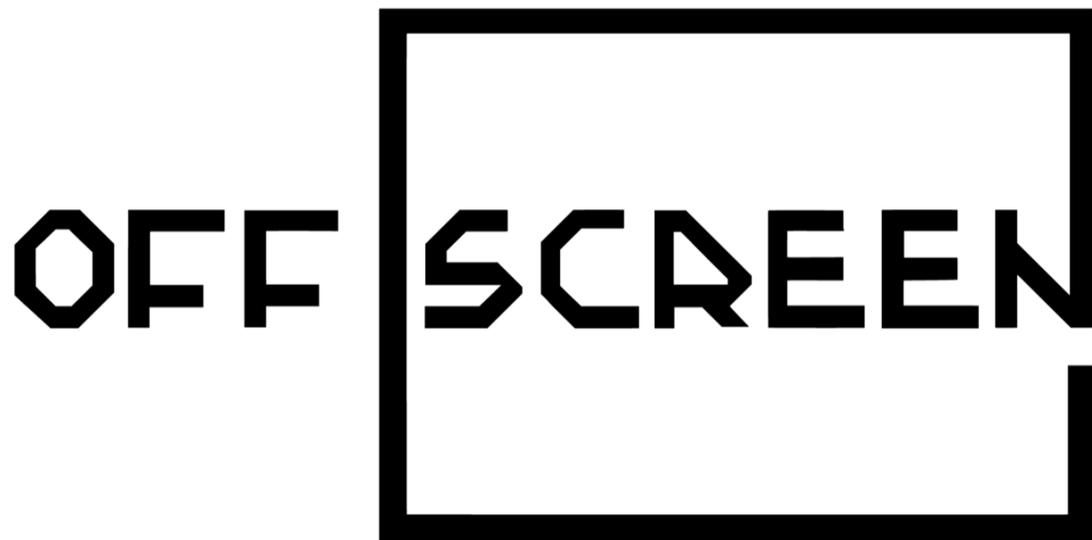


POLICY PLAN 2020/2021



Study Association Off-Screen

Media and Culture (EN + NL) / Media and Information

University of Amsterdam

The Board

President

Nadia Heemskerk

Vice President

Kaja de Koff

Treasurer

Eva Rupert

Head of Media- and Educational Activities

Jang Kapgen

Head of Social Activities

Lara Godoff

Head of Travels

Capucine Lorenzi



Preface

The Board of 2020/2021 would like to start their Policy Plan by thanking all the past and current members of Study Association Off-Screen for giving them the opportunity to make the coming Off-Screen year a great success. During the coming year, the Board is looking forward to showing current and new members what Off-Screen has to offer. The Board is excited to do this by organising and hosting Corona-proof events and showing great adaptability, while maintaining professionalism and keeping a balance between Off-Screen's traditions and innovative events.

In their Policy Plan, the Board of 2020/2021 will extensively present their ideas and vision for the association itself, their committees and the upcoming events. Firstly, the current situation of Off-Screen will be discussed, after which the three core words will be introduced and elaborated upon. Then, the vision will be described per position, which will be specified per event and responsibility. Together, this will give a clear overview and insight into what is going to happen within Off-Screen this coming year.

Since the academic year of 2016/2017, the track Media and Information has been welcoming international students. The last few years, Off-Screen has focused on internationalising the association and adjusting to the needs of international students. Last year, an English track of Media and Culture was introduced as well. The Board of 2020/2021 hopes to continue focusing on inclusive events, and providing a home away from home for international students.

Due to COVID-19, it is unsure what the coming year will look like. The Board will show adaptability by staying up to date on current measures and quickly adjust plans and events when needed. The Board is aware that now more than ever it is important for students to have a safe space where they feel at home. Through showing solidarity and communicating clearly, the Board wants to make sure members stay invested in the association.

Nadia Heemskerk

President 2020/2021

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1. Current situation

Off-Screen is the study association of the tracks Media en Cultuur (NL), Media and Culture (EN), and Media and Information at the University of Amsterdam. Established in 1997, Off-Screen has grown to become the biggest study association within the Faculty of Humanities. In the past years, Off-Screen has organised activities that have become a tradition and created a rhythm of activities which have proven to be effective for its members. These activities have always been focused on enriching the lives of its members socially, educationally, and culturally.

In the past few years, there have been big adjustments to the association and for its members. Due to the implementation of the Binding Study Advice in the academic year of 2013/2014, UvA matching since 2014, and the change from the student scholarship to a student loan in 2015, members started focusing more on studying and started to spend less money on extracurricular events.

In the academic year of 2016/2017, the first international students arrived in the Media Studies department, causing Off-Screen to change course and shift towards English. This started with the introduction of the English track Media and Information, and last year, in 2019/2020, the English track Media and Culture was added to the department. With two of the three main tracks in English, most of the new Media students will be international students.

Another positive influence on the inflow of international students is that the Media Studies department of the UvA has been ranked as the best Media Studies in the world for the last three years, which caused more international students to come to Amsterdam to study Media. Last year's Board worked hard on being inclusive to non-Dutch speaking members and this year's Board hopes to continue doing this, by pursuing English-only communication towards their members. With UvA officials, the Board wants to continue the professional and open relationship that previous Boards have established.

What will affect Off-Screen and its members most is the situation concerning COVID-19. During the second semester of last academic year, all physical events had to be cancelled until further notice, including Off-Screen's study trip to Marrakesh, causing the association to make a big financial loss on the plane tickets. Although the airline has promised to pay the price of the plane tickets back, it is not sure when this

will happen. This could take a minimum of six months. Eva, Off-Screen's Treasurer of 2020/2021, will elaborate upon this in section 3.3.

Since most education will be online in the first semester, the Board expects fewer students to move to Amsterdam. This year, there will also not be a physical Intreeweek, which can make it more difficult to reach first-year students. Therefore, the Board wants to focus on keeping current members motivated and invested, while working hard on finding ways to get in touch with new Media students. When planning and hosting events, the Board will implement the current COVID-19 restrictions and ensure the safety of all Off-Screeners at their events. In addition, they will stay in close contact with the UvA and the Safety Region. The Safety Region is a partnership of municipalities, police, public ministry, fire brigade and medical aid organisations in the region. The Safety Region is the organ that will provide a format for exemption that the Board needs to fill out, to be able to host their first introduction event.

2. General Vision

The Board of 2020/2021 has extensively discussed their vision for the coming year. They have decided upon three core words that will clarify their vision and will be used as a foundation for Off-Screen the coming year to realise their goals and plans upon. These words reflect the current uncertain situation due to COVID-19. The core words that the Board has chosen are: adaptability, solidarity and communication.

The Board's first core word is adaptability. In current times, in which it is unsure if and how events can be hosted, the Board finds it important to adapt quickly to new measures. If needed, the Board will create online alternatives for offline events. This year, the Board cannot just trust upon what has worked in the years before, since it is unsure if and how COVID-19 will change what students will be looking for. Therefore, the Board wants to focus on adjusting to people's needs, by actively reaching out to members to check what they think of the variety of events that are being offered and if they would like to see other types of events organised. Members could be asked to provide their feedback face-to-face, through the contact box on the website, or via Instagram stories that they can engage with.

The second core word that describes the Board's vision for the coming year is solidarity. Off-Screen is a place for Media students to link with each other over their shared interest in the Media field among other things. Off-Screen should be a place of connection. Especially this year, the Board thinks it is important to offer their members a home away from home. The Board wants to focus on creating a community and being inclusive to both international students and Dutch students. Especially in current times, Off-Screen should be accessible for students that are not able to partake in physical events. Therefore, workshops and pub lectures will mostly be hosted online. Since most education will be online the first semester, it will be harder for new students to get to know each other. The Board wants to work hard to make Off-Screen the place for them to make new friendships, how they are planning to do this will be explained further on in the Policy Plan. Externally, the Board is planning to stay in close contact with other associations to discuss the possibilities for Corona-proof events.

The last core word the Board decided upon is communication. Although this seems like kicking in an open door, the Board wants to go back to basics during this year in which nothing can be predicted for sure. Since it is unclear what exactly will be

possible and what students will be looking for, they believe good communication should be the foundation for everything. This concerns both offline and online communication. Due to COVID-19, communication should be seen from a new perspective in order to reach people who cannot be there in person. The Board finds it important to focus on communicating clearly and regularly with their members. They want to keep members up to date, so they know what is happening within the association, especially when it might not be possible to host physical events, by maintaining an online presence via social media and regularly sending out update emails. The Board members want to be as transparent within the Board as possible, which they would like to achieve by discussing what is going on in their lives in an honest manner and explaining the thought process behind certain choices and actions. In a similar way, the Board wants to be open and clear towards committee members, albeit to a lesser extent than towards fellow Board members.

3. Vision per Function

3.1 President

Nadia Heemskerk

The position of President of the Board of Off-Screen during the academic year of 2020/2021 will be fulfilled by Nadia Heemskerk. Nadia will be responsible for good, clear and efficient cooperation within the Board. Her role in the Board will be to monitor and support the other Board members, so they can fulfil their position to the best of their abilities. The external contact with the UvA officials will also be part of Nadia's responsibility. In addition to that, Nadia will be in charge of hosting the Committee Member Activities and General Member Assemblies. The General Member Assemblies will be explained further on in the Policy Plan. Finally, Nadia will also be the Head of the Reporter Committee.

Vision

As President, Nadia wants to focus on fulfilling both a leading and a supportive role within the Board. She wants to be engaged in every event, without disrupting other Board members in their autonomy. Towards their members, Nadia wants to be an approachable and welcoming point of contact. Nadia finds it important to be a representative for Off-Screen during events and in her communication. She wants to focus on being trustworthy and approachable to the members. Nadia's vision for the upcoming year is in line with the three core words; adaptability, solidarity and communication.

As for adaptability, Nadia wants to keep the motivation and the spirits of the Board high, even when things do not go as planned. She wants to focus on keeping members invested and excited, while making them feel heard within the association. Even when it might not be possible to host physical events, Nadia wants to make sure that Off-Screen keeps going, stays visible, and that they are still there for their members. She wants to do this together with the Board, by organising online events and sending regular updates about what Off-Screen is working on via social media and email.

As for solidarity, Nadia thinks the Board should function as a whole and take action as a team. To make sure that their bond grows stronger, Nadia wants to

organise gatherings without Board responsibilities. As for the members, Nadia wants them to feel welcome and at home in the association. She thinks Off-Screen should be accessible for all Media students and feel like a community. Solidarity will not only be felt within the association, but Nadia also wants to focus on being solidary with other study associations. She wants to keep in close contact with other associations to discuss their plan of action, and encourage Board members to work together with these associations for hosting events. Lastly, Nadia thinks it is very important to make committee members feel appreciated by involving them in decision-making processes. She wants to share with them why certain choices are made within the Board, so that they are aware of other committees or events that need to be taken into account as well.

