlimited access to the entire software. This includes a thirty day preview, which gives the Daily Board the opportunity to look into its specifics and assess the usefulness of the program. Due to the significant impact of this change, changing how the budget is currently allocated is the foremost priority before considering the implementation of this software.

Considering this alteration as a long-term investment in Off-Screen's administration, it's conceived as a year-long strategy. Given the prior investments in our current software, notably Wix and Conscribo, the transition (if successful) is slated to be implemented at year-end. This avoids paying for two systems simultaneously. This timeline ensures its utilization for the 28th board and all subsequent ones.

Once it is determined that 'Congressus' offers added benefits to the association, the President will undertake the responsibility of website reconstruction. Managing membership files will be the Vice-President's role, while the Treasurer will oversee the proper integration of the budgeting software.

The Promotion Committee

Direction and Guidance

As the Head of the Promotion Committee, Senna strives to foster an inspiring and engaging atmosphere for all members. He encourages creativity, forward-thinking, and practicality within his team. Senna maintains professionalism in association matters while remaining approachable to committee members. Additionally, he seeks involvement in events, trips, and activities. Allowing committee members, for example, to directly promote events on Off-Screen's Instagram page might incentivize their attendance, making it worth considering.

One of Senna's concerns revolves around the potentially isolating nature of individual work within the Promotion Committee. Many projects, such as posters and teasers, are typically handled independently, with feedback provided by others. To counter this, Senna aims to promote open discussions and initiate feedback rounds during meetings to ensure everyone remains engaged and valued. He places emphasis on a cohesive group dynamic that emphasizes collaboration and active involvement, ensuring that no member is inadvertently excluded or overlooked. Additionally, he intends to encourage more collaborative initiatives, such as joint projects like after-movies or teasers.

Ideally, the Promotion Committee should have a total of six members, including the Head. This size is manageable based on individual needs and schedules. Senna will seek dedicated, spirited, and visionary individuals during the application process. Additionally, Senna believes in the potential of a 'Committee Coordinator' and will pick a suitable candidate for this role at the end of the application process. Having a "Committee Coordinator" within his committee allows Senna to avoid work overload and focus on essential internal Daily Board tasks. This role acts as an additional point of contact for committee members, overseeing progress and ensuring timely event promotion for Off-Screen. It is important to note that there is no hierarchy difference between the Coordinator and other members. The ultimate responsibility still rests with the Head, making the Coordinator a valuable right-hand support to enhance efficiency and accessibility for the committee.

Effective communication among committees is crucial for successful event promotion within Off-Screen. To streamline this process, each event requires a document containing event details, inspirational materials (such as photos or songs), and a description of the event. The commissioner will discuss these needs with their respective committee, create the document for the Promotion Committee, and share it with them two weeks before promotion begins. Senna will communicate the requirements with his committee, initiate brainstorming, and ensure materials

are in line with the commissioner's vision. This timeline allows ample room for idea development, execution, and feedback. Senna will delegate this task to his Committee Coordinator once the committee is formed.

Tasks

In the upcoming year, the Promotion Committee will be responsible for effectively marketing Off-Screen's events through expressive posters and innovative videos, including teasers and after-movies. Traditionally, the committee aligned with commissioners' visions (conveyed via mood boards) and sought approval before posting relevant content. Senna aims to maintain this process while ensuring his committee has creative autonomy.

Moreover, the committee will collaborate with the Acquisition Committee (led by the Treasurer) to design merchandise. The initial phase of conceptualization begins during the committees' first meeting in November, where members present their pitches, followed by a collaborative brainstorming session. More information about merchandise production is found in later sections.

Shadow Agenda

The Shadow Agenda is an overview of the promotional calendar. It serves as the foundation for publicizing, sharing, and marketing Off-Screen's events. In prior years, Trello and Google Docs were employed as organizational tools for crafting this document. However, this year, Senna chose Google Sheets for its emphasis on dates and numerical information. This alteration was made to enhance the agenda's accessibility for other Board members, ensuring their awareness of forthcoming events and possible deadlines. This change aligns with an additional Board decision: commissioners are now required to provide a mini-budget for their events in advance (ensuring alignment with the allocated budget). The deadline varies by event type; being eight weeks for trips and one month for borrels. This approach facilitates the timely booking of venues for parties and the arranging of locations or accommodations for trips. The benefits include reduced commissioner stress, prevention of last-minute concerns, the Treasurer's awareness of the Year Agenda, and shared oversight beyond the President. This rule serves as a built-in safety mechanism, ensuring smooth and diligent event planning.

Online Representation

As typical for the Head of the Promotion Committee, Senna oversees the association's online presence. In recent years, Off-Screen has maintained a vibrant, bold, and relatable identity,

resonating with numerous members collectively. This essence is mirrored on our social media platforms, offering an accurate portrayal of our association's character. Senna takes pride in this aspect and aims to sustain it. As discussed earlier (in 'Three Core Words'), his approach to event promotion emphasizes accessibility, personal touch, and diversity. While maintaining diversity in design throughout the year, Senna prioritizes coherence. Here, cohesion within Off-Screen is about how we consistently portray our character and personality online as a whole. This also involves ensuring a unified approach across various platforms, including social media and our website.

As the committee's Head, Senna recognizes the distinct purposes of various platforms. Previously, there was some overlap in the usage of certain social media. Senna's objective is to tailor content for each platform's unique use case, strategically aligning with member expectations. This approach, detailed below, aims to enhance engagement by meeting our members' needs directly.

Platforms

Instagram

In the current landscape, Instagram stands out as the prime platform for promotions. It is, and has been, used by the association in the past; members know now where to look for information about events, trips, and other related activities. Thus, Senna will maintain Instagram as the central Off-Screen platform. As previously mentioned, he will ensure the feed embodies the association's values, featuring diverse promotional posters and engaging event after-movies.

Implementations Senna has planned this year include:

- Utilizing the 'pin' feature to keep members informed about upcoming events while they navigate our page.
- Employing Instagram's 'upcoming events' tool to showcase event dates and times on stories, enabling event promotion and reminder setting.
- Sharing a 'weekly' story each week's end to remind members of events in the upcoming week.
- Exploring the 'Broadcast' feature, pending its global rollout, to establish an Off-Screen channel for member communication. This built-in tool would serve as a replacement for 'Socie' post notifications, allowing messages, reminders, polls, and more, directly within Instagram. The exclusive ownership would ensure spam-free, secure member interaction.

Facebook

Due to declining usage over the years, discussions about an alternative for a photo archive have persisted. Facebook remains the best current choice, encompassing our past events and

offering unlimited posting. Its social aspect ensures photos reach members naturally, avoiding isolation on the website or elsewhere. This enables all members to access high-quality picture memories for download.

The Reporter Committee (under the Vice-President's lead) will oversee proper photo posting this year, filtering for quality. This entails posting event photos on Instagram within a week of the event, with the exception of those related to (national) holidays. Assigning this responsibility primarily to the Reporter Committee makes sense, given their direct access to the material and their higher engagement with it compared to other committees, ensuring greater efficiency.

TikTok

Given its unparalleled growth trajectory, TikTok has become an undeniable presence in the digital realm. Off-Screen seeks to harness this momentum for engaging content. The platform will predominantly host light-hearted and accessible material, showcasing the association's unique personality. This could include previews of dance rehearsals for upcoming social activities or trending soundtracks paired with moments at The Hok. While event and trip after-movies will still have a place here, responsibility for the TikTok account rests with the Reporter Committee. Its focus is to provide additional content beyond the Instagram feed, catering to the platform's distinct energy.

LinkedIn

Out of all platforms, LinkedIn is the perfect way to market Off-Screen in a more professional light. It could be especially useful for events organized by the Media and Academics committee, such as the Berlinale trip or the annual Film Festival. Undertakings by the Acquisition Committee have also proven to be a success. By framing Off-Screen in this educational context, we hope to draw interest from businesses and educational services, fostering connections with other organizations. This strategic push aims to expand Off-Screen's influence and network for future endeavors.

Off-Screen's Application

Socie will be discontinued this year due to minimal usage, storage limitations, and infrequent updates. The app's features, like post notifications, the calendar, and photo posting, are deemed better suited for other platforms. This decision will be discussed extensively with the association and the Board of Advice, including consulting former Vice-Presidents who were main administrators of the app. The belief is that the app's features can be better utilized elsewhere. This will be discussed during the first General Members Assembly of the year.

