

# **POLICY PLAN 2019/2020**



Study Association Off-Screen  
Media and Culture / Media and Information  
University of Amsterdam

# The Board

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# Preface

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The Board would like to start their Policy Plan 2019/2020 by thanking all the past and current members of Off-Screen for giving them the opportunity to make the coming year of Off-Screen a great success. The Board of 2019/2020 is very excited to organise and host all of the events of this coming year. The Board is looking forward to making current and new members enthusiastic for what Off-Screen has to offer this year. The Board wants to do this by maintaining a balance between Off-Screen's traditions and being innovative and making progression.

This Policy Plan will give the members a clear overview and insight into what is going to happen within Off-Screen this coming year. The Board of 2019/2020 is looking forward to sharing all of their new thoughts which will come about this year. All of their ideas for the association itself, the committees and the events will be explained extensively.

Off-Screen has become very dependent on its traditions in the past few years and although the Board feels like these are Off-Screen's core, there needs to be a clear balance with an eye on progression. This year there will also be an international track of Media and Culture. This means that there is going to be a great shift to more international students within the studies, even more than in previous years. This is why the Board of 2019/2020 will actively try to make Off-Screen more appealing to international students. The Board hopes to achieve this with good communication, enthusiasm and of course their events, which they will further explain later on in this Policy Plan.

The Board also wants to put more emphasis on the media- and educational part of Off-Screen. The Board wants both current members and new members to have the opportunity to be more invested in their studies, by providing study related activities. For this, the Board also wants to cooperate more with the UvA.

With this being said, the Board hopes that they can create an environment within Off-Screen that is welcoming towards every member. They want to strengthen the unity between the Dutch and international students and make them feel equal within Off-Screen and its members.

*Sophie Dijkman,*  
President 2019/2020

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# 1. Current Situation

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Off-Screen is the study association of Media and Culture (NL), Media and Culture (EN) and Media and Information of the Media Studies Department at the University of Amsterdam. Established in 1997, Off-Screen has grown to become one of the biggest study associations within the Faculty of Humanities. In the past years, Off-Screen has organised certain 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 organised to enrich the lives of its members, socially, educationally and culturally.

In the past few years there have been a few big adjustments to the association and for its members. The first change was the internationalisation of the study association. For the first time, Off-Screen needed to change course and shift towards English. Anticipating the needs of this diverse group of students has been trial and error since it was a completely new process working with and for the international students. The internationalisation has also led to a growth of Media and Information. The direction of New Media within the study Media and Culture (NL) became part of the study Media and Information. In past years, Media and Culture (NL) had always been the dominant study within Media Studies, which changed last year. At the beginning of the academic year of 2018/2019 the international students were becoming the majority of the students that had enlisted for Media Studies. This coming academic year the growth of international students will increase even more, because there will not only be a Dutch track of Media and Culture, but also an English one. This is why the number of (international) students is growing even more, and why they might possibly be an even larger majority of the students that will enlist for Off-Screen.

A positive aspect for Off-Screen is that the Media Studies of the UvA has been ranked the best Media Studies in the world in both 2018 and 2019. This has a lot of consequences for the study and the study association, as a lot of international students will put their focus on Amsterdam as the city where they want to study.

For the coming year, the Board aims to further stimulate the process of internationalisation by fully switching to an English atmosphere. This process started in the year of 2016/2017, and is something this year's Board is going to continue. The Board does not only want to do this on all social platforms, with events and communication, but also within Off-Screen's files. The Board has chosen to continue this process, as the barrier created by language can be a big challenge to overcome and they also want international students to feel included in this part.

## 2. General Vision

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The Board members have all thought and talked about how they see and feel about Off-Screen extensively. For all of them, this study association has a different meaning but there are some points that the Board all agreed upon. This way the Board formed their general vision for Off-Screen together, and to clarify this vision the Board came up with three core words. The Board of 2019/2020 feels like these three words describe Off-Screen's core and meaning, being the following: inclusion, balance and professionalism.

The Board's first core word is inclusion. To all of them, Off-Screen has felt like a family, a home base away from home. This warm and welcoming feeling is something the Board feels Off-Screen has always given its members and this is definitely something they want to continue giving to them. The Board wants to make the older members as well as the new members who will join us next year, feel welcome and included. With the word inclusion the Board does not only mean to keep the welcoming atmosphere already present, they also want to build on the meaning considering the internationalisation that is happening. The Board really wants to try their best to make everyone feel welcome. One of the examples of how the Board wants to do this, is to make their approach to the members more personal. Next to personal conversations with members at events and being open to feedback from the members, the Board really wants to show 'more faces' in the pictures on social media platforms. With the thought of inclusion, the Board is going to try to make everyone feel 'seen' if they are present at an event.