Good communication is very important for Nadia. She wants the Board to be open and honest to each other, so they can work well together. Nadia will organise personal talks throughout the year, in which Board members can share their personal experiences. She wants to make sure Board members feel comfortable to come to her with any comment or problem. Not only within the Board, but also towards their members, Nadia thinks clear and open communication is important. Especially in Corona times, she wants to make sure members are kept up to date about what Off-Screen is working on, by staying present on social media and sending out update emails about what is going on in case physical events are not possible anymore. Following the previous Presidents, Nadia would like to keep communication with UvA officials and other external contacts smooth and professional. She wants to keep them informed about what is happening within Off-Screen by hosting regular meetings with all Board members and UvA officials throughout the year.

Website

The website will be Nadia's responsibility this year. Before the start of the year, she wants to change the layout and information that is available on the website. Nadia thinks the website should be a better representation of the association and plans to make it more attractive by using more pictures and colours. She has decided to remove the pin-up board from the website, on which interesting information and events for members could be found, and create a section in the newsletter in which this will be

covered. In addition, Nadia wants to provide more information about the association and the committees within Off-Screen on the website. In their welcome email new members will also receive more information about the events that Off-Screen organises, like the Introduction Weekend, Ski Trip and Off-Screen's Film Festival, and the possibilities that members have to work on their skills by joining a committee. She is planning to work on this together with Kaja, the Vice President of 2020/2021. Throughout the year, the information on the website will also be updated with her help. Kaja will forward any internships, vacancies and new partners that come into the main Off-Screen inbox to Nadia, so they can be added to the website as soon as possible. To make it easier for members to buy tickets for events, Nadia wants to create an event page that is connected to iDEAL, so it will not be necessary anymore to send out payment requests. To make Off-Screen more visible online, Nadia is planning to register Off-Screen as a business in Google. This way, the address and opening hours are easier to find when people search for it in the search engine.

Newsletter

The monthly newsletter will be created by Nadia together with the Reporter Committee. She wants to decide on the content and style of the newsletter together with her committee. Nadia is thinking about changing the name but has not decided upon an alternative yet. In the newsletter, content made by the Promotion Committee will be promoted and there will be space for UvA officials to give updates. Nadia also wants to create a guest spot in the newsletter, for which Off-Screen members that are not in the Reporter Committee can be asked to send in a piece or column. This way, talented Off-Screen members that are not in the Reporter Committee can still use this platform to share their journalistic work. There will be a guest piece in the newsletter depending on how interested non-committee members are in submitting a piece each month.

In addition to the monthly newsletter, Nadia wants to look into the possibilities for sending out a monthly email with the upcoming events. Since people are not using Facebook as much anymore and Instagram is often used "on the go", Nadia hopes that this email will reach more members than Facebook does, and that it will give members a better overview of what is coming up in the next month. Since she wants to make sure that members do not feel overwhelmed by the amount of emails, Nadia is thinking

about letting people sign up for these 'Off-Screen Coming Up' emails, and thus making it an option. Another possibility is that she will (additionally) create a specific page with this information on the website that members can visit when they would like more information.

Reporter Committee

Next to being Off-Screen's President of 2020/2021 and handling the tasks mentioned above, Nadia will also be the Head of the Reporter Committee. Just like the previous years, the Reporter Committee will this year be responsible for photography, reporting on events inside Off-Screen, conducting interviews with Off-Screeners, writing the newsletter, and creating the yearbook. How this will be done is up to Nadia and her committee members to decide.

The Reporter Committee will be responsible for taking pictures during events. Nadia wants to make sure that all Off-Screen members that partake in these events are included in the pictures. Off-Screen's YouTube channel 'Off-Screen Live' can be used by committee members for reports on events and other formats that they come up with. However, Nadia also wants other committees, like the Acquisition Committee, to feel free to use this channel for their (online) events. Usually, all pictures taken during events are posted on Off-Screen's Facebook page. Since Facebook is becoming less popular, Nadia wants to look into the options for another platform on which the pictures can be shared. The link to that platform and a small selection of the pictures would still be shared via Facebook and/or the newsletter, while a bigger selection of pictures can then be found on the new platform.

As for the formation of the committee, Nadia wants to make sure that the committee is a diverse group of people that are creative and have different skills that complement each other. She wants to work with five or six talented members, depending on the applicants' skills and motivation. Nadia wants to make sure that there are two good photographers in her committee, since it is important to have good pictures taken at all events for the yearbook. Furthermore, she would like to have at least one good graphic designer, and Nadia thinks it could be helpful to have someone who is familiar with editing as well. Nadia wants to experiment with giving her committee members freedom in dividing the work, while maintaining the overview.

During the year, she wants to give her committee the chance to learn from each other and switch roles. To make sure the committee members stay involved, Nadia wants to organise fun activities and focus on expressing her appreciation towards them.

Yearbook

The yearbook is the biggest project for the Reporter Committee. In the yearbook, pictures of all events that have happened throughout the entire year will be combined with content created especially for the yearbook. Although the Reporter Committee members will work in smaller groups at the start of the year, the yearbook will be a project on which the committee members can work as a team. Nadia will overlook the whole process of creating the yearbook, as Editor in Chief, while her committee members will fulfil the roles of Deputy Editor, Art Director and Editors. Nadia wants to start brainstorming about the yearbook at the start of the year, so all committee members are aware of what content should be gathered throughout the year.

Activities

Committee Member Activities

Nadia will organise two Committee Member Activities (CMAs) for all committee members of Off-Screen in the academic year of 2020/2021. These events are traditionally meant as a thank you towards the committee members of Off-Screen that put in effort into the association this year. All members of the Reporter, Promotion, Acquisition, Media- and Educational Activities, Social Activities and Study Travel Committee are invited, as well as the members of the Board of Advice, Board of Finance and the Application Committee. The first CMA will mainly be focused on getting to know other committee members and having fun with each other, while the last CMA will be more of a reward for all the hard work during the year.

Summary

- Maintaining good, clear and efficient cooperation within the Board
- Being trustworthy and approachable towards members
- Making sure motivation and spirits in the Board stay high
- Keeping members invested and excited
- Finding talented Reporter Committee members that complement each other
- Focusing on photography and the yearbook throughout the year

3.2. Vice President

Kaja de Koff

The position of Vice President of the Board of Off-Screen during the academic year of 2020/2021 will be fulfilled by Kaja de Koff. She will be responsible for Off-Screen's internal administration and communication with its members, as well as external communication with other organisations such as study associations and businesses. This includes managing all of the association's email and social media accounts. In addition to this, Kaja will also be Head of the Promotion Committee.

Vision

For Kaja, Off-Screen is a safe place where she wants everyone to feel free being themselves, to have fun and even learn a thing or two about each other, while sharing media-related interests. Kaja wants members to feel at home within Off-Screen and that there is, without a doubt, great acceptance for anyone who wants to join. Kaja will therefore radiate openness, be approachable and trustworthy. Kaja's vision is also in line with the Board's general vision and the three core words; adaptability, solidarity and communication.

This year is a very uncertain year, therefore Kaja finds great importance in being adaptable. Since no physical event is for sure, it may occur that last minute changes need to be made. Being the Head of the Promotion Committee but also the Vice President, the content and information that needs to be sent out may change last-minute. Kaja always wants to be open for change and help other Board and committee members with sudden decisions or alterations that need to be made.

With such an uncertain year coming up, the need to connect with each other is also bigger than ever. What Kaja wants to achieve next year is to connect without limits; getting cultures and mentalities together as a unified whole. Off-Screen is available for everyone and has to propagate, now more than ever, solidarity. Kaja wants to execute this by showing interest in other people, talking actively to members, being genuine and providing help for anyone when necessary.

Another important point for Kaja is communication. In line with the Board's general vision, Kaja strongly believes that communication is key. Especially as the Vice President, being responsible for both internal and external communication, Kaja thinks it is important, now more than ever, that the members are updated properly, and know

what is going on. With other companies, partners, and associations, Kaja wants to focus on clear and friendly communication. Kaja's predecessor has made great steps with the transition to an international study association. Kaja, even though she is Dutch, is going to continue this. Of course, she will respond to Dutch emails in Dutch, however, she will try to keep Off-Screen's communication in English as much as possible as she understands the importance of acting as inclusive as possible. Within that bigger vision, it will always be important to have fun. Not only within the Board but with all the other members of Off-Screen.

Email account

As Vice President, Kaja will be responsible for Off-Screen's email account. Kaja will send out emails, make sure the inbox is organised, and forward important emails to other Board members or people concerning the emails. As for internal communication, Kaja will send out reminders, invitations, general information when becoming a member, and information concerning General Member Assemblies. For external communication, Kaja will answer every email (unless it is not necessary) or be the intermediary person and make sure the right person is receiving the email. Kaja aims at responding to emails within two working days, giving her enough time to figure out the right information. She will always respond in a polite and friendly way, whatever the message may be.

Currently, there are still problems with Off-Screen emails ending up in members' spam folders. Kaja will continue looking into this problem and try to fix it. Next to that, there is also a problem with sending out more than 500 emails from one account. Kaja is also looking into this to see if there are different possibilities to send it all out from one email account.

Membership Files

Kaja will manage the membership file and the corresponding subscriptions and cancellation of subscriptions files. She will keep the files up to date and make sure that all the information is filled in correctly. Kaja aims to send out a confirmation email as soon as a new member has registered or cancelled their registration, wishfully the

same day. Together with Eva, Kaja wants to clean out the last delivery failures and make sure that Off-Screen receives the payment information of the people that signed up through Athenaeum Boekhandel. Eva will then ensure that the right people pay the membership fee, and make sure that people that already have unsubscribed do not pay again. Kaja, for the same reasons, will also make sure that the mailing list is up to date. Consequently, no one will receive an email (except for the confirmation of the cancellation of subscription) after he or she has unsubscribed and everyone that just became a member will always receive the right information.

Agenda

Kaja is responsible for Off-Screen's year agenda, which contains an overview of every event that the Board of 2020/2021 has planned out to do. Next to that, Kaja is also responsible for the respective shadow agenda. This agenda is the basis for publishing, posting and promoting all of Off-Screen's events. Lastly, Kaja also makes the Board calendar, so all the Board members know when and where an event will take place. Kaja will handle these agendas and make sure that everything is up to date, that everyone (Board and Off-Screen members) is being notified on time if there are slight changes, and that there is enough time to make all the promotional content before an event goes out.

Being responsible for all the agendas gives Kaja a comprehensive overview of everything that is going on and what needs to be done. Together with Nadia, Kaja will remind other Board members of their deadlines, events, and tasks.

Minutes and Annual Report

As the Vice President, Kaja will be responsible for taking minutes during all Board meetings and the General Member Assemblies. The minutes of the Board meetings are available in the Google Drive folder for all the other Board members to see. The General Member Assembly minutes are sent out to all Off-Screen members, the UvA, ASVA and ALPHA.