Other Platforms

Previously, Off-Screen used platforms like Twitter and Snapchat, but they have been largely inactive for five years. Senna deems these services unnecessary for the upcoming year and will focus efforts elsewhere.

Last year, the President obtained access to Canvas' messaging tool for the first time. This was instrumental in promoting events like the Film Festival, Charity Gala, and others. This tool will continue to be employed for academically centered events; offering a clever way to engage a larger student audience, particularly outside the association's scope.

SUMMARY

- Overseeing internal operations for Board stability and community enhancement.
- Supporting commissioners' autonomy while aligning with Off-Screen's vision.
- Fostering an inspiring environment for all members.
- Curating content that connects with the community; focused on consistency and quality.
- Ensuring creative freedom within the Promotion Committee.

2. Vice-President & Head of the Reporter Committee

Anisha Lakhmani will assume the positions of Vice-President and Head of the Reporter Committee for the academic year of 2023/24. She will take on the primary responsibility for Off-Screen's administration, internal and external communication, and conveying relevant information to fellow Board members about vacancies, other associations, collaboration requests and businesses. The tasks with regard to online platforms will be different this academic year since Anisha is head the Reporter Committee. Hence, every duty has been distinctly divided between the President, Senna van Ruiten, and Anisha, in accordance with the parameters of their roles on the Board.

Vision

Anisha wants to emphasize organization, order, and regularity during her tenure as Vice-President. She wants members to feel part of the community, participate and reminisce. Like Marlein Boender, Anisha wishes to continue nurturing Off-Screen as a space to express one's individuality. She hopes to create an environment that supports free-flowing ideas seamlessly, and orderly execution of the same.

Change is as important as consistency over the years. Anisha urges the Board to maintain the work of their predecessors, however, with their guidance, implement change when necessary. This belief is crucial this academic year since the Vice-President is leading the Reporter Committee and the President, the Promotion Committee, whereas that has not been the case in the past years. With this switch in roles and responsibilities, certain parameters need to be moved and set differently than the years before. With this, Anisha hopes to be swift with her decisions, and find alternatives when necessary.

Three Core Words

As Vice-President, Anisha believes that the 'integration' of members and ideas is crucial for the study association. It speaks for the accommodation of different viewpoints and values. The by Anisha will also see the mentioned integration in terms of creative freedom and the committee members' individual artistry.

Anisha believes Off-Screen to be a resource to its members. It provides and cultivates activities, a platform, and most importantly, a community. The Reporter Committee 'resourcefulness' steps in by allowing members and attendees of events and activities to relive the archives through media.

Throughout the year, Anisha wants to emphasize the importance of the association's 'mindfulness' towards its members and the details that surround the execution of her position. As the Head of the Reporter Committee, she hopes to be fully engaged and present in events and create from the moments, as well as be thoughtful of the people being included in her content, and whether they would like to be or not.

Concrete Responsibilities

Email Account

Anisha will be primarily responsible for the management of Off-Screen's main email account, 'info@offscreen.nl'. She will check emails on a daily basis. She will target responding to them the day of receiving if urgent, within two days otherwise, while matters like RSVPs, collaborations and more detailed communication upon discussion with the rest of the Board members. Emails relevant to other committees or positions will be forwarded to the respective Board members. Information about important vacancies and official communication with the University of Amsterdam or other organizations will be forwarded to the Daily Board members upon consideration, to discuss further. The direct debit reminder for the association's membership will be sent out by Anisha with the help of this year's Treasurer, Oishee Roy Chowdhury. Emails regarding General Members Assemblies will be sent out by the Vice-President, while emails about the Committee Members Activities will be sent out by the President. Like previous Boards, the entire Board will continue to remind the association's members about the possibility of emails ending up in spam and urge them to add the to their contacts.

Membership Files

Anisha will be responsible for the Membership File this year. She will be assisted by the Treasurer, since she will need to update the of members in her file as well. She plans on maintaining different documents for subscriptions and cancellations, while also updating the mailing list based on these. A reminder for direct debit will be sent out to the members in September. Despite last year's deadline being in November, the Daily Board collectively decided for the deadline to be 16th October, after the first GMA to make budgeting easier. Meanwhile, the Daily Board is looking into the logistics of subscribing to, and using 'congressus.nl' or other feasible alternatives to the current Membership File for smoother administration, which will continue to be used by next year's Board.

Year Agenda

Throughout the year, Anisha will supervise the Year Agenda. The calendar has been tailored carefully to make sure to cater to Off-Screen's audience across all the years, prevent overlap and spread out different kinds of events to prevent monotony and increase diversity of activities. This has been done taking into account other important dates of the University of Amsterdam, like exam schedules. She will ensure that these dates are obliged to. Having said so, certain changes will be made to the agenda as and when necessary, given that it is communicated to the association effectively.

Minutes

As required by the VP, Anisha will maintain the minutes for all Board meetings. These minutes will be uploaded to the Board's google drive for reference, which is accessible by the Board members only. Anisha will also take the minutes during all the General Member Assemblies which will be sent to ALPHA, ASVA, and the University of Amsterdam as they are on the mailing list. This transparency will be ensured by sending all formal documents to the aforementioned since Off-Screen works financially closely with them.

Annual Report

Off-Screen's Annual Report will also be written by Anisha. This report is an overview of the academic year and all the events that take place during its course. It will also include other information about the Board's tenure and details that fit appropriately for the report. Other Board members will assist by providing all necessary information about each event or activity, but Anisha will solely organize and draft the report.

The Reporter Committee

Direction and Guidance

Like Anisha's predecessor, Francisco Andrada, her vision for the Reporter Committee is to practice creative freedom and be open to ideas all year long. Having said that, it is also vital to start with a certain framework or concrete structure and plan for the committee. Anisha hopes to secure a team of five enthusiastic, imaginative, and productive members, excluding herself.

After discussing it at length with the Board of Advice, Anisha has decided to have a Committee Coordinator. Although she would like every member to be equally involved and responsible, having a Coordinator would allow efficiency on Anisha's part as a Daily Board Member. For her committee, she sees a Committee Coordinator helping enforce deadlines and overseeing the completion of tasks within the Reporter Committee. The availability of the spot of Committee Coordinator will be clearly stated during the selection and interview process for individuals that would like to apply for it.

Tasks

Video Production

The Reporter Committee will oversee the creation of videos. Anisha wishes open to ideas from her committee, but with some broad ideas of her own, like "Get Ready with Me for the Off-Screen Gala" or filming during the holiday season. The current idea for the holiday video is filming the Gingerbread house competition being organized by the Social Activities Committee. The aim is to film a minimum of three videos, along with multiple smaller projects and aftermovies. Due to the switch in tasks between the President and Vice-President; Senna, and Anisha have decided to split the work of after-movies. They have distinctly allocated sets of videos between themselves. Due to the switch, this works best for them and their committees.

Photo Production

The Reporter Committee is also responsible for the photo production of Off-Screen. Every event will be covered by the members of the committee. Photographs will be selected after each event or trip, sent to the rest of the Board for approval, and posted by Anisha on Instagram. The commissioner of the event's input shall be taken into consideration before finalizing the pictures to be posted along with the caption. The commissioner may send ideas for a caption but the final framework is Anisha's responsibility. The shadow agenda will be followed for this job, which calls

for photographs to be posted within one week of the event, usually after 2-3 days. All the photographs will be posted as an album on Facebook before they go up on Instagram. Photographs posted on Instagram will be marginally edited and touched up to enhance their quality and match the feed.

Yearbook

The Reporter Committee takes on the task of producing the association's yearbook. The planning of the yearbook will take place throughout the year, from the selection of photographs to the curation and formation of potential ideas for the final product.

Photographs taken at every event and trip will be carefully shortlisted, edited, and sorted in accordance with the plans for the yearbook. Once the sorting of pictures takes a steady path, the committee will start designing the yearbook. Anisha envisions the execution of the yearbook to start in November. She wants to highly incentivize the sale of yearbooks this year by making everyone feel included. She will consider including pieces by members, like writings from MAC's creative writing workshop.