Next to that, at the end of the academic year Kaja will be responsible for creating the Annual Report. The Annual Report is an overview of everything that happened in

Off-Screen during that year. This will be created in cooperation with the other Board members but put together by Kaja.

Off-Screen's Online Representation

Kaja will be responsible for multiple social media platforms. Being the study association of Media Studies, Kaja would like Off-Screen to be very active on social media to make people more conscious about events that are going on in a fun and open way. However, Kaja will always be alert to not exaggerate this and not overwhelm members, since this could ensure that they will not look at the posts any more at all. She will see how this goes and adjust if necessary. To make sure that members know where to find the right information, she wants to maintain a clear structure for every platform that is used. She will elaborate on this more efficiently in each section below.

Facebook

In line with the previous years, Facebook will be the platform where all the information can be found about Off-Screen events. Most members still have Facebook and it is the only platform with the most options for inviting people, seeing the people who clicked on attending and so on. However, there is a big decline in the use of Facebook, so Kaja is going to look into different options. Together with the Board, she will look at other possibilities and ask new and older members about their thoughts on this matter. For now, she will keep using Facebook as it is the best option to reach and invite members.

Kaja is working together with the Vice President of 2019/2020, Jana Franck, on a new header for the Facebook page. Jana already had the idea of changing it last year, however she did not have the time to do this, so Kaja has asked her to do this as a collaboration and as her last Vice President/Head of the Promotion Committee task. Furthermore, Kaja will stick to the traditions of the Facebook Borrels header having the same design unless there may be a themed Borrel. For other events, the header will differ per event, unless it is a recurring event like a Movie Night or a Study Session, for which Kaja would like to have the same kind of design. Kaja really liked last year's addition of the number of the Borrel to the Borrel header, and will keep this up, same goes for the Off-Screen logo being present on all of the promotional material.

Together with the Board member responsible for the event, Kaja will always make sure that all the information concerning the event is correct and approved. Next to that, Kaja will also ask the respective Board member if they have any suggestions and inspirations for the header or maybe even want to make it themselves. Lastly, Kaja will invite most people to Off-Screen events on Facebook. However, there have been restrictions from Facebook that one cannot keep inviting people for events without being limited at one point. In that case, another Board member needs to take over for a couple events, before Kaja can do it again. For now, Kaja and the rest of the Board will befriend as many members as possible to make it work without getting cut off. Lastly, Kaja will try to respond to direct messages as soon as possible.

Instagram

Right now, Instagram is by far the most popular online platform. Almost everyone has an account and uses the app daily. Therefore, Kaja thinks that this is the right platform to reach members. Kaja wants to use Instagram on an almost daily basis to bring more awareness to all the things that Off-Screen does, not only by the stories, which offer a great amount of useful functions, but also by uploading more regular posts. From highlighting the Movie Nights to Humans Off-Screen, a series made by the Reporter Committees of previous years, on Instagram stories, to posting more about events. Stories will still be used in a more low-key way than posts. Kaja never wants to overdo this and overwhelm members, but she wants to post more and in a more informal way than what has been done in the previous year. Kaja will ask around to check what members think and is always open for feedback on this matter.

Kaja would like the Instagram feed to look good together, but does not let that take the overhand in (not) posting something. She is very keen on showing more Off-Screen people on the Instagram page. Kaja would like it, that when people take a look at the Off-Screen Instagram account, that it is not only illustrations, but that it also shows members, which will give a more human face to Off-Screen's Instagram account. She wants to find the right balance between these two elements. Just like on the other platforms, Kaja tries to respond to the messages via Instagram Direct as soon as possible.

LinkedIn

Throughout the last year, Off-Screen's LinkedIn account has been used more and more. Multiple interesting posts and committee members listing themselves as employees, caused the page to get more traffic. Kaja would like to continue this path and continue the growth of Off-Screen's LinkedIn page. Kaja sees great potential in the LinkedIn page to work as a great addition for new and older members to connect in a more professional way but also for Off-Screen to connect with other businesses.

Kaja will mainly post aftermovies or picture(s) of interesting media- and educational events like the Thesis Event, Study Career Event and the Charity Event. However, to kick this all off, she will start with posting this year's Board video to introduce the Board of 2020/2021. Kaja will also try to respond to direct messages on LinkedIn as soon as possible.

Vimeo

In line with the previous years, Vimeo will be an archive where all Off-Screen's video content can be found. Kaja will ensure that it is complete and up to date throughout the year, so members can find all the video content there. Vimeo links can be used on other platforms to show the video. However, this does not mean that on other platforms no videos will be posted. On Facebook, Instagram and LinkedIn, videos will also still be uploaded.

Website

Just like the previous year, the website is in the hands of the President. However, Kaja will be Nadia's backup and help out when necessary. Nadia and Kaja both think it is time for a new style for the website. Nadia is already working on this and Kaja will help and work together with Nadia whenever this is necessary. In addition, Kaja will send internships, vacancies, new partners and any other interesting offers to Nadia.

YouTube

YouTube will be the place where Reporter content can be found and is therefore in the hands of Nadia and the Reporter Committee.

Other Platforms

Next to those established platforms, Off-Screen also has Snapchat, Twitter and TikTok. These smaller platforms are not really being used for similar reasons. Snapchat and Twitter are not being used anymore due to the decrease in popularity of the two apps. During the last two years, Off-Screen has stopped using these platforms and Kaja is also planning on not using them anymore since there are other platforms that offer the same functions, like Instagram and WhatsApp. On both apps, you can post stories and make group chats. Especially WhatsApp is a platform which Off-Screen uses a lot during trips to stay in contact and communicate important information towards participants. Kaja does not see the necessity to start using Snapchat and Twitter again during the upcoming year and will therefore leave it the way it is right now.

TikTok is a new platform for Off-Screen, which they started using last year due to the rise of the popularity of the app. Nevertheless, it has not gotten a lot of attention (yet) from the members. Kaja will keep the account and see what she can do with it in the upcoming year during events or trips. Kaja will also keep an eye open for new and upcoming platforms that could be interesting for Off-Screen.

Promotion Committee

Next to being Off-Screen's Vice President of 2020/2021 and handling the tasks mentioned above, Kaja will also be the Head of the Promotion Committee. The Promotion Committee is responsible for promoting all the activities that take place next year, by a poster, save the date, teaser, promotional video and/or aftermovie. To make this content, Kaja is looking for six committee members to help her out. Kaja seeks people that are creative, motivated and ready to learn. They do not have to be an expert already, as long as they are willing to explore and learn. Basic knowledge about editing and/or design is always convenient but it is not a necessity. At the start of the year, Kaja would also like to host a mini workshop given by an ex-Promotion Committee member, so the new committee members get an idea of what to expect and how to work with some of the basic programmes. Kaja's goal for the committee is that they learn new skills, get the most out of themselves and have fun in what they do.

Kaja finds it very important that everyone feels comfortable in the committee, and that everyone is accepted and trusted to be as creative as they want to be. Committee members can always come to Kaja for questions or if they are struggling with a deadline for example. The upcoming year is going to be very different and no real-life events are certain, which will cause a lot of last-minute changes, asking for flexibility of her committee members. This is in line with the general vision and keywords of the Board: adaptability, solidarity and communication.

To make sure that everyone in the Promotion Committee knows what to do, Kaja will make a promotional calendar with all the deadlines. She also finds it important that the promotional content is in line with the vision of the committee that is organising the event. Therefore, mood boards will be exchanged, meetings will be held, and no content will go out if it does not get approved by the respective committee.

Content-wise, Kaja hopes to make relevant, interesting and inviting promotion material that triggers people, which ensures that they will talk about it and hopefully cause more traffic for the event. Next to that, the content should also always be valuable for the event or cause that it concerns.

Finally, Kaja will, together with Eva, try to keep the costs to produce content as low as possible. The last Vice President has made a big purchase of buying a light which can also be used this year. However, this year, with a tighter budget, Kaja only wants to spend money on renting locations if necessary.

Summary

- Making sure everyone feels comfortable and at home within Off-Screen
- Pursuing good and clear internal and external communication
- Staying up to date and organised throughout the year
- Giving a more human face to Off-Screen's social media accounts
- Filling the Promotion Committee with creative and motivated people

3.3 Treasurer

Eva Rupert

The position of Treasurer of the Board of Off-Screen during the academic year of 2020/2021 will be fulfilled by Eva Rupert. Eva will be in charge of setting up a budget for the upcoming academic year and overseeing the incomes and expenses that will be made this year. On top of that, Eva will also try to attain as much income as possible by receiving subsidies and grants, realising contribution from book sales and gaining partners and possibly even sponsors for Off-Screen. Besides taking care of Off-Screen's financial stability, Eva will also be guiding other Board members by advising them about how to plan on using the budgeted amount of money for events. Finally, Eva will also be the Head of the Acquisition Committee.

Vision

Eva believes that Off-Screen can play a big role in people's lives right now due to the growing internationalisation and changes in student life due to COVID-19. Especially since it will be very difficult for first year students to meet fellow students, Off-Screen could be a very nice home base for students to meet new people, learn new skills by joining a committee or media- and educational activities and catch up with each other at events such as the Borrels. She also thinks it is very important to keep all the activities, events and trips as Corona-proof as possible in order to make everyone feel comfortable during these different circumstances.

Eva's vision, in relation to the core words that were chosen by the Board for the upcoming academic year, forms the way she will be thinking about how to divide and add to Off-Screen's resources. First of all, Eva thinks that the Board should be adaptable when it comes to the budget. For example, the Social Activities Committee and the Study Travel Committee will have to adapt to using less money if the situation around COVID-19 prohibits them from throwing parties and travelling. They are of course still allowed to use money for other activities, however these will have to be less costly in Eva's opinion. The reasoning behind this is that activities, events and trips might have a smaller capacity, which means that Off-Screen's money will go to fewer people so it should also be less expensive for the association. However, like mentioned before, Eva does definitely still want to make sure that the Social Activities

Committee and the Study Travel Committee have enough resources to still organise activities, events and trips.

Eva thinks it is very important for Off-Screen to build onto the solidarity that has already been growing in the last couple of years concerning, for example, the internationalisation. This means that the Board has to keep on trying to make everything easily understandable and accessible no matter a member's nationality, by always communicating in English and keeping in mind that not every member might have a Dutch bank account for instance. Other than that, Eva also thinks it is important to focus on different interests of different members. In the past, it has become clear that there are very different audiences coming to different activities. This implies that Off-Screen needs to make sure that there is a good balance between media- and educational activities, social activities and trips. Eva also tried to make this change noticeable by putting more money into the Media- and Educational Activities Committee's budget and making sure that the Social Activities Committee and the Study Travel Committee have a budget that is big enough to make it possible for them to organise activities, events and trips during the COVID-19 pandemic while still following the COVID-19 regulations and restrictions. By thinking bigger within the Media- and Educational Activities Committee, Off-Screen is also more eligible for subsidies and grants from instances such as AUF and ALPHA, which will give more freedom in organising events and trips and will help with saving money for the lustrum year, despite that it might not be possible to organise as much as the Board is planning on doing. The lustrum is an anniversary that is held every five years. Next year, Off-Screen will celebrate its 25th birthday. On top of that, it also helps with Off-Screen's image towards possible future partners, sponsors and other types of collaborations to maintain a professional image by not only focusing on the social aspect of the association but also highlighting the educational side of Off-Screen.