Off-Screen's camera, Canon 250D, purchased by the 26th Board was a great investment, and Anisha and her committee plan to make good use of it, especially for photo consistency in the yearbook. Another point she wants to emphasize is the lack of monotony with regards to the content used.

Platforms

Facebook

Facebook will be used as this year's photo archive, since it has been used as the primary photo archive for many years. After each event or trip, all the photographs will be uploaded to Facebook albums. This is usually done two-three days within the event, latest, within the week, depending on the shadow agenda created for this purpose. Pictures will always be uploaded on Facebook before the selected ones are posted on Instagram. Photographs will be taken down on request of someone being uncomfortable with their photograph publicly posted.

Instagram

Although Instagram is primarily set to be under the Promotion Committee, Anisha will have access to the account to post pictures from every event. Soon after every event, photos will be

shortlisted, slightly edited to fit the feed, and posted with a suitable caption. This is done within the week after the event, based on the shadow agenda.

YouTube

YouTube will be used to upload the Reporter Committee's videos created throughout the year. It will also be used for longer after-movies and videos. Despite Vimeo aiding better quality, YouTube is more popular and used among the association's demographic.

Vimeo

Vimeo will continue to be used as the video archive of Off-Screen. The current plan that the association has is Vimeo Plus, which allows posting upto 5GB per week, and 250GB in total annually. All teasers, after-movies and videos produced by the Reporter Committee will be uploaded on Vimeo steadily, week by week.

TikTok

This year, Anisha has decided to use TikTok more regularly to post raw and entertaining content. Her vision for TikTok is to create videos after borrels and smaller events that are not formal enough or suitable for Instagram. This will help keep our Instagram structured for promotional purposes while keeping our members engaged on another app. Anisha aims to post at least one TikTok every month, replicating a trend or ideas that will run popular with the app's algorithm. She will expect her committee to come up with ideas monthly and divide the task accordingly.

Activities

Workshop

The Reporter Committee works behind the scenes, curating content and organizing the coverage of events throughout the year. This year, Anisha hopes to bring the committee and creative enthusiasts into the light. She wants to achieve this by organizing a photography/videography workshop on 24th January, 2024. She wishes to keep the idea as broad as possible to leave room for potential ideas from her committee. However, a few prospective ideas include a photoshoot workshop and a visual story-telling workshop.

SUMMARY

- Being accommodating of new ideas from peers, committee members, and members of the association;
- Structuring the administration and archives in an orderly fashion;
- Creating communicative balance and order within and outside the association, despite the absence of the Socie App;
- Fostering and practicing creative freedom within the Reporter Committee, while continuing to work in an organized and well-planned manner;
- The Reporter Committee will ideally produce three videos, a yearbook, and several after-movies, and use TikTok regularly to deliver entertaining and engaging content to Off-Screen's members.

3. Treasurer & Head of the Acquisition Committee

Oishee Roy Chowdhury will be taking over the role of Treasurer for the academic year of 2023-2024. She is responsible to make and be in charge of the Budget and maintain the overall financial health of the association. She will keep a close account of the money being spent for every event and/or a committee to make sure the Budget is being adhered to. All payments will be dealt with on time to avoid delays. She will work closely with each member of the Board on how to spend their allocated amount and keep them updated on subsidy deadlines and requirements. Oishee will be in charge of maintaining Off-Screen's image as a legal entity. She will do this by registering the new Board and deregistering the previous Board from the KvK (Chamber of Commerce). She is responsible for the Board Grant and will make sure all required documents are submitted on time in order to claim the Grant. Additionally, Oishee will also head the Acquisition Committee and utilize its members by creating a pitch for potential sponsors and partners. She will work meticulously with her committee to create and maintain the brand image of Off-Screen. This can be done in several ways, some of them include, making digital brochures, business cards and figuring out a list of partners (based on our target audience- students) and make contracts that will be beneficial for both parties.

Vision

Oishee will apply for every subsidy and/or grant we are eligible for. Some events in the year agenda will cater to the subsidies, such as the ASVA Sustainability Grant, Study Association Collaborative Event subsidy, and various Study Trip grants. She wants to make use of all these aforementioned grants so we can organize good-quality events and utilise the benefits of these subsidies as much as possible. She will also update her Board members of the financial situation of Off-Screen weekly. Furthermore, Oishee will find feasible alternatives that are cost effective

Three Core Words

Oishee believes in the spirit of teamwork and how different opinions and ideas are essential to make clever decisions. She understands the importance of different kinds of perspectives and will integrate everyone's contributions to come to qualitative conclusions. In order to achieve this, Oishee will have financial transparency, that is, letting the Board know of potential grants and sponsors and updating them on the financial situation. A section of every weekly Board meeting will be dedicated to the Budget where Oishee will inform the Board of the financial status. Additionally, the Acquisition Committee members will be encouraged to express their views and opinions on every task so we can have a different and diverse outlook.

As the Treasurer, Oishee will aim to be resourceful in every financial aspect. She will find practical and creative solutions by effectively utilizing all available resources, such as subsidies and grants. Through strategic fund allocation she will facilitate every committee's vision. There can and will be obstacles on our way for getting new partners or sponsorships, Oishee plans to overcome this with her committee and be patient as well as persistent in their pitches.

When allocating funds to different events and committees, Oishee will keep the following things in mind: the committee's vision/aim, the turnout of that particular event, and how it will improve Off-Screen's image further. She aims to be mindful of the financial resources as well as the members of the association. Being at every event and organizing it can be a tedious task, Oishee will prioritize her tasks and rely on her Board whenever offered.

Concrete Responsibilities

Membership Files

Oishee will work with the Vice President, Anisha Lakhmani to maintain the membership file. Anisha will make Oishee aware of all cancellations and new members so Oishee can update the IBANC, a software that enables Off-Screen to make transfers and create direct debit batches easily. This will be achieved by sharing a Google document and Google sheet where Anisha and Oishee can check and update regularly. This year's sign-out deadline will be earlier than last year, on the 16th of October, so budgeting the income can be more accurate.

Budget

The Budget will be concise and will have two clear sides: income and expense. The income side will consist of the membership fees, College of Humanities funds, ALPHA, ASVA, AUF subsidies, and vacancies/partners. After last year's success of gaining a significant amount of new members, Oishee is aiming for Off-Screen to get 150 new members and is confident about this year's income from the memberships. The membership amount has been changed to €25 (up until 2022 it was €20) resulting in higher budgeting of income.

The expense side will be checked and updated after every transaction and we, as the Board will do our best to not exceed the allocated amount. However, there is freedom to change the allocation within the committee as events go by this year. As the Treasurer, Oishee has encouraged the Board to be mindful of their expenses and she will update them regularly on subsidies. As mentioned earlier, some events in the Year Agenda will solely be fostering certain subsidies,

however, this does not mean that they will fully rely on them. When planning the Year's Agenda, the Budget was looked at simultaneously.

Banking

The Treasurer of 2020/21, Eva Rupert has done extensive research and has suggested using ABN Amro as our bank instead of ING as it is less expensive. While we are still in the process of transitioning, Oishee will work hand in hand with her predecessor, Kennee Sikkes, for a smooth shift in banks.

Accounting

Off-Screen has always used Conscribo as its accounting program. However, Oishee along with the President and Vice-President has been actively looking for alternative options. One that will help maintain the website, membership files, and accounting. Additionally, Conscribo is only available in Dutch, and as the Media Studies course and Off-Screen have become more international, Oishee feels it is important to consider software available in English. As a non-Dutch-speaking Treasurer, Oishee finds Conscribo slightly inconvenient and would want to make this position and task more convenient for future Treasurers. Oishee will also keep in mind how much Off-Screen spends on wix (website), Conscribo and IBANC to compare and decide if looking for a suitable alternative is financially viable.

Subsidies and Grants

This year Off-Screen will €5000 from the College of Humanities, and the Introduction Week Fund will be €3000. This amount has to be used within September. After discussions with the Head of the Reporter Committee, we will utilize some of this money for a tripod and microphone which we believe is a good investment in the long run. Other subsidies include ALPHA, ASVA, and AUF. These applications will be filled before the deadlines, and if we do not have certain requirements prior to the deadline, Oishee will keep in contact with the respective organization. She will inform them of our position to find out if we are still eligible to apply. Currently, Oishee will focus on the trip (City Trip, Farewell Weekend, and Berlinale) subsidies from the Amsterdam University Fund and ALPHA Study Trip Fund. She will check with the commissioners and find out which grant will apply for what trip. ASVA's Sustainability Fund and Collaborative Event Fund forms will be looked at closely, and events that can benefit from these subsidies will be planned.

The Acquisition Committee

Direction and Guidance

This year, Oishee wants to assign a Committee Coordinator for Acquisitions, as she feels this will help distribute some responsibilities and be a step toward being more mindful. The Coordinator will be responsible for drafting emails, keeping the Treasurer updated on the events that the committee has to plan, and work closely with the other members. The position of the coordinator will be specified in the application form for the Acquisitions Committee and if one wants to apply for that they will have to mention it in their motivation letter. This way only interested applicants will be given that position. Oishee has and will continue advertising the Acquisition Committee as ‘career-oriented’ and where one can delve deeper into the Industry first-hand by talking to companies and professionals, representing Off-Screen. Oishee hopes to have a 5-member committee, including herself, since that dynamic worked well last year. She will also arrange Partner Days with her committee to go around the city in search for partners and sponsors. The first one will be planned in October-November and the next few ones will be throughout the year, preferably once in two months.

Tasks

The Acquisitions Committee’s main focus will be on acquiring new partners. Oishee aims to do this by drafting formal contracts, advertising Off-Screen, and how we would benefit from and to the companies.

The Acquisition Committee will work closely with the Promotion Committee for the merchandise. In order to have good sales and not lose money on merchandise, a pre-sale will be held around February end- beginning of March, so we have an estimate of demand. According to that, we will order a number of items. The Promotion Committee will work on the design and the Acquisition Committee will work on the prices and kinds of items for sale. This, however, does not mean that the committees will be limited to these roles. Creative and logistical input is welcomed from both, as it is a collaborative task. The budget this year allocated for Merchandise is high so quality and quantity will not be compromised.

Partners and Sponsorships

Oishee will email all existing partners to check whether they still want to maintain their relationship with Off-Screen, so far, we have signed a contract with Athenaeum Boekhandel for the year 2023/2024 and she wishes to do the same with existing partners. Additionally, she will look for

more potential partners and continue negotiations that had been started by the Acquisition Committee of 2022/2023, and focus on marketing the benefits of being a member, which will be posted and updated on Social Media platforms by the Head of the Promotion Committee. Oishee will also work on approaching companies and businesses with her committee for which she has ordered Off-Screen's business cards in order to further the professional image of the association.

Activities

Portfolio Event

Oishee, along with her committee will host a Portfolio Event, instead of the Career Workshop that is done every year. She feels this event will be rendered useful as an important step to making a name in the Media Industry is to have a portfolio that stands out. This will attract a significant number of media students. A panel of alumni, professionals, students, and teachers will be contacted to speak at the event followed by a live demonstration of how to create a portfolio that caters to ones interest.

Thesis Event

The Thesis Event has been a long standing tradition for Off-Screen and Oishee aims to maintain that with her committee. The structure and specifications of the event will be discussed with the Acquisition Committee, but we aim to help out students who are going to or are already writing their thesis.

Career Exploration

Oishee plans to take the members on a short day trip to a film set or film/television production house. This way the members can gain first-hand experience as to what it feels like to work in a particular sector of Media. Members will also get an opportunity to talk to people who work in these sets and companies and see what the day of a Media professional looks like.

Charity Gala

Traditionally, this event has been a Gala, and Oishee aims to keep it this way. The activities within the event will include an auction of items and services, possibly some other fun activities such as a Wheel of Fortune. Additionally, Oishee and her committee want to get in contact with

artists (musicians, singers) to perform at this event. The committee will be responsible to look for charities and the materials/activities that will be auctioned.

Study Career Event

Oishee hopes for this event to be a collaboration with the University of Amsterdam. This event can be a great opportunity for Media students to meet companies and industry professionals to get a deeper insight of how they can plan their career. She will get in touch with the faculty in order to fix a date and the contents of the event. For now, this event is planned for the 18th of April, 2024.

Feels Like Family Borrel

This event has always been organized by the Acquisition Committee. As the Media Studies department and Off-Screen have become international, students mostly live away from their families. This borrel is a way for members to bring their family members and friends and mingle with each other. As they make Amsterdam their new home, the Feels Like Family Borrel is a delightful way for members to feel more at home with people they love. The activities of this Borrel such as, pub quiz, games, etc. will be decided by the Acquisition Committee.

SUMMARY

- Utilize every subsidy available to us and if needed create events that cater to them. Additionally, keeping constant contact with ALPHA, ASVA, and UvA for grants and event/trip subsidies.
- Keeping the Board updated on the Budget and maintaining financial transparency with its members.
- Make sure Off-Screen adheres to all legal requirements.
- Furthering the brand image of Off-Screen (business cards, drafting contracts to send to companies)
- Build good relations with other associations for new revenues through collaboration.

4. Head of Media and Academics

Aida Gardberg will assume the role of the Head of the Media and Academics for the academic year 2023/24. In her capacity as ead of MAC, Aida will orchestrate a series of events that delve into the diverse Media industry. These carefully curated events aim to provide Off-Screen members with immersive encounters with Media beyond their academic curriculum. Encompassing areas such as film, television, emerging media, creation, music, and fashion, these gatherings seek to engage a wide spectrum of Off-Screen members and Media students.

Vision

In her role as the Head of Media and Academics this year, Aida is committed to introducing individuals to the multifaceted world of media. From pub talks, movie nights and workshops to art events and trivia nights, aida aims to make all events affordable and accessible. She aspires to broaden the spectrum of fields covered in MAC's events, ensuring a greater resonance among attendees. This year, Aida also wants to focus on mental health and overall well-being. We can see this with events like meditation, yoga, and other workshops.

Three Core Words

Aida's goals and vision can also be seen in the three core words of the 27th Board. The three core words are, 'integration', 'resourcefulness', and, 'mindfulness'. 'Integration' to Aida means keeping tradition alive while implementing new events and ideas, like switching up Book Club to Conversation Club. Aida tries to be 'resourceful' in everything she does, pushing her and her board to think outside the box and use what they have even when it has its limitations. The 'mindfulness' approach can be seen in Aida's events like a mood board workshop, yoga, and meditation where she tries to keep the balance between partying and staying stress-free and relaxed.

The Media and Academics Committee

Direction and Guidance

Aida looks for a committee of approximately 5 members with passion, creativity, and openness. Aida wants balance with dreamers and realists. She wants people who share their ideas and are passionate and driven to organize amazing events they can be proud of. Aida hopes for a great group dynamic in the committee and for everyone to feel comfortable and safe.

Activities

Media Pub Talk

The Media Pub Talk is MAC's first event hosted in the middle of September. There will be a range of guest speakers to talk about a pre-chosen topic. This year the topic that was chosen together with the Board was "Media and Romance. Aida felt that the Media Pub Talk serves as a valuable opportunity for incoming students to gain exposure to their academic journey and cultivate meaningful interactions with esteemed professionals within the media industry. There are questions prepared for the speakers to help direct the conversation, and the audience can ask their own questions any time. There will be four speakers and they have all been chosen because of their own experience and knowledge within this topic. We believe that this event will not only ignite their passion for the subject matter but also foster a sense of connectivity with the broader media landscape.

Moodboard Workshop

The moodboard workshop felt like the perfect way to kick-start the new academic year. Students gather for a little arts and crafts moment to make mood boards about their hopes and dreams for the upcoming academic year. The event is a sustainable event, using only already existing materials and reusing old. The Board will collect old magazines, papers, posters, and other craft materials from the Hok and their homes. The participants will also be encouraged to bring things of their own that inspire them. This event is also planned to be a more intimate event with some music, snacks, and candles. Buzzhouse has been contacted for the possibility of hosting the event using their location.

Conversation Club

The Conversation Club works like the book club that has been held in previous years but because of the turnout of the book club last year, Aida wanted to switch it up a bit. Aida's vision is to create an open space where students can gather and discuss, debate, and share opinions and topics important to them. There will be pre-chosen topics to give direction to the conversation but it is a free space and all opinions and wishes are welcomed. There will be a possibility to send in topics of conversation before the event.