Lastly, Eva wants to enhance the communication within Off-Screen by being as transparent as possible about the financial side of the association. She is going to look into making the finances more public than only sharing them via email and on the GMA's, while not putting it all on full display. Eva is still trying to find a good way to do this. One option could be that the budget will be displayed on the website. She also wants to enhance the communication between Off-Screen and its partners by having

more regular contact and talking about changing up the deals once in a while to try and create more interaction between the members and the discount partners.

Budget

This year will obviously be very different due to the situation at hand, regarding the effects that COVID-19 has on Off-Screen. The estimation of the amount of members Off-Screen will gain is very hard to foresee, since the Board does not know how many new Media students will be coming to Amsterdam, and if Media students that are currently abroad will become or remain Off-Screen members. The possible decrease in the growth of members will not only have an effect on the income that Off-Screen receives from the membership fees, but also on the amount of contribution that Off-Screen gets from book sales. This will be discussed later on in this chapter. Eva does not want to be too optimistic concerning the income-side of the budget in order to prevent making a loss right before the lustrum year. However, Eva did add the debtors on the income side, since Off-Screen is still getting back money from Transavia from the plane tickets to Marrakesh that were cancelled because of COVID-19. This could take more than six months, so this money cannot be spent yet. Eva also believes it is better to not spend too much money on events and trips if they cannot be made available to a lot of members because of, for instance, maximum capacities due to COVID-19 regulations and guidelines. Eva is planning to save up at least €750,-, if not more, for the lustrum year.

Accounting Programmes

Eva is planning on using the same programmes as were used in the previous academic years, which include Conscribo and IBANC. She believes these programmes are definitely still worth investing in. Nevertheless, Eva would like to try and find a bank that is more suitable for Off-Screen, since ING Bank does not seem suitable for smaller associations such as Off-Screen. ING Bank asks a fairly high fee for the financial traffic and Off-Screen is not able to receive a credit card at ING Bank since they consider Off-Screen's equity to be too low.

Subsidies and Partners

College of Humanities

One of the ways to make income is by getting subsidies from instances such as the College of Humanities. Since Off-Screen works for the UvA and facilitates students, the College of Humanities aids Off-Screen financially by giving the possibility to request subsidies. In order to obtain these subsidies, Eva will be in contact with Michael Stevenson and Jurgen Grimbergen. This year, Off-Screen will be able to receive a maximum of €3.500,- via the College of Humanities.

ALPHA

Along with the College of Humanities, Off-Screen can also receive subsidies from ALPHA. ALPHA is an umbrella organisation that is linked to the Faculty of Humanities at the University of Amsterdam, which grants study associations within the Faculty of Humanities subsidies. Nadia and Eva will go to meetings at ALPHA and Eva will be the person in charge of asking subsidies from them. Like former Board members, Eva will continue to link the topic 'media' to trips and events, since this will help with gaining more subsidies. She will make sure that the commissioners keep this in mind for each of their events as well. On top of that, Eva hopes that it would be possible to host events or trips with other study associations that are linked to ALPHA in order to be able to receive money from ALPHA's 'Grote Projecten Pot' (GPP), also known as the 'Big Project Jar'. However, this will be hard to realise if they are going to have trouble collaborating due to the fact that COVID-19 regulations and guidelines can lead to a lower maximum capacity.

Athenaeum Boekhandel

This year, Eva chose not to work together with Studystore again and to partner up with Athenaeum Boekhandel instead. Studystore had been a troublesome partner in the past because of deliveries that were late and the communication between Studystore, the UvA and Off-Screen has not been smooth as well. At first, Eva was inclined to continue the collaboration with Studystore, since Off-Screen always made a good amount of money on contributions. However, the estimated amount of contribution that

Off-Screen would be gaining off of the book sales this year is incredibly low compared to previous years. This is due to the fact that Studystore changed their collaboration policy, which would have made it nearly impossible for Off-Screen to make money through the book sales. Therefore, Eva started to look into other options and came into contact with Athenaeum Boekhandel. Athenaeum Boekhandel set up a deal for them in which Off-Screen will get 10% off of international books and 5% off of Dutch books. On top of this, Off-Screen will receive 5% of the turnover, and this deal will last for the entirety of the academic year. Because of that, Jang, the Head of Media- and Educational Activities of 2020/2021, and Eva decided to collaborate on a small book club within Off-Screen in order to gain more income, but also to stay in better contact with this partner throughout the year. Jang will elaborate on this topic later on.

Discount Partners

At the start of the year, Eva is planning on reaching out to the current discount partners and talking about possible new deals. Off-Screen's current discount partners are: Athenaeum Boekhandel, Fribrook, CJP (Culture Youth Pass), Griffioen, Smokinghuren.com, Tasa Bakery, Het Ketelhuis, Lot Sixty One, Filmhuis Cavia, De Kleine Komodie and Toomler Comedy Train. Besides keeping good contact between Off-Screen and the discount partners, Eva and her committee will also work on trying to gain a good amount of new discount partners and sponsors that are related to media, the student life in Amsterdam, or the events and trips that Off-Screen will organise in the upcoming year.

Acquisition Committee

Next to being Off-Screen's Treasurer of 2020/2021 and handling the tasks mentioned above, Eva will also be the Head of the Acquisition Committee. This year, Eva wants to change up some of the tasks that the Acquisition Committee has. Eva wants to think about what the Acquisition Committee could add to the association by thinking about new responsibilities and tasks for the committee. Eva plans on using the Acquisition Committee as an organ that, just like the Promotion Committee, will help other committees in finding ways to do things in a budget friendly way, by making good deals and looking into a lot of different options. Besides that, this will also help with improving

the communication between committees. The Acquisition Committee will still work on keeping in touch with current partners, while trying to gain new partners. The Acquisition Committee will also still be organising career-related events like a LinkedIn and CV building workshop, and of course the Charity Event. What is going to be different is that the Acquisition Committee is going to organise two thesis events instead of one, will be handling the merchandise by itself instead of collaborating with the Promotion Committee, and will be including two merchandise launches consisting of multiple items per launch. Eva and Kaja have chosen not to make the merchandise a collaboration between the Acquisition Committee and the Promotion Committee anymore, due to the fact that the workload of the Promotion Committee is fairly high and the workload of the Acquisition Committee is fairly low. However, they are still thinking about working together on certain items whenever the Promotion Committee has time to do so. Eva believes that it would be best to keep the amount of committee members to four, to remain the necessity of regular meetings, and so that every member has a higher but manageable workload throughout the year. Eva also wants to focus on creating a good team instead of only looking for people that work well on their own.

Activities

Thesis Events

The formerly called Thesis Pitch is an event where students can talk about their thesis and supervisors are invited to advise others. This year, Eva wants to call it a Thesis Event, since she does not know in what form the events will take place yet, and she decided on doing two Thesis Events because of the fact that you can hand in your thesis in the first and second semester. Eva also thinks it is important to find people who would like to participate via thesis supervisors as soon as possible, to make sure that there will not be a shortage in topics to talk about at the events. For now, Eva thinks it is easiest to do these events online, but she is not set on that idea yet.

Charity Event

In the previous two years, the Charity Gala that was organised by the Acquisition Committee has been a great success, which is why Eva wants to organise it again

together with her committee. She thinks this event has a very good effect on Off-Screen's image due to the fact that Off-Screen and its members will be raising money and awareness for a good cause. Eva chose to call it a Charity Event like last year, since it is still pretty unsure how this event is going to take place. Besides, it will also give the Acquisition Committee the freedom to think outside the box.

Feels Like Family Borrel

The Feels Like Family Borrel is a special type of borrel where you can show your relatives and friends what you have been up to during this academic year whilst studying at the UvA and spending time within Off-Screen. Eva got the name from the last Acquisition Committee and decided to keep this name, since it feels more inclusive than just calling it a Family Borrel. The programme will be planned in a way that it gives Off-Screen members their family and/or friends an indication of a usual but packed evening that they experience twice a month. Kaja and Eva will make sure that the event will be promoted early on, so that relatives and friends will have the time to find a way to be there. If it still does not seem safe for people to travel to Amsterdam for the Feels Like Family Borrel due to COVID-19, Eva is going to decide to move the event online so that everyone can still get a taste of what it is like to be an Off-Screener. The Acquisition Committee also did this last year with their substitute event called 'A Day in the Life: Off-Screen Edition'.

Study Career Event

Last year, the decision was made not to do a Study Career Event, since it did not get enough attention in the past and the collaboration with UvA did not go as smoothly. This year, Eva really does want to try to make it happen, since this could easily be made into a Corona-proof event and it can really motivate students and help them decide on what they want to specialise in and what kind of work they would like to do in the future. Eva will try to organise this event in collaboration with the UvA. However, if they are not compliant, she and her Acquisition Committee will try to do it by themselves or in collaboration with other associations or instances. Eva also wants to bring an online aspect to it which will look a lot like the Internship Week that was also organised by last year's Acquisition Committee.

Career Workshops

Eva also wants to try something new and challenge her committee by organising workshops that have everything to do with the beginning of a career. This will include CV building, setting up a LinkedIn profile, making a portfolio, and learning how to sound good in an interview. Eva and her committee will try and make this one big event instead of several smaller workshops. This event would be nice to organise in real life, although this could also definitely work online if necessary.

Summary

- Making sure that Off-Screen's resources are distributed well throughout the association
- Staying realistic about the income-side of the budget in order to prevent making a loss right before the lustrum year
- Advising other Board members on how to use the budgeted amount of money for events
- Building up a strong team for the Acquisition Committee
- Making some alterations to Acquisition Committee activities and making them successful

3.4 Head of Media- and Educational Activities

Jang Kapgen

The position of Head of Media- and Educational Activities (MEAC) of the Board of Off-Screen during the academic year of 2020/2021 will be fulfilled by Jang Kapgen. As Head of MEAC, Jang will be responsible for organising media-related and educational events within Off-Screen, which will expand the Media Studies beyond the academic framework. These events will specifically focus on film, television and new media.

Vision

Jang's vision for the academic year of 2020/2021 puts an emphasis on education. He noticed that Off-Screen has developed a "party" and "socialising" reputation and he wants to re-establish a balance between educational and social activities. Off-Screen should offer a broad variety of events in solidarity with the diverse interests of its members. Jang is planning to achieve this balance by proposing more diverse and new activities. Besides online pub lectures and online workshops, Jang is planning to organise movie screenings, a book club and collaborations with other associations. Jang plans not only to offer academic knowledge, but also first-hand experiences during the academic year of 2020/2021. He explicitly wants to focus on the large range of digital, written and cinematographic media that Media students encounter in their studies.