Trivia Night

MAC will host two trivia nights throughout the academic year. The trivia nights are a nice get-together for friends to join some friendly rivalry and a night full of fun facts within the Media

world. Trivia night will focus on a selection of different themes, everything from music knowledge to pop culture, TV shows, and movies. There will be a prize for the winning team as well as something small for the team that comes second place. The trivia night's location has not been determined but MAC will contact different cafes and locations within the Amsterdam area.

International Documentary Festival of Amsterdam (IDFA)

Aida will continue to work with IDFA, the annual International Documentary Festival of Amsterdam. Together with IDFA Off-Screen will sell tickets to a screening as well as host a talk in November.

Mindfulness Event

The life of a university student can be quite hectic so Aida wanted to give Off-Screeners a chance to come and take a minute just to relax and wind down. The mindfulness event will focus on yoga and breathing. There will be a yoga instructor and the event is planned to take place at De Balie.

Trip to Berlinale

MAC will an amazing trip for Off-Screeners to the beautiful Berlin for the annual film festival, Berlinale. MAC anticipates around 30 enthusiastic participants to join this adventure. Aida together with her committee will make sure that this is a budget-friendly accessible trip for everyone. Furthermore, there will be SAC (social activities) elements implemented in the trip. In Berlin, Off-Screeners will not only indulge in captivating film screenings but also have the opportunity to explore various museums. Our ultimate aim is to provide Off-Screeners with an unforgettable journey through the culturally rich and fun-filled city of Berlin, brimming with cinematic wonders and enriching experiences.

Study Session

The study session will take into consideration the content of the courses at the time and if there are any particular wishes from the students. Aida will look into the possibility of having a professor present to answer any questions and provide structure to the session. The session is placed right before the exam week to prepare the students for the upcoming exams. During the study session Off-Screen will provide some snacks and refreshments, and keep a calm environment so the students can focus on their assignments.

Art Event

The Art Event has made appearances in past years, and Aida believes it remains a perfect choice for this year as well. Aida is eager to encourage her committee to explore innovative and exciting possibilities within the realm of art. It is an opportunity for collaboration, innovation, and the cultivation of unique perspectives, promising a dynamic and transformative experience for all involved. Additional details about this event will be provided once the committee is established.

Open Mic

Open Mic is designed for anyone and everyone to come and perform any type of talent they might have. From poetry or comedy to singing or dancing. An open invitation for Off-Screeners to enjoy different forms of art and come together to appreciate each other. The event is planned to take place in an intimate pub-like environment.

Creative Writing Workshop

The creative writing workshop is scheduled to offer a break from research-oriented academic writing and provide an opportunity for participants to unleash their creativity. It is widely recognized that the writing undertaken for university assignments can sometimes feel less personally fulfilling. Therefore, this workshop is open to anyone seeking a reprieve from research-based writing and wishing to explore the free expression of their creative abilities. Aida is familiar with CREA and knows that they host creative writing workshops, she will be in contact with them about the possibility of working together.

Open MAC Event

The open MAC event is an event dedicated to the MAC committee to execute. They will have full creative freedom to plan an event where they can carry out their creativity and showcase their ideas as a committee.

Film Festival

The annual Off-Screen Film Festival was conceived to spotlight the dedicated efforts and remarkable talents of Off-Screen members. It provides them with a valuable platform to exhibit their cinematic creations in front of an audience, a panel of judges, and on the grand canvas of a cinema screen. Participants are strongly encouraged to submit their short films, with the distinguished honoree(s) being awarded the Golden Duck. Aida truly believes that this event will interest both existing and new members.

Movie Night

MAC's final event of the summer is going to be a bike-in movie night. The plan is to showcase a film using a projector, ideally in an outdoor setting. Comfy blankets will be provided for seating, and there will be popcorn for everyone to savor while watching the movie. Given that we're already in June and some international students may have departed Amsterdam, this gathering is intended to provide a laid-back and relaxed atmosphere for students to come together one last time before the break.

SUMMARY

- Diverse and intriguing events.
- Always having a welcoming environment for all Off-Screeners.
- Finding a balance with tradition and new.
- Creating accessible and sustainable events.
- Having an inspired and balanced committee.

5. Head of Social Activities

The position of Head of Social Activities during the academic year of 2023/24 will be fulfilled by Chiara Ferra-Joachim. Her role is to organize borrels, parties, and other social activities with the help of her committee. She aspires to make events welcoming, fun, and a place for people to meet each other and connect.

Vision

Chiara envisions that every Off-Screener feels a sense of inclusion, is welcomed, and is enjoying the events as much as possible. She aims to blend traditions such as the King's Night Cruise and Monday Borrels with contemporary elements in order to cater to both longstanding and recent members. In general, Chiara's intention is to be an accessible, inviting, and spirited Board member, all the while maintaining a focus on important objectives.

Three Core Words

"Integration" to Chiara means caring about making the members feel at ease. As Off-Screen diversifies itself, it is important to find themes and activities that people from many different backgrounds can enjoy while keeping Off-Screen's games and traditions alive. To accomplish this, Chiara looks back at older traditions and finds innovative ways to combine them with the diverse community that Off-Screen has become throughout the years.

To continue, Chiara interprets resourceful as always finding new activities and concepts for her events that include newer and older members of Off-Screen, but Chiara also envisions resourceful as finding the best solutions to unplanned issues at any event. To find the best solutions, Chiara will always try to look at the past events and understand how similar situations were dealt with and what lessons were learned.

Finally, Chiara aspires to be mindful of not only her Board and committee's opinions and recommendations but also Off-Screeners', by trying to understand what they would like to see and do when coming to an event. She wants to achieve this by talking directly to her members and being open and approachable at every event.

The Social Activities Committee

Direction and Guidance

Chiara wants to find six committee members who are enthusiastic, extroverted, and motivated to commit to Off-Screen. She wants the SAC to be approachable and sociable to help everyone feel welcome at events. She aspires to find members who come from different backgrounds to get multiple points of view on how to help her develop events in an organic manner. She is looking for people who complement each other and work as a united team to make sure members can have fun while staying safe.

Borrels

Borrels are a long-standing Off-Screen tradition that Chiara is not planning on changing; they will most take place at De Heeren Van Aemstel from 20:00 to 01:00. By bringing back the 20:00 starting time Chiara hopes to attract the crowd at an earlier time.

The venue might vary to accommodate different themes or types of Borrels. Such as a pool bar for a pool borrel, or a karaoke bar for a karaoke borrel. Chiara also hopes to organize outside borrels when the summer months start, those would be accompanied by themes such as “sports” or “picnic”.

For the month of September, Chiara has planned to have a borrel every Monday, as it is the most active month of the year, especially for first-year students who are excited to meet their peers. Starting in October, the borrels will be happening every other Monday. Chiara wants to keep her predecessor’s traditions of making mostly themed borrels while keeping those themes simple so that Off-Screeners can more easily feel included. While new themes will be offered, some traditional Borrels will keep standing, such as Halloween, Santa, Red Cup, and Valentine’s Day.

Parties

Party #1

For the first party, Chiara decided to take on the theme of the Wild Wild West, as cowboy hats and boots have been in fashion for the past few years. The venue will be Akhnaton and will host 300 people in order to sell out the party. The music played will mostly be popular music and singalong songs to engage a greater number of people. We will be offering 75 complimentary shots to the first 75 persons who arrive, with the objective to attract the crowd at an earlier time.

Party #2

In line with traditions, Chiara has opted to organize a gala for the second party. This event is scheduled before the start of winter. Chiara envisions this gala as a more elegant and dressed-up party. The specific theme for the gala will be deliberated on later by Chiara and the members of her committee. The gala would be a medium sized event hosting ideally around 200 people. Multiple Dj's would be present to entertain the guests and keep the dancefloor animated. Chiara also hopes to have a classic red carpet photo booth at the event. At the end of the evening, the five best dressed attendees would be featured in the instagram story, similar to what fashion magazines do after important red carpet events. The best dressed overall will be chosen by the social activities committee and will receive a prize during the gala.