Considering these uncertain times, Jang wants to highlight adaptability as a key element of his approach to the MEAC. Due to the current circumstances, all Board members and committees should take into consideration that restrictions and alterations can happen at all times. Jang is already planning to do several activities online, however, he also needs to consider Corona-proof options for his on-site events. This is why he established different plans for his on-site activities in order to limit risks and to ensure adaptability. Nevertheless, he is aware that he needs a certain spontaneity and flexibility during this year in order to reach his goals. Due to frequently changing guidelines by the UvA and the government, Jang should be able to adapt his events and prepare different plans in advance. The current circumstances demand a lot of preparation, coordination and quick communication. The safety of all members is Off-Screen's priority.

Additionally to adaptability, Jang also wants to put a strong emphasis on solidarity in times of social-distancing. Off-Screen has always been a place where people connect through experiences, trips, parties, and many other events. However, due to online classes and social distancing, a new sense of solidarity has to be established in order to include every Off-Screener, independently of their location. This new sense of solidarity has become one of Jang's focus points. In consideration of the students studying from home, Jang wants to make his events as accessible as possible. By hosting online workshops and online pub lectures, he wants to ensure that every Off-Screener has the possibility to participate in his events. Jang does not want to create online and offline communities, but a cohesive Off-Screen experience.

Furthermore, the coming year demands to reevaluate Off-Screen's communication. Having an Off-Screen community spread around the globe, the MEAC needs to seek out new ways of internal and external communication. Jang does not only want to focus on communication between the MEAC and members, but he also has to stay informed about the UvA's and the governmental guidelines. In terms of internal communication, Jang wants to keep good relations with the UvA to stay as informed as possible. He also wants to help to create a quick and structured communication between the MEAC and the Board. Concerning external communication, Jang strives to reach every Off-Screener through earlier promotion through social media and by collaborating with the UvA. Especially considering Off-Screen's Film Festival, Jang is eager to inform members from early on in order to encourage them to film their own short movies during the year. Furthermore, Jang wants to use more interactive means in order to give Off-Screen's members more influence on the MEAC's activities. He thinks interactivity is important to facilitate the communication between the MEAC and members abroad. Interactivity is planned to be achieved, among others, through online ranking systems for Movie Screenings and Kahoots during study sessions and pub lectures.

Media- and Educational Activities Committee

Jang wants his committee to become a family and would prefer five members. He wants to have a diverse group of committee members, ranging from creative minds to rational thinkers. He wants to have informal communication within his committee and

encourage new friendships through committee dinners and non-committee-related activities. Jang wants to be as transparent with his committee as possible in order to create communication based on honesty and trust. Nevertheless, he wants to assure productivity through strict deadlines and weekly assignments. Jang wants his committee members to feel like they learned something new during the year through “learning by doing”. He would love to encourage his committee members to take a lead on certain events’ organisation while guiding and supervising them.

Activities

Off-Screen’s Book Club

This year, Off-Screen will organise a book club for the first time. Monthly meetings and reading guidelines will be the basic outline of this new activity within the MEAC. Jang will not impose that his committee members have to be part of the book club, but would encourage them to join. Furthermore, he is planning to coordinate the book club in partnership with the discount partner Athenaeum Boekhandel. The exact details of this partnership will be decided on in September.

Study Survival Guide

The Off-Screen Study Survival Guide aims to give the best advice to new Media students. Three Media students will talk about their study career, explaining their initial expectations, their ups and downs during their studies, and what they are planning to do in the future. Furthermore, a study advisor will give the new students some tips and tricks on how to efficiently study from home. Jang was planning to get a lecture hall in order to do a livestream, but the event will be held on Zoom due to COVID-19 restrictions. Through Kahoots and quizzes, Off-Screen’s Study Survival Guide is aimed to be fun, relaxed and informative.

Movie Nights

This year, Off-Screen aims to organise Movie Nights. Off-Screen is in contact with different cinemas such as Het Ketelhuis, Filmhuis Cavia and the CREA Theatre in order to collaborate on these screenings. In the last years, movie screenings, such as

the Mystery Movie Night, have been organised as well. This year Jang wants to make a series of five movie nights and add educational insights to them. The aim of these events is to offer Off-Screeners the opportunity to watch movies that made film history. To make these events even more attractive and informative, the MEAC would like to organise a guest speaker who will introduce the topic and the relevance of the movie at the beginning of the screening. Jang is also trying to find interactive means to make the moviegoers influence the movie choice of the following movie screening. Jang is currently looking into the platform Slido, which provides online ranking systems for free. Jang and Eva think these events are definitely worth investing in, because they add to the educational offer of Off-Screen and are very likely to be organised even with stricter social-distancing measurements. Each movie screening will receive a budget of €200,-. The Acquisition Committee will help the MEAC with finding budget-friendly screenings by finding the right discount partners.

Study Sessions

As a MEAC classic, the Study Sessions will stay in order to help Media students with their different courses. The events will be free for members and cost a small fee for non-members. The MEAC will try to make the study sessions fun and interactive through Kahoots. At least during the first semester, the events will be held on Zoom in order to ensure that every Media student can access the study session. Jang aims to organise study sessions for first- and second-year students.

Online Pub Lectures

The Online Pub Lectures will be held on Zoom in order to ensure accessibility for every Off-Screener. It is especially important to organise online events during times of social distancing in order to make Off-Screen attractive to every Media student. The Online Pub Lectures have the purpose to add academic knowledge to members' usual Media courses or to provide insights into the working world in a relaxed and interactive manner.

IDFA x Off-Screen

Off-Screen is aiming to collaborate with the International Documentary Film Festival Amsterdam. Like last year, the MEAC is planning to organise after-talks and IDFA will provide discounts on their movie screenings for Off-Screen members. This event should get more promotion than last year due to its relevance and IDFA's international reputation.

Online Workshops

In order to offer members more professional insights and practical skill sets, the MEAC will organise Online Workshops with media producers. The events will be held on Zoom to ensure its accessibility to every Off-Screener. Possible themes will be photoshop, animation and cinematography. The cinematography workshop also has the purpose to further inform Off-Screeners about Off-Screen's Film Festival.

Photography Event

The Photography Event has again the purpose to offer Off-Screeners professional insights and practical skill sets. This event could be either a classical on-site workshop or a photography hike. Both of the ideas would be guided by a professional photographer who would offer personal tips and tricks for the right picture. Possible themes could be portraits, fashion photography or landscape photography.

Berlinale

Considering the uncertain times, the MEAC will try its best to organise Off-Screen's traditional trip to the Berlinale. The trip will be filled with museum trips, social activities, a city tour, and of course movies. The exact outline of the trip will be defined through the COVID-19 measurements of that period. If Off-Screen cannot go to the Berlinale due to restrictions, Jang will try his best to organise a trip to the International Film Festival in Rotterdam, which happens in early February.

Open MEAC Event

The Open MEAC Event will be a surprise with complete creative freedom for Jang's committee. The event will be aligned with the MEAC's overall vision and to the feedback that the MEAC receives over the year on the wishes and expectation of fellow Off-Screeners. Jang will encourage the MEAC to look into all different kinds of media aspects, such as TV or new media, while organising the event.

Off-Screen's Film Festival

Another tradition is Off-Screen's Film Festival. To make this event as big as possible, the MEAC will promote it from the beginning of the year. By circulating the possibility of filming an own short movie during the year, Jang hopes to receive a larger quantity of movies for the Film Festival. Furthermore, the MEAC will contact judges and cinemas to ensure the feeling of an actual film festival. Off-Screen's Film Festival aims to become the most extravagant MEAC event of the year and thus has the large budget of €1.250,- to ensure a luxurious and established feeling.

Summary

- Re-establishing a balance between educational and social activities
- Showing solidarity by making sure events are accessible to all members, by hosting them online and offline
- Focusing on "learning by doing" for MEAC members
- Introducing Off-Screen's Book Club
- Promoting Off-Screen's Film Festival from the beginning of the year

3.5 Head of Social Activities

Lara Godoff

The position of Head of Social Activities (SAC) of the Board of Off-Screen during the academic year of 2020/2021 will be fulfilled by Lara Godoff. Being the Head of SAC means that Lara will be responsible for organising all the Borrels, parties and other forms of social activities together with her committee. Events that the SAC organises are meant for people to meet each other, to unwind from the university stress and of course to have fun.

Vision

Lara's vision for this year is to create a community in which members feel comfortable, but are also willing to challenge themselves whenever the moment arises. She wants to make it clear that safety and the well-being of others is the priority given the current times. As for the Social Activities Committee this year, Lara wants to make sure to create an inclusive community where everyone feels comfortable and welcome, no matter their age or nationality. This year, Lara wants to keep many traditions alive, while also choosing to get rid of a few ones that have begun to fade away. Coming year, change is inevitable, and it cannot be guaranteed that parties are happening. She took this into account for each event, which will be discussed later on. Lara also wants to collaborate with other associations as much as possible this year. She has already been in communication with SES, the study association for European Studies, and plans to build a stronger relationship with them throughout the year as well. Lara has also adjusted the Borrels for this year, for the safety of Off-Screen's members, which will be elaborated upon later. To keep things exciting, she will have unique and fun themes and games to be played at the Borrels.

This Board's core words for this year are as follows: adaptability, solidarity and communication. Lara plans to display each of these words in every event she organises and action she does that represents Off-Screen. Given the circumstances of this year, Lara has prepared herself and her events to be as adaptable as possible at any given time, in case of a change that in turn requires an event to be cancelled or rescheduled. She has also thought out of the box already to come up with new ideas that are safe during COVID-19, for example, a game of Crazy 88's throughout the city of Amsterdam instead of a big party for Meeting Off-Screen. This event is adaptable to the

circumstances of the UvA's strict guidelines, but still allows for a fun and interactive experience.

Solidarity is crucial, as it is so important to stay united and work together in a time when nothing is guaranteed. With mutual respect and support, it allows for more events and creative ideas to be accomplished. Lara believes her committee will be the key to creating an environment that is prosperous. She believes if her committee works as a unit that all her events will also run smoothly. Lara also believes that it is important for the Board to appear and work their hardest to demonstrate solidarity as members will look to them as a beacon of hope during this strange time. They should demonstrate this by creating inclusive events and showing members that they are willing to work hard to make this year the best possible. Lara wants to show during her SAC events that Off-Screen can be a second home for people and that it is a place where students can feel comfortable and themselves.

Lastly, good communication is important for Lara, since it will allow her to make sure these plans can continue, in case of adjustments. Good and clear communication will also create a less stressful environment for her future committee members. Lara also wants the members to feel that they can bring up any concerns that they have about safety, considering COVID-19, to her in person at any point during events. Good communication is fundamental to any successful event or idea. Bringing it back to basics is essential during a time of uncertainty and communication is key to making any of her events run as best as possible.

Social Activities Committee

For her committee, Lara is looking for about four to six members that are willing to work hard, but also have fun. For Lara, it is crucial that they all understand that they must be active and attend all events when they can or are safe to happen. She is looking to have both guys and girls from different backgrounds to bring diversity to her committee. She expects a committed group of students who are looking to make positive changes in a not so positive time in this world. She wants those who are excited to make a difference and think out of the box.

Activities

Borrels

Borrels are a tradition of Off-Screen and a part of the Dutch culture that has no direct translation to English. It is a place where people can come together, have a drink and catch up. They are held on Mondays from 21:00 - 01:00 and will continue to be at this time. This year, Lara has made the big decision to change the Borrel location to De Heeren van Aemstel, which will be the first time Off-Screen changes the location of the Borrels in three years. This was a hard, but necessary decision to make. Previously, the Borrels were held at Theatercafé De Richel. However, this change became necessary as De Richel does not have the space necessary to hold Off-Screen's members while keeping the crucial distance and sticking with the guidelines, in order to make the Borrels possible. Lara is confident that this change will be beneficial to the entire association and believes that De Heeren van Aemstel will work with her accordingly to make the greatest time possible.

Lara has decided to keep the weekday the same, but another change that had to be made for this year was to adjust from the Borrels being every week to every other week. This decision was also not made lightly, but in the time of COVID-19, Lara came to the conclusion that this year is unpredictable in numbers of people attending in a safe way. This is best to ensure that the Board can keep people excited about going out, but also not push the boundaries of what they are allowed to do socially as a study association. This year, the Borrels must be completely seated until there is a change in the rules where people can stand. De Heeren van Aemstel has come up with a way to make this possible, as they will come around and take people's orders, so they do not have to get up. This year, Lara will add relatively more themed Borrels, compared to last years, to keep the excitement up, so every other Borrel will be themed. In Lara's opinion, more themes is better. She will also be bringing back the Halloween and Valentine's Day Borrel, but she is currently unsure about bringing back the Santa Borrel. Lara has already come up with lots of new ideas for themes, but she is looking forward to developing new ideas with her committee. Like the last two years, Lara will also be working with the 'Coaching System', a system where a SAC and Board member are paired up for the Borrel. At the location, the Board and committee members are allowed to walk around as long as they are not getting in the way of the staff. As one is allowed to have drinks outside at De Heeren van Aemstel, they will

have a less strenuous job, but they will be essential to make sure everyone is abiding by the rules.

Given COVID-19, there is no guarantee that the Borrels will be able to continue as they may abruptly stop at some point. However, if this does happen, Lara will make sure to move all Borrels online if necessary onto Discord, as Frédéric Nelissen, the Head of Social Activities of 2019/2020, has done in the past. She will also look into other options for an online platform.

Senior Borrel

This Borrel has been a tradition that will still be continued. Lara will invite all Off-Screen members from the previous years to gather one time before the new students are introduced. The Senior Borrel will be held at De Heeren van Aemstel.

Parties

Meeting Off-Screen

Meeting Off-Screen this year, because of restrictions, cannot be hosted in a club as per usual. Therefore, it will this year be hosted outside, with teams playing Crazy 88's. Crazy 88's is a game where all new students will be able to go around the city of Amsterdam and learn about the locations and what the city has to offer when it comes to Media. The students will be in groups of eight students with two senior Off-Screen members and learn about Off-Screen and the community it creates.

First Party: Gala

This year, Lara has decided to continue with the Gala party, after last year's success. The budget for this event is €750,- this year, which is more than last year, to ensure this party will be a success as it is an important traditional event and also the first real party of the year.

Second Party

Last year, Lara's predecessor Frédéric decided, together with his Board, not to have a party in February. However, this year, since Lara decided not to do a first party, she is aiming to still have a party in the middle of the year. Lara would like to continue with the trend of having her committee members take most responsibility for fully planning this party, giving them the opportunity to learn and take what they have learned into full effect. Lara will also consider partnering with another study association to potentially keep costs down while also keeping the number of attendees higher. However, if this is possible depends on if this is allowed at the current period of time. If it is not, Lara will come up with another option with her committee later in the year, and if need be, she will make this party into a similar event to the Silent Disco Boat.

Third Party

Lara has chosen to go ahead with the last party as the Focus Festival. Although she has never been to it herself, she has heard great things about it. She has gone ahead and put the most amount of funds into this event, hoping that it can be the best, final party of the year. This party has the most funds as Lara hopes that when COVID-19 ends she can throw a large party with a lot of people and show new members what Off-Screen parties are like. If this festival is not able to happen, she has considered backup options like a nice weekend of camping. Otherwise if it can happen, she would like to do the festival with other associations, so everyone gets together to enjoy the last event of the year. Lara has begun building relationships with other associations as well to hopefully secure this event and work with them on it.

Other Activities

Comedy Night

Lara has decided not to host a party in the beginning of this year because at this point in time it is not allowed due to COVID-19. She thinks this is a good opportunity to try a new event that is safe, but also fun for the members. She is ideally planning to host a comedy event at a venue where the members can learn how to improvise and also enjoy a show. The event is budgeted at €400,-, which is more than the year before as

it is a substitute for the first big party and Lara thinks it is important to start on a high note with a larger event for the year. As this hasn't been done before, she thinks this is a great idea and opportunity for the students to learn how to do stand-up comedy and also watch a show.

Silent Disco Boat

Lara wants to potentially continue the tradition of the Silent Disco Boat seeing the success of last year. This event is when members of Off-Screen all hop on board for an epic party and silent disco. This may be possible, if distance is able to be kept. Ideally, just like last year, people's tickets will also include drinks. Depending on the circumstances, she would like to make this happen. If not, Lara has other backup ideas in store that could be just as fun. She is currently thinking about a wine and paint night in the park or a live concert.

Open SAC Event

This year, Lara has decided to not do Off-Screen's Got Talent. She feels that it no longer has the excitement that it once did, and that this event's space can be used for a new tradition or event. Lara plans to come up with a new, creative and exciting event with her committee that will please everyone, including those that will be saddened by the loss of Off-Screen's Got Talent. This event is now an Open SAC Event.

Kingsnight Cruise

Lara wants to continue with the Kingsnight Cruise tradition in celebration of the King of the Netherlands. Lara will rent out a boat for the night and have drinks and good times available for those who sign up and get a spot. It's a night to celebrate Dutch culture, cruise along the canals and have fun.

Summary

- Making sure everyone feels welcome during SAC events
- Hosting the Borrels every other week, instead of every week
- Collaborating with other associations for events
- Making a new tradition instead of Off-Screen's Got Talent
- Finding hardworking and active SAC members

3.6 Head of Travels

Capucine Lorenzi

The position of Head of Travels of the Board of Off-Screen during the academic year of 2020/2021 will be fulfilled by Capucine Lorenzi. As Head of Travels, Capucine will aim to organise five different trips throughout the year. These trips will contribute to creating cohesion among Off-Screeners and focus on emphasising culture and media.

Vision

Capucine sees the trips as special opportunities for Off-Screeners to get to know their peers as well as discover many different cultures and their relationship to Media studies. Indeed, the trips encourage friend groups to blend and offer a common experience for members to bond over. International and Dutch, first-years and older years students come together easily during the trips. Capucine will aim to create a welcoming and warm atmosphere on every trip by adopting many old and new bonding games, organising the room division in advance, and creating booklets for the participants. Off-Screeners should prompt a feeling of solidarity and comfort, even more so during the trips. Furthermore, Capucine wants to emphasise the importance of culture and focus on media in her trips; she will seek local and entertaining activities that give Off-Screen an inside look at the destination's customs and traditions while providing students with experiences they can incorporate in their studies.

However, the COVID-19 pandemic still currently endangers Off-Screen's travels abroad or travelling in general, Capucine will prove adaptable to the government's rules and regulations. She will endeavour to offer alternatives that keep the social harmony and cultural insight unique to Off-Screen trips alive. Capucine will assure that Off-Screeners avoid risks during the trips by respecting all the regulations provided by the Dutch government as well as those of the trip destinations' government. Capucine will adapt to those regulations and find fun and cultural activities that will allow Off-Screen to keep travelling safely, even if it needs to be inside the Netherlands.

In the uncertain times of the COVID-19 pandemic, solidarity needs to be actively promoted among Off-Screen and its members. Capucine sees the trips as the best way to meet fellow Off-Screeners and create lasting friendships. It is more important than ever to keep organising such events for Off-Screeners to come together and form connections that help them feel at home in their new university life. Capucine will

implement new bonding games and nurture the already established Off-Screen traditions to create a welcoming and unique atmosphere during the trips. Capucine will also remain in close contact with other study associations to organise joint events, if the opportunity arises, where Off-Screeners can mix with students from different horizons and expand their friendships beyond the course.

Capucine was in the Study Travel Committee of 2019/2020 but could not participate in the Study Trip to Marrakesh nor the Hitchhiking Weekend due to COVID-19 cancellations. She will make sure to communicate enough with former Heads of Travels to get advice for the organisation of this year's events and fulfil her position to the best of her abilities. Capucine promises to keep an open line of communication with old Board members as well as with her committee and her fellow Board members to discuss her ideas and their realisation. Moreover, Capucine wants to emphasise that Off-Screeners should feel free to contact her with any questions, concerns, or problems that might arise in the future. Capucine wants the STC and herself to be able to soothe issues, off and on the trips, through mindful communication. Furthermore, to ensure a clear communication about her activities, Capucine will create a booklet for each trip. The booklet will clearly highlight and explain the activities Off-Screeners signed up for on the trips. Besides providing guidelines, these booklets will also manage expectations and prepare the participants to enjoy each activity to the maximum.

Study Travel Committee

Capucine will be looking for six people to constitute the STC, in addition to herself. In her opinion, a committee of six people for the STC is necessary to allow good group distributions during games or activities. The STC members need to show motivation and dedication to qualify. Experience is always nice, but Capucine will focus on the group dynamic among the committee when choosing the STC members. The members also need to be people that are easy to approach and will strive to create a welcoming atmosphere. Capucine wants the STC to be a place of growth and feel like family for its members.

Activities

Introduction Weekend

The Introduction Weekend was, similar to previous years, supposed to take place in a house in the countryside of the Netherlands for a weekend of games and bonding. However, given the COVID-19 situation, Capucine wants to organise an event where all new members, both internationals and Dutch, will feel comfortable. Capucine thinks sleeping in a house together is not the way to achieve this goal. The Introduction Weekend will thus consist of several local events around Amsterdam, alternating outdoor bonding activities and cultural events. First-years will sign up for the whole duration of the weekend. The budget of €600,- will lower the sign up fee to €45,- and this will cover the activities, a few drinks, and the final dinner. Capucine hopes that with this alternative, first-year students will be able to meet their peers, as well as discover Amsterdam and its surroundings. Capucine believes such a series of events concentrated on a weekend can work really well and attract new members to Off-Screen as it will blend bonding and culture. Moreover, Capucine believes students will be interested to participate in such on-location events with their peers, as Intreeweek is strictly online this year. Capucine is planning the activities for 48 students.