Party #3

For the third party, Chiara hopes to do it in a smaller venue to celebrate the end of the school year with Off-Screeners. The party will take place at the end of spring, seeing it as a way to say goodbye to each other before the long summer break.

Eventix

For parties, tickets will be sold on the Off-Screen website and redirected to the website "Eventix" as it is easily connectable to Wix. Eventix would not cost Off-Screen any money, but they do have a one euro service cost per transaction (paid by the participant). The service cost will be mentioned clearly during the promotion of the event. This solution was chosen as it is an easier way to organize the entrance in the events. Chiara and her committee just need to scan the QR code that is located on the ticket.

Activities

Senior Borrel

The long-standing tradition that is Senior Borrel will be held on Thursday 24th of August at Eetcafé 'SKEK which is a welcoming student café that is smaller than Off-Screen's usual borrel locations. Senior borrel is the perfect opportunity for older members to reconnect with each other after the summer break.

Meeting Off-Screen

Chiara chose to keep the recent tradition of the Crazy 88 game alive, as it had been a huge success in the preceding year and was greatly appreciated by first-year students, who considered it a great way to meet their fellow students and create new friendships. Crazy 88 is a game that took place in the heart of Amsterdam, involving teams of students led by senior Off-Screen members. The teams tried to complete a total of 88 challenges, aiming to accumulate the most points. Points were earned based on videos sent within the team's group chats, and the scoring was managed by Chiara, Senna, and Anisha. Chiara decided not to be part of the game to more easily organize the day and prepare for the borrel that happened at De Heeren van Aemstel on the same day. The winning team received their prize during the borrel.

Holiday Competition

This year, Chiara decided to organize a never done before event: a gingerbread house competition. An event where different groups of Off-Screeners go against each other to create the most beautiful gingerbread house right before the winter holidays. It would be a smaller closed event where sign ups and a participation fee (around five euros) would be asked to cover the cost of the materials such as the gingerbread and decorations used. It is also an opportunity for the event to be filmed by the reporter committee to create an entertaining holiday video.

King's Night Cruise

Chiara is planning on maintaining the Kingsnight Cruise tradition to celebrate the Dutch King's birthday. She plans to rent a boat for the evening, offering unlimited beverages and an enjoyable atmosphere for around 35 to 40 participants. Off-Screen would ideally be working with Rederij Nassau again since they helped Off-Screen make the event a success and the contact has been great for the past two years.

Pub Crawl

Chiara wants to plan a classic Pub Crawl in a popular party neighborhood of Amsterdam (Rembrandtplein or Leidseplein). The event would require sign ups as it would take 30 Off-Screeners divided in five groups of six in six to eight bars throughout the night. The evening would be a friendly competition where each drink is worth a certain amount of points and the team with the most points at the end of the night would win. There would be a SAC committee member in each group to keep the count and make sure everyone is safe.

Open SAC Event

Chiara intends to provide her committee with the opportunity to collaboratively create a fresh and innovative event that will please the members of Off-Screen. This enables the committee members to effectively work together and generate a novel event concept from the ground up.

AMS Unlocked

This year, Off-Screen is once again partnering with various associations to bring back AMS Unlocked. AMS Unlocked is a student-organized music festival held at the end of the academic year. Currently, this event is in the initial planning phase, and additional information will be shared at a later time.

SUMMARY

- Making everyone feel welcomed and included at the events.
- Creating events inviting both older and newer members.
- Organizing attractive and fun borrels regularly.
- Organizing enjoyable and successful parties.
- Putting together a solid and creative committee.

6. Head of Travels

Juanita is set to fulfill the role of Head of Travels (Study Travel Committee) for the upcoming academic year, 2023/24. As Head of Travels, she will curate an exciting series of five distinctive trips over the course of the year. With a keen focus on cultural immersion, Juanita envisions crafting balanced journeys that delve into the heart of each selected destination. Her intention is to enhance the university lives of our members by fostering an atmosphere conducive to both personal discovery and authentic camaraderie among the participants.

Vision

While the act of traveling and being in a foreign place already strives for an amazing and thrilling bonding environment, Juanita envisions crafting balanced itineraries that seamlessly blend academic enrichment with festive celebrations. A fusion of media-related events and spirited festivities will cater to individual preferences, creating an atmosphere where exploration transcends mere experience and transforms into a lifelong memory.

To guarantee the seamless execution of her vision, Juanita has outlined three pillars of implementation. She commits to professionalism in interactions with her board, committee, as well as the companies involved in the booking process. Rigorous organization will underscore every step and will ensure a seamless process, from planning to execution. Lastly, recognizing the potential stressors inherent in travel, Juanita is committed to fostering productive communication. Her intention is to minimize stress and cultivate an atmosphere of trust, ensuring that hurdles are approached with clarity and composure.

This year, Juanita is determined to make travel accessible to all. Through budget-friendly options that respect the financial constraints of students and destination choices that embrace our growing diversity.

Juanita envisions an addition to the journey experience – post-trip articles that are dedicated to encapsulating the essence of each trip on Off-Screen’s website. Members will have the opportunity to create and share media content by exchanging their perspectives of the trip, fostering a deeper engagement with their past adventures by painting a vivid picture of Off-Screen journeys.

Three Core Words

Juanita recognizes the importance of preserving Off-Screen’s cherished traditions, like the pub crawl and the city tours, while ushering in a new era of inclusivity. Beyond association traditions, she is dedicated to integrating local culture and traditions into every itinerary. Juanita’s goal is for every participant to feel a sense of belonging and inclusion, fostering connections to bridge gaps.

Juanita will incorporate resourcefulness into her trips in several ways. Two that are most important to her are seeking eco-friendly travel options, and embracing local culture for cost-effective experiences. Juanita takes resourcefulness extremely seriously as she believes it will serve for the most authentic cultural experiences.

Mindfulness guides Juanita’s interactions and decision-making. She is dedicated to fostering cultural sensitivity by immersing travelers in the culture and history of each destination. Whether through local guides or historical insights, Juanita aims to provide a comprehensive understanding of the place visited. She approaches group dynamics with careful consideration, balancing individual needs with collective experience. Juanita extends her mindfulness to her fellow Board members and future committee, valuing collaboration and diverse perspectives

The Study Travel Committee

Direction and Guidance

In Juanita's quest to assemble the Study Travel Committee, she is on the lookout for individuals who embody a unique blend of qualities. First and foremost, commitment is key. Juanita is seeking six dedicated members who are willing to invest their time and energy into ensuring the success of our travel endeavors. This role will demand effort and persistence, and she wants individuals who are up for the challenge.

Juanita values individuals who are not afraid to step outside of their comfort zone. Traveling with Off-Screen often means navigating unfamiliar territory, and she needs team members who embrace novelty and adventure with enthusiasm.

Open-mindedness is another trait Juanita holds dear. She wants individuals with a traveler's instinct, a deep-seated curiosity that drives them to continually seek knowledge and explore new horizons.

Given the potential stressors of managing large groups in foreign countries, Juanita is in search of individuals who remain calm under pressure. A steady mind and a resolute demeanor are essential for ensuring the safety and well-being of our fellow travelers.

Juanita places great importance on maintaining a professional aspect within the committee. Hard and consistent work is vital but she also wants to create a supportive environment that allows committee members to unleash their creative potential and build lasting memories together. It's not just about the tasks at hand; it is about making this year special for everyone involved.

Lastly, Juanita is extending an invitation to those who see this committee as an opportunity to break out of their shell. It is a chance for personal growth and development, and she welcomes individuals who aspire to grow alongside us.

Activities

Introduction Weekend

Juanita's vision for the Introduction Weekend is clear and purposeful. Just as in previous years, this event, which marks the start of the academic year, will be held in a serene, secluded

location. The seclusion fosters an intimate atmosphere where first-year students can connect with each other and older members, and absorb the essence of Off-Screen. Given that this trip precedes the formation of her committee, Juanita will lean on the support of her Board, the previous Board, and trusted Off-Screeners to curate a memorable experience for the newcomers. The chosen venue should be able to comfortably accommodate around 40 people, ensuring a close-knit gathering. In order to fill all of the spots, Juanita intends on heavily promoting the trip prior to its departure.