Weekend Away

The Weekend Away is the first event Capucine will plan with her STC members. She wishes to go to a city in a neighbouring country to the Netherlands where Off-Screeners will appreciate the history of a city through a lot of media and cultural activities. Capucine wants to choose a smaller city, but with a strong identity, so the activities will be very appealing. Indeed, with COVID-19, if by November travelling in groups abroad is possible, the nightlife will most likely still remain too big of a risk. As a result, Capucine emphasises the need for an appealing destination for entertaining day activities that involve media and culture. Capucine would like to take 30 students on the Weekend Away. Furthermore, if the COVID-19 situation gets worse, Capucine will find a local alternative to the trip like she did for the Introduction Weekend, or explore an online substitute.

Ski Trip

The name of the formerly 'Off-Screen On Piste' will change to 'Ski Trip' as Capucine believes it gives more clarity and a significant portion of Off-Screeners are already calling it this way. This year again, the Ski Trip will be organised in collaboration with Skifest. Capucine believes the Ski Trip is a trip that can attract a different crowd, mainly interested in skiing sports. The trip focuses on bonding and if the après-ski cannot happen this year because of COVID-19, Capucine will work on keeping the bonding at the centre of this trip by organising games and contests. Capucine would like to take 30 people on the trip. In the former years, the Ski Trip was harder to fill which explains this year's number. The small number also encourages the participants to get to know each other more closely. Moreover, if the Ski Trip cannot happen this year, Capucine would still like to organise a short winter themed day or weekend trip instead. If necessary, a portion of the Study Trip's budget can be allocated to this short winter trip as Off-Screen usually does not budget money towards the Ski Trip.

Study Trip

The Study Trip is the most challenging trip of this Off-Screen year because of its length and its distance, but it also makes it the most fun to plan. Capucine wants to push her STC members to take more responsibilities on this trip, each of them being in charge of an event they planned. The STC and Capucine will tailor a programme that balances bonding, culture, and media in two cities of a European country. Throughout the trip, the STC will be careful to keep Off-Screen's traditions alive while creating new ones. The beloved city tour is a must-have and will be joined by new "long-running" games introduced in the former trips of Capucine's year. The goal is to get everyone to know everyone at the end of the week while discovering a foreign culture and learning about media in an international context. Capucine would like to travel with 30 Off-Screeners.

Since Capucine believes Off-Screen should be able to undertake the Study Trip by April, this year's budget for it is a bit higher than in the previous years. Indeed, Capucine aims to offer the best experience possible and focus on entertaining day activities as European governments are in no rush to reopen nightlife venues. However, if the COVID-19 pandemic still rages, Capucine would like to organise a long weekend trip to a closer city.

Farewell Weekend

Firstly, Capucine is changing the name of the formerly 'Hitchhiking Weekend' to 'Farewell Weekend'. She believes the name of the weekend should better convey that it is the last trip of the year, and that it essentially consists of staying with many Off-Screeners for a weekend in a house as a final hurra. If hitchhiking is a feasible option, Capucine would like to keep it as a competition with the winners gaining back their fees for the weekend. In that scenario, the weekend will take place in a house in the countryside for a weekend of games and bonding. The weekend is financed by the participant's sign up fees and Off-Screen budgets €200,- in case of unforeseen expenses. However, if it is still unsafe to organise such an event, Capucine would like to organise droppings in groups that all have the goal of reaching a meeting point first, while filling a Crazy88's sheet. Capucine would like to take at least 50 people on the weekend, if the COVID-19 regulations allow it by the end of the year.

Summary

- Focusing on trips as opportunities for Off-Screeners to get to know each other
- Being adaptable to government's rules and regulations
- Emphasising the importance of culture in trips
- Finding motivated and dedicated STC members

4. Board Activities

4.1 Board of Advice

The Board of Advice (BoA) is an organ that consists of old Board members who have experience within Off-Screen and the struggles one might face during their time being a member of the Board. The function of the BoA is to help and support the Board throughout the year whenever it's needed, with as first task providing feedback on the Policy Plan. The Board of Advice is chosen out of applicants who applied by writing a motivational letter before the start of the year. This year the Board has chosen for a six-headed Board of Advice.

Board of Advice 2020/2021

Jonas van der Ziel	President 2018/2019
Julia Wegman	Head of Travels 2018/2019
Sophie Dijkman	President 2019/2020
Jana Franck	Vice President 2019/2020
Faas Wijn	Treasurer 2019/2020
Frédéric Nelissen	Head of Social Activities 2019/2020

4.2 Application Committee

The Application Committee (ApCo) is an independent organ consisting of three to six members focused on composing the prospective Board. The current Application Committee is in charge of choosing the next Application Committee members, which will be voted in during the second GMA of this year. The new Application Committee will then choose the Board of 2021/2022. Applicants for the new Board can apply with a motivational letter followed by interviews and a group assessment to fully analyse the skills of all applicants.

Application Committee 2019/2020

Michael Verdel	President 2017/2018
Julia Wegman	Head of Travels 2018/2019
Karoliina Voldek	Head of Media- and Educational Activities 2018/2019
Teddy van Driest	Head of Travels 2019/2020

4.3 Board of Finance

The Board of Finance (BoF) is an organ consisting of two or more members focused on supervising the Treasurer's administration, realisation and financial statements throughout the academic year, to make sure no mistakes are made and no money is embezzled. This year, the Board of Finance will consist of four (discharged) Treasurers. For the first time ever, there will be a Treasurer added from another study association, which in this case is Twan Walpot, the Treasurer of the Study Association for European Studies (SES). Eva chose to add Twan to the Board of Finance, since she believes that it could be very beneficial to be able to compare and discuss financial decisions with a Treasurer from another study association. This could especially be very helpful this year, since the situation surrounding COVID-19 is something that most former Treasurers have not had to deal with.

Board of Finance 2020/2021

Luke Dodge	Treasurer 2017/2018
Koen Pelgrim	Treasurer 2018/2019
Faas Wijn	Treasurer 2019/2020
Twan Walpot	Treasurer SES 2020/2021

4.4. Merchandise

This year, Eva and her Acquisition Committee will be in charge of all the Off-Screen merchandise that will be produced and sold during this academic year. Formerly, this would have been a collaboration between the Promotion Committee and the Acquisition Committee. However, as mentioned before, Kaja and Eva have decided to give the Acquisition Committee full responsibility over the merchandise this year, while still keeping a smaller collaboration between the two committees in mind. Eva is planning to create two new collections featuring multiple items per collection. The first one coming out at the start of the year and the second one before the Study Trip in the second semester. New merchandise items have to be pre-ordered and the items that are not picked up or remain left will be put on the webshop that last year's Board successfully set up. Lastly, Eva will make sure that all the orders and payments will be documented in a clear and professional way.

4.5 The Hok

The Hok is the home base of Off-Screen, located at Turfdraagsterpad 9 in room 0.10. The Hok will serve as the official office of the Board. Currently it is unsure when and if the Hok will be open again for members to hang out, visit or ask questions. Once the Board is allowed to go into the Hok, there will always be a Board member present during opening hours, which is every weekday between 11:00 and 15:00. The Hok is an open place where new and old members will always be welcomed.

4.6 ASVA and ALPHA

This year's President, Nadia, will mostly be responsible for the contact between Off-Screen and the ASVA Student Union and association ALPHA. ASVA is the umbrella association for study and student associations of the UvA and HvA. ALPHA is in charge of distributing the subsidies for the Faculty of the Humanities. Eva, this year's Treasurer, will also be responsible for contact between the Off-Screen and ALPHA considering subjects that fit her job as Treasurer. Good communication and cooperation between Off-Screen and these associations is key for strengthening and optimising productivity.

4.7 Constitution Borrel

Like previous years, Off-Screen will host a Constitution Borrel (CoBo) for Boards of other associations, previous Boards of Off-Screen, and committee members. The CoBo serves as a way of unwinding, but also as a way of establishing and improving relationships with other associations. The CoBo is planned to take place on the 8th of October. Due to the current COVID-19 regulations, it is unsure if it is possible to organise this event, since it brings people from different cities to Amsterdam and it might be difficult for everyone to keep their distance. A close eye is kept on the guidelines of the UvA and the government. In addition, other associations will be contacted to discuss how they are planning on doing this. There is a chance that the CoBo will be held at the middle or the end of the year, instead of at the start, when measures are hopefully less strict and hosting it the traditional way will be possible.

5. Services and Activities for Members

5.1 General Member Assemblies

The General Member Assemblies (GMAs) are the meetings in which Board members present their future plans and evaluate their previous events. Besides, the GMAs are a place where members can speak their minds and give the Board feedback about anything that might help to better the association. The GMAs are mandatory for all committee members, the Board of Advice, the Board of Finance and the Application Committee. However, the Board wants to make sure that it is known that the GMAs are meant for all Off-Screen members. Joining a GMA will give great insights in the organisation of the events and gives members a chance to share their tips and critique. This year's President, Nadia, will be in charge of hosting and preparing the GMAs. In total, there will be five GMAs this year; four of which will focus on evaluation and one on presenting and voting in the new Board of 2021/2022. Three weeks prior to each GMA, the Board will send all members an email with the minutes of the last GMA and other necessary information.

Dates of the General Member Assemblies

- GMA #1: 5th of October
- GMA #2: 7th of December
- GMA #3: 8th of March
- GMA #4.1: 31st of May
- GMA #4.2: 14th of June

6. Calendar

Month + Week	Date	Activity
<i>August</i>		
34	20/08	Senior Borrel
35	28/08	Meeting Off-Screen
<i>September</i>		
37	07/09	Borrel #1
37	09/09	Study Survival Guide
38	18/09-20/09	Introduction Weekend
39	21/09	Borrel #2: themed
<i>October</i>		
40	1/10	Movie Night #1
41	05/10	GMA #1
41	07/10	Comedy Night
41	tbd	CoBo
42	12/10	Borrel #3
42	13/10	Study Session #1.1
42	14/10	Online Pub Lecture #1
42	15/10	Study Session #1.2
44	26/10	Borrel #4: Halloween
<i>November</i>		
45	06/11-08/11	Weekend Away
46	09/11	Borrel #5
46	13/11	CMA #1
47	tbd	IDFA Event
47	16/11	Online Workshop #1
47	18/11	Silent Disco Boat

48	23/11	Borrel #6: themed
48	25/11	Career Workshops
<i>December</i>		
49	02/12	Party #1
50	07/12	GMA #2 x Borrel #7: themed
50	08/12	Movie Night #2
50	09/12	Study Session #2
<i>January</i>		
1	04/01	Welcome Back Borrel #8
1	06/01	Online Workshop #2
1	07/01	Thesis Event #1
1	09/01-16/01 (tbd)	Ski Trip
3	18/01	Borrel #9: themed
3	20/01	Movie Night #3
<i>February</i>		
5	01/02	Borrel #10
5	03/02	Photography Event
6	10/02	Party #2
7	15/02	Borrel #11: themed
7	18/02-21/02	Berlinale
8	24/02	Online Pub Lecture #2
<i>March</i>		
9	01/03	Borrel #12
9	03/03	Charity Event
10	08/03	GMA #3
10	10/03	Movie Night #4
11	15/03	Borrel #13: themed

11	16/03	Study Session #3
11	17/03	Open SAC Event
13	29/03	Borrel #14: themed
13	31/03	Open MEAC Event
<i>April</i>		
14	07/04-14/04 (tbd)	Study Trip
16	19/04	Borrel #15
16	20/04	Movie Night #5
16	22/04	Study Career Event
17	26/04	Kingsnight Cruise
17	29/04	Feels Like Family Borrel
<i>May</i>		
19	10/05	Borrel #16: themed
19	12/05	Off-Screen's Film Festival
20	18/05	Study Session #4
20	19/05	Thesis Event #2
21	28/05	CMA #2
22	31/05	GMA #4.1 x Borrel #17
<i>June</i>		
22	02/06	Party #3
22	11/06-13/06	Farewell Weekend
24	14/06	GMA #4.2 x Borrel 18: themed
26	28/06	Yearbook Borrel #19

7. Budget

There will be a separate file containing the financial overview of the coming year. Together with the Policy Plan, this file will be shared with all the members through an email sent three weeks prior to the first General Member Assembly.