Juanita plans to provide the first years with creative, enjoyable, unforgettable activities, and long lasting Off-Screen traditions such as the talent show, and the kahoot quiz that will leave a lasting impression and kindle their enthusiasm for future Off-Screen adventures.

City Trip

Juanita's vision for the upcoming city trip is marked by a fresh beginning with her new committee. Given the time constraints, she will take charge of planning key aspects such as the destination, transportation, and accommodation. Juanita's committee will shine by collaboratively crafting an itinerary that showcases their creativity and dedication.

Juanita's goal is to choose a location that offers a vibrant mix of enjoyable activities. Additionally, this trip will retain the tradition of a pub crawl, tailored to embrace the local drinking culture of the destination, adding an authentic touch to the experience. With an estimated 30 participants, this City Trip promises to be an exciting adventure that combines Juanita's strategic planning with her committee's unique contributions.

Ski Trip

In planning the annual Ski Trip, Juanita, and her Board have made the decision to partner with Totally Snow. This collaboration promises a cost-effective yet high-quality experience for participants, building on the successful track record of her predecessor. With the winter break leaving many potential participants still at home, Juanita anticipates around 30 attendees, of mostly older members, for this trip. Her focus is on selecting a location that combines excellent skiing opportunities during the day with an exciting après-ski scene in the evening. This dual experience ensures that everyone on the trip can enjoy the best of both worlds.

Study Trip

Juanita recognizes that the study trip stands as the most demanding endeavor due to its extended duration. She views this challenge as an excellent opportunity for her committee to exhibit their creativity and commitment. In this endeavor, her committee will play a pivotal role in collaboratively selecting the destination and planning the activities. Juanita, as the Head of STC, will oversee this process to ensure a well-suited destination and a well-balanced collection of activities are chosen.

Her plan includes staying structured and high-spirited throughout the trip, ensuring each traveler remains engaged. One way she intends to achieve higher engagement and excitement is by visiting two neighboring cities (e.g. in the past: Porto and Lisbon). With these guiding principles, she aspires to craft an enriching and captivating study trip experience for all participants.

Farewell Weekend

The Farewell Weekend marks the academic year's end, serving as a memorable culmination of Off-Screen's travel experiences. Traditionally, this trip has included a hitchhiking challenge to reach the chosen destination, adding an element of adventure. However, Juanita recognizes the safety concerns associated with hitchhiking in today's world. She values the challenging aspect of this form of travel and, together with her committee, intends to devise safer ways to incorporate it into Farewell Weekend.

Juanita's location selection for this trip is driven by the desire to create an atmosphere where participants can reflect on past adventures and where the STC can take pride in their hard work. Due to the trip's late timing in the academic year, with some already on summer break, Juanita anticipates 30 to 35 participants. With safety, reflection, and celebration in mind, this Farewell Weekend promises to be a fitting conclusion to a year of incredible journeys.

SUMMARY

- Creating well-balanced trips that successfully fuse media-related events with fun entertainment.
- Improve the travel experience by creating post-trip articles on Off-Screen's website.
- Aims to preserve Off-Screen's traditions while embracing inclusivity and local culture.
- Seeking committed, adventurous, open-minded, hard working, and growth-oriented individuals to join the Study Travel Committee.
- Envisions a series of distinct travel experiences.

5. Board Activities

1. Board of Advice

The Board of Advice (BoA) functions as a support body within the association, offering guidance to the Board. Chosen by the newly elected Board through an application process, the BoA is composed of a minimum of two former Board members, one of whom was part of the previous BoA. At the start of each academic year, the Board of Advice is established to review the Policy Plan and provide initial guidance to the incoming Board members as they begin the year.

As usual, the Board plans for a minimum of four official meetings with the BoA, one before each General Members Assembly. The Board and the BoA will hold separate meetings as required.

This year, the six-member Board of Advice includes individuals from various positions and years. The Board aimed for a blend of experiences to provide diverse perspectives on the matters under discussion. Additionally, they emphasized balanced involvement, ensuring some members take an active role in leading check-ins while others serve as resources.

BOARD OF ADVICE

2023/24

Eva Rupert

Treasurer & Head of the Acquisition Committee 2020/21

Riddhi Vyas

Treasurer & Head of the Acquisition Committee 2021/22

Scyler van der Wal Klein

Head of Media and Academics 2021/22

Francisco Andrada

President & Head of the Reporter Committee 2022/23

Kennee Sikkes

Treasurer & Head of the Acquisition Committee 2022/23

Lucia Pascua

*Head of Social Activities 2022/23***2. Board of Finance**

The Board of Finance (BoF) is an independent body within Off-Screen that has the exclusive role of overseeing and advising the Treasurer to prevent errors and financial mismanagement. This year, Oishee has selected three former Off-Screen Treasurers as BoF members. These members also serve on the Board of Advice this year, enhancing their understanding of the association's overall operations for improved financial insights.

The Board of Finance convenes a week prior to the General Member Assembly to receive updates from the Treasurer regarding the association's financial status.

BOARD OF FINANCE*2023/24*

Eva Rupert

Treasurer 2020/21

Riddhi Vyas

Treasurer 2021/22

Kennee Sikkes

Treasurer 2022/23

Ramún Seglias

*Treasurer SES 2023/24***3. Application Committee**

The Application Committee (ApCo) operates as an independent entity within the association, consisting of three to six members. Its primary role is to establish the upcoming year's Prospective Board for Off-Screen.

ApCo is responsible for choosing its next set of members. Beginning in September, interested candidates can apply by submitting a motivation letter. These candidates will then be introduced during the second GMA of the academic year, and subsequently voted upon.

Recent years have seen deliberations regarding Board structure, application procedures, and broader association requirements. As this is an ongoing debate, this year likely follows the same pattern. All modifications made will be subject to thorough discussion.

APPLICATION COMMITTEE

2023/24

Lara Godoff

President & Head of the Reporter Committee 2021/22

Francisco Andrada

President & Head of the Reporter Committee 2022/23

4. General Member Assemblies

The General Member Assemblies (GMAs) serve as a cornerstone of Off-Screen's community. They bring together all the current members of Off-Screen — including active members, committees and Boards — to present and vote on plans and decisions. Attendance at GMAs is obligatory for committee members, the Board of Advice, the Board of Finance, and the Application Committee.

At the GMA, the Board offers insights into the association's activities and financial status, promoting transparency and member awareness. If applicable, the GMA can also host voting sessions. This platform further encourages inclusive discussions, empowering members to influence the association's direction. Beyond its governance role, the assembly further encourages inclusive discussions, empowering members to influence the association's direction. The platform enables members to connect and engage in conversations about Off-Screen as a whole.

This year, the President will organize and host a total of five General Member Assemblies (GMAs). These meetings are expected to take place at various university locations in the city center, including options like the Singel Library or Roeterseiland Campus. Invitations will be sent out

three weeks ahead of each event, while promotion on social media will happen two weeks prior, with regular reminders leading up to the assembly. Snacks and drinks will be provided as a simple yet effective way to encourage attendance and active engagement.

General Members Assemblies

2023/24

GMA #1

October 9th, 2023

GMA #2

December 11th, 2023

GMA #3

March 11th, 2024

GMA #4.1

June 3rd, 2024

GMA #4.2

June 17th, 2024

5. Committee Members

As in the past, the Board's goal is to form committees comprising approximately five to six members, which includes the commissioner. This size has proven to be manageable for event coordination, effective teamwork, and ensures that every member can contribute meaningfully.

A new addition carried over from last year is the Committee Coordinator role, designed to support Daily Board members in their committee responsibilities. To ensure consistency among committees, it is important to streamline the coordinator's duties, which are clearly outlined in the House Rules. Any necessary adjustments to the role can be made through a GMA vote.

Currently, the primary function of the Coordinator is to delegate tasks, allowing Daily Board members to focus on their other responsibilities. However, it is essential to note that the Head of the committee retains ultimate responsibility for the group's operations. The Coordinator

serves as an additional point of contact, maintains task records, and monitors committee progress, without holding hierarchical authority over other members.

In a significant change, the President will oversee the Promotion Committee, while the Vice-President will be responsible for the Reporter Committee. Clear guidelines have been established in the respective sections to delineate responsibilities, prevent overlap, and ensure clarity in task assignments. Additionally, the Treasurer will lead the Acquisition Committee.

6. ASVA and ALPHA

ASVA advocates for the interests of students at both the University of Amsterdam and the Hogeschool van Amsterdam, as a student union. Meanwhile, ALPHA, the Faculty Association of the University of Amsterdam, manages the allocation of subsidies received from the Faculty of Humanities to its connected associations. ALPHA also takes on the coordination of various annual events, including the Warm Welcome Week, a collaborative effort involving all the associations within the Faculty of Humanities and overseen by ALPHA.

Throughout the year, both organizations organize General Members Assemblies which require mandatory attendance by the President and the Treasurer. For general communications and partnerships, Senna will be the main point of contact with both ASVA and ALPHA. For financial matters, Oishee will be responsible.

7. Constitution Borrel

As a proud and longstanding tradition, the 27th Board will host its Constitution Borrel (CoBo) during the first semester of the academic year. Among the list of invitees are all former Board members, and other associations that are acquainted with Off-Screen.

The event is currently scheduled to take place on October 10th at Disco Dolly, from 20.00 to 23.00.

6. Other

1. Merchandise

As per tradition, the Promotion and Acquisition Committees share the responsibility for merchandise production. To ensure a well-organized approach, the two committees will have their first joint meeting in November. This meeting will initiate brainstorming sessions, followed by the actual design and production phases. Post-break, biweekly meetings are scheduled to oversee coordination and further production development. The target release for merchandise is set for spring, ideally around mid-March.

While there is a clear task division between the two committees, with Promotion focusing on design and Acquisition managing logistics (including pre-order sales, inventory, and budget), both committees maintain an open-minded approach to product design. They welcome a free flow of ideas and do not impose limitations, ensuring creativity in the merchandise development process.

Regarding merchandise items for the year, there are goals to bring back the classic cap, introduce a new laptop case, and design a deck of playing cards. Traditional items like sweaters, T-shirts, and various accessories are also part of the lineup. With a higher budget compared to the previous year, there are efforts to make the merchandise sustainable. If this proves to be unsuccessful, other options (materials, colors, items) will be explored.

Furthermore, previous merchandise items will remain available for purchase on our website throughout the year. In the event of slower sales, a flash sale will be hosted to expedite the process.

2. The Hok

'The Hok' serves as Off-Screen's official office, located in Room 0.10 at Turfdraagsterpad 9, within the University of Amsterdam campus. It is a multifunctional space where members can study, enjoy snacks, and engage in games. The office also holds significance through its display of traditions reflected in posters and scattered mementos.

Starting in the week of September 18th, Off-Screen members are welcome to visit The Hok during specified hours, typically from 11:00 AM to 3:00 PM on weekdays, with a Board member

always present during these times. Shifts for Board attendance are arranged during meetings and strictly adhered to, with timely communication if a member cannot attend.

During Board meetings at The Hok, the office will not be accessible to members. Ideally, meetings are scheduled outside of these times, in effort to keep the space available. The Board intends to host their first committee meetings at The Hok to introduce the space to committee members.

Currently, Off-Screen shares the office with two other University of Amsterdam associations. The President is in contact with the university to facilitate the relocation of their belongings. Additionally, he wants to acquire new office equipment, including improved chairs, from the UvA. In hopes to reduce costs, Senna has sent out emails to the Secretariaat to ask for any leftovers from the department. If purchases need to be made, it will be consulted with the Treasurer (and checked with the amount allocated for office supplies).

7. Year Agenda 2023/24

This is a copy of the annual calendar (2023/24), for reference.

WEEK	EVENT	DATE (DD/MM)
	August 2023	
34	Senior Borrel	24/08 (Thursday)
35	Intreeweek University of Amsterdam	28/08 - 01/09
	September 2023	
35	Intreeweek University of Amsterdam	28/08 - 01/09
36	Media Studies Introduction by Off-Screen University of Amsterdam	04/09 - 08/09
36	Crazy 88 Meeting Off-Screen	04/09 (Monday)
36	Borrel #1 Meeting Off-Screen	04/09 (Monday)
37	Photography Workshop ALPHA Introduction	11/09 (Monday)
37	Borrel #2	11/09 (Monday)
38	Borrel #3	18/09 (Monday)
38	Pub Talk	20/09 (Wednesday)
39	Borrel #4 (Committee)	25/09 (Monday)
39	Introduction Weekend	29/09 - 01/10
	October 2023	
39	Introduction Weekend	29/09 - 01/10
40	Party #1	05/10 (Thursday)
41	General Members Assembly #1	09/10 (Monday)
41	Borrel #5	09/10 (Monday)

41	Moodboard Workshop	12/10 (Thursday)
42	Conversation Club #1	19/10 (Thursday)
43	Exams University of Amsterdam	23/10 - 27/10
44	Borrel #6 (Halloween)	30/10 (Monday)
November 2023		
44	City Trip	01/11 - 06/11
45	Trivia Night #1	09/11 (Thursday)
46	Borrel #7	13/11 (Monday)
46	IDFA	17/11 (Friday)
47	Portfolio Event	20/11 (Monday)
47	Committee Members Assembly #1	22/11 (Wednesday)
48	Party #2 Off-Screen's Gala	29/11 (Wednesday)
December 2023		
49	Holiday Competition	04/12 (Monday)
49	Movie Night #1	06/12 (Wednesday)
50	General Members Assembly #2	11/12 (Monday)
50	Borrel #8 (Santa)	11/12 (Monday)
50	Mindfulness Event	14/12 (Thursday)
51	Exams University of Amsterdam	18/12 - 22/12
January 2024		
2	Ski Trip	12/01 - 20/01
4	Borrel #9 (Après-Ski)	22/01 (Monday)
4	Reporter Workshop	24/01 (Wednesday)

5	Thesis Event	30/01 (Tuesday)
	February 2024	
5	Trivia Night #2	01/02 (Thursday)
6	Career Exploration	07/02 (Wednesday)
7	Borrel #10 (Valentine)	12/02 (Monday)
7	Berlinale Trip to Berlin	16/02 - 20/02
8	Conversation Club #2	22/02 (Thursday)
9	Pub Crawl	29/02 (Monday)
	March 2024	
10	Charity Event	06/03 (Wednesday)
11	General Members Assembly #3	11/03 (Monday)
11	Borrel #11	11/03 (Monday)
11	Conversation Club #3	14/03 (Thursday)
12	Art Event	19/03 (Tuesday)
12	Study Session	21/03 (Thursday)
13	Exams University of Amsterdam	25/03 - 29/03
	April 2024	
14	Study Trip	02/04 - 09/04
15	Open Mic	11/04 (Thursday)
16	Borrel #12	15/04 (Monday)
16	Study Career Event	18/04 (Monday)
17	Creative Writing Workshop	23/04 (Tuesday)
17	King's Night Cruise	26/04 (Friday)

May 2024		
18	Open MAC Event	02/05 (Thursday)
19	Borrel #13 (Feels Like Family)	06/05 (Monday)
19	Film Festival	09/15 (Thursday)
20	Party #3	15/05 (Wednesday)
21	Open SAC Event	20/05 (Monday)
21	Committee Members Assembly #2	22/05 (Wednesday)
22	Exams University of Amsterdam	27/05 - 31/05
June 2024		
23	General Members Assembly #4.1	03/06 (Monday)
23	Borrel #14	03/06 (Monday)
23	Farewell Weekend	07/06 - 09/06
24	Movie Night #2	13/06 (Thursday)
25	General Members Assembly #4.2	17/06 (Monday)

8. Budget

A distinct file outlining the financial overview of the upcoming year will be emailed to all members three weeks before the first General Member Assembly.

9. Epilogue

The 27th Board hopes to have explained their vision, goals, and dreams for the upcoming year in a clear and concise manner. During the process of writing this document, the Board has only gained excitement in bringing about an incredible year.

This document will be our guiding light as we navigate through a challenging year. If any clarification is needed, feel free to contact us using the contact information provided below.

With heartfelt gratitude,

Senna van Ruiten

President of 2023-2024

10. Contact Information

Enclosed herein are the contact details for each member of the Board and the aforementioned organs.

THE BOARD OF OFF-SCREEN *2023/24*

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Oishee Roy Chowdhury

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