Epilogue

The Board of 2020/2021 would like to thank you for reading their Policy Plan for the coming academic year of 2020/2021. They are looking forward to this year and hope to share their excitement with the members. Please feel free to contact the Board with any questions or suggestions, since they would love to hear your input. The Board cannot wait to realise all the ideas, concepts and events that are presented in this Policy Plan and hopes to make the coming year a great success.

Kind regards,

Nadia Heemskerk

President 2020/2021

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Attachments

I. Study Association Off-Screen House Rules

This file contains the official regulations and rules that together form Off-Screen.

The internal organisation of Off-Screen:

The association consists of six committees and a number of *organs*. There is a Board, and each Board member has a committee to help with the organisation of activities and create content. Besides the Board, there is an Application Committee, Board of Advice and a Board of Finance. The Application Committee is tasked with choosing the prospective Board. The Board of Advice has the task to advise and support the current Board. The Board of Finance has the responsibility to monitor the treasurer's work. These bodies will be further explained in the House Rules below.

Board

Article 1

1. The Board will strive to have a meeting once a week. If necessary a deviation is possible, there should however be at least one meeting every two weeks.
2. The Board divides their responsibilities amongst themselves and will introduce themselves and their policy plan in the first General Member Assembly (GMA) of the academic year. The Board is able to alter their responsibilities internally and externally at all times. The Board can alter their given responsibilities at any given time with a well-grounded reasoning.
3. The Board will attend every Off-Screen event, exceptions can be made within the Board.
4. The Board will present their policy plan and the budget in the first GMA of the academic year. The members must vote to accept the policy plan and the budget according to the regulations stated in the 'Regulations Voting Process' document.
5. Halfway through the year the Board will present their results alongside any changes in their policy plan and the bi-annual budget realisation.

Board of Advice

Article 2

1. The Board names a Board of Advice (BoA) each year.
2. The Board can name, suspend or fire the BoA.
3. The Board will announce the BoA in the first GMA.
4. The BoA consists of 3 to 6 members.
5. The BoA consists exclusively out of previous Board members, this is not restricted to the previous year.
6. The BoA has at least one member of the previous BoA.
7. Previous Board members can apply for the BoA by sending an application letter to the current Board.
8. The BoA for the next academic year will be chosen before the beginning of the next academic year.
9. One member of the BoA will be part of the Board of Finance (BoF).

10. The BoA will advise the Board with the writing of their policy plan.
11. The BoA will meet with the President each quarter to discuss the performance evaluations within the Board.

Board of Finance

Article 3

1. The Treasurer chooses a Board of Finance (BoF) each year.
2. The BoF consists of at least 2 or more members, one of which is a member of the BoA.
3. The BoF will check the Treasurer's biannual realisation and the final statement.

Application Committee

Article 4

1. The Application Committee (ApCo) consists of at least 3 members with a maximum of 5 members.
2. At least one member of the ApCo is from the previous Board.
3. At least one member of the ApCo is not from the previous Board.
4. At least one member of the new ApCo is a member of the previous ApCo.
5. It is desirable that at least one member of the ApCo is from outside of Off-Screen.
6. Members of the ApCo cannot apply for a position in the new Board.
7. The new ApCo will be presented at the second GMA by the previous ApCo.
8. The new ApCo must be voted in during a GMA before they can start the application process.
9. The ApCo will receive an application letter and resume from every applicant. After the preliminary round the ApCo will invite all applicants to one or more interviews.
10. The ApCo has a confidentiality obligation. They will only report on the interviews of the candidates that are nominated for the new Board. Any candidates must agree with the report on their interview and qualities. The ApCo will report to no one on candidates that were not nominated. The ApCo is allowed to report on the amount of applications and interviews that were held in the GMA.
11. If the nominated Board has not been accepted in the GMA, the ApCo has two weeks to nominate a new Board.
12. The ApCo is not allowed to vote during the voting process for the new Board.

Committee Members

Article 5

1. Committee members are chosen by the Board member in charge of the committee based on a motivational letter and an interview.
2. Preferably a committee consists of approximately six members.
3. Committee members are expected to apply themselves for their committee.
4. Committee members are expected to be present at the committee meetings unless another arrangement is decided on.
5. Committee members are expected to be present at their committee's activities unless another arrangement is decided on.

6. Committee members are expected to be present at General Member Assemblies unless another arrangement is decided on.

Members

Article 6

1. The Board will keep the members up to date on the association's activities as much as possible.
2. The members will receive clear information on the possibilities within the association.
3. Addresses and personal information of the members will not be forwarded to third parties for so far as this is possible or wanted.

Board Transition

Article 7

1. The Board will write a report on any activity, event or relevant experience which will be added to the yearly report and/or the training document for the next Board.
2. The previous Board will ensure that each new Board member understands their tasks and is trained for their office.

The Hok of Off-Screen

Article 8

1. The Hok is Off-Screen's office at Turfdraagsterpad 9 room 0.10, 1012 XT Amsterdam.
2. The Hok is open on weekdays from 11:00 to 15:00.
3. During these times at least one Board member has 'Hok shift', which means that at least one Board member will be present at the Hok.
4. All Board members have at least one 'Hok shift' a week.
5. Anyone that has used the Hok will ensure that they leave it clean and usable after they leave.

Code of Conduct

Article 9

1. During Off-Screen events, Board members and Committee members will take full responsibility for the participants of the event. This means participants are expected to listen to Board members and Committee members, to ensure safety and a smooth progress of the event.
2. During Off-Screen events members are expected to behave according to the rules Off-Screen has constructed, this means no behaviour that could bring yourself or others in danger, no damage to property of fellow members or people outside of Off-Screen and no violence towards fellow members or non-members.
3. Off-Screen events follow the same drugs policy as is constructed in the Netherlands. Which means that hard drugs are not allowed at Off-Screen

events. Soft drugs are tolerated, but Off-Screen will not be responsible for any consequences the use of these soft drugs might have.

4. A violation of the Code of Conduct, Article 9, may result in an Official Warning if the Board finds it necessary. An Official Warning can be given based on the indicated measures from the 'Regulations Official Warnings' document.

Extra Articles

Article 10

1. Changes in the 'House Rules' will be recorded in this document.
2. A member of an organ within Off-Screen can be a member of another organ within Off-Screen unless this is expressly forbidden.
3. The voting process will follow the rules according to the 'Regulations Voting Process' document.

In previous years the nominated Board was chosen by the BoA, not the ApCo. The BoA also chose themselves, even though this task actually belonged to the Board. Because this gave too much power to the BoA, the ApCo was formed in 2015. In the GMA of the 9th of March 2015 the new rules for the BoA and the ApCo were voted upon in the GMA.

II. Regulations for Official Warnings and Suspensions

This file contains the rules of Study Association Off-Screen for issuing an official warning. It also functions as the official document that confirms the official warning.

An official warning will be given to an Off-Screen member in the case that they break any of the regulations that are set in the 'Code of Conduct' (art. 9). The Board maintains the right to give any member an official warning after due consideration. A warning may never be given without deliberation and unanimous consent by the whole Board. If a person's behaviour has, or could have had negative results for others, this behaviour needs to be reviewed by the Board. The member who reported a violation of the regulations cannot be involved in the decision making process. This responsibility belongs to the Board.

Last Warning

Depending on the situation it is possible to give a last warning before giving an official warning. A last warning means that a member is warned for an incident, but when the member breaks the 'Code of Conduct' (art. 9) again he or she will receive an official warning. A last warning can be given by the commissioner of the event in question after consideration with the Board. A last warning will be officially archived and will last for one year.

Giving an Official Warning

The discussion concerning the official warning will be held between the person involved, the President and the commissioner of the event that was affected. This commissioner will lead this discussion. The President will be present to represent Off-Screen and support the commissioner. This conversation is meant to explain the gravity of the situation and the reasoning behind giving the official warning. It should be made clear why the behaviour in question was against Off-Screen's 'House Rules'. It should also be made clear that any further misbehaviour will result in a suspension for a definite amount of time. It is up to the Board and the committee involved to handle the situation with discretion. An official warning is effective for the duration of one year. From the date on which the behaviour has occurred up until the same date one year later. The subsequent Board must decide whether or not they want to maintain the official warning given by the previous Board.

The Suspension

If, after having received an official warning, a member is involved in another incident that is deemed against Off-Screen's House Rules, this will result in another discussion by the Board. If the behaviour is deemed severe enough this will result in suspension. The suspension will be presented by the President of the Board and the commissioner of the event at which the behaviour occurred. The Board will decide on the duration of a suspension with a maximum of twelve months. Whenever a member is suspended, they are not allowed to partake in any Off-Screen organised events.

Specifications in regards to transitions between each academic year

An official warning should ideally remain effective even when the academic year ends to ensure good behaviour throughout the entire year. The sitting Board will inform the new Board of all current last warnings, official warnings, and suspensions. The new Board will decide whether or not to maintain these warnings and suspensions.

Notes

- As disruptive behaviour is complex and situational it is difficult to draft a specific set of rules for every situation. Thus, the Board will judge every situation separately and accordingly.
- The duration of a suspension does not decrease during holidays. If the new Board chooses to maintain the decision made by the previous Board then the suspension will recommence when the academic year starts.

The person responsible for the misbehaviour will sign below to show they understand the consequences of their behaviour.

Starting Date:..... Ending Date:.....

Name:.....

Signature:.....

Signature Commissioner..... President:.....