The second core word is balance, which describes the Board's vision for Off-Screen very clearly. Off-Screen has valued traditions in its travels, parties, media- and educational events and especially concerning its members. These are traditions that the Board treasures and wants to continue appreciating, as they feel this being a big part of Off-Screen's core. Nevertheless, the Board also believes innovation to be very important. The Board wants Off-Screen to keep developing and to become more efficient. With the increase of the number of students next year, the Board wants to have a clear balance between tradition and innovation while focusing on growth.

The third and last core word is professionalism. The Board really wants to work on Off-Screen's image as a professional study association, both internally and externally. Internally, the Board wants to be professional towards its members in their way of communication and in being a point of contact. Even though the Board wants to be personal towards the members, they want to be as professional as possible when addressing them on

important matters. For example when members have personal matters, complaints or feedback they would like to share, the Board will handle this in a professional way. Externally, the Board wants to have good and clear contact between the Board and the UvA officials this coming year. Also, the Board wants to focus on the relationship between Off-Screen and its partners. The Board feels like it is very important to have good communication with Off-Screen's sponsors, make more use of them and let them feel appreciated. This could be very beneficial for Off-Screen and the Board feels that a professional approach in this is very important.

## 3. Vision per Function

### 3.1 President

*Sophie Dijkman*

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The position of President of the Board of Off-Screen during the academic year of 2019/2020 will be fulfilled by Sophie Dijkman. With this position, Sophie has the task of being 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 without any issues. Outside the Board Sophie will try to fulfil the role of a welcoming and approachable spokesperson towards the members. Sophie wants the members to feel as though they can come to her with any questions or just to have a nice conversation. As President, Sophie feels that it is very important to fulfil both a leading and a supporting role. This means that she wants to be engaged in every event, without disrupting other Board members in their autonomy. Sophie is partly responsible for the external contact of Off-Screen, as she will maintain most of the contact with the UvA officials. Sophie will also be in charge of hosting and preparing the GMA's (General Member Assembly), as will be explained further on in the Policy Plan.

#### Vision

Sophie wants Off-Screen to be as welcoming this year as it was to her when she got to know the association. It felt warm and embracing and this is something that she wants members to feel this coming year as well. Sophie's vision for the upcoming year is in line with the three core words: inclusion, balance and professionalism.

With inclusion Sophie means to be a person to talk to, for both the other Board members as any other members. To achieve this goal, successful cooperation between the Board members is necessary. Sophie realises that as the head of this group of people, her impact is great on that department. This is why she really wants to achieve good communication with and between all the Board members. She wants for them to feel comfortable to come to her with any comment or problem. Also, she started having personal conversations with all the Board members and wishes to continue these during the coming year. In these conversations, she will talk with them about their personal experiences within the Board. She also wants the Board to have gatherings without Board responsibilities, for their bond to grow stronger. As for the members, Sophie wishes to be a person to talk to as

well. She hopes that with social behaviour and honest interest in the members, they will feel that they can come to her with any problem or issue as well.

As for balance, Sophie wants to focus on innovating Off-Screen where it can, while staying aware of the traditions that form Off-Screen's core. This is what Sophie will mostly include in the work of the Reporter Committee. For example with Off-Screen Live, Sophie wants to use both older ideas as new ideas to keep a good balance. This will be further explained under the 'Reporter Committee' heading.

As for professionalism, Sophie wants to keep working on smooth communication with external contacts. With external contacts, she means the UvA officials, ALPHA, ASVA, Off-Screen's sponsors and other companies that Off-Screen has contact with. Sophie aspires to have very good and clear communication with the UvA officials, so that she knows what to expect of them and they in turn know what to expect from Off-Screen. Sophie also wishes to make more use of Off-Screen's sponsors when possible, so they know that Off-Screen appreciates the advantages they get from the sponsors. This will also come forward in the vision for the Reporter Committee. Towards other external contacts, for example companies that contact us for sponsorship deals, Sophie wishes to represent Off-Screen in a professional way. With this she means both in communicating and in what they see from Off-Screen on the website, newsletter, and other platforms.

## Website and Newsletter

As mentioned above, Sophie will manage the website and the newsletter. The website will be maintained and updated by Sophie when she feels it necessary. She will make sure that any sponsorships, internships or other updates coming from her other Board members will be updated as soon as possible, so that the Off-Screen members can make full and efficient use of them. This is also in line with the professionalism Sophie wants to continue in her work. Sophie will have Jana, the Vice President of 2019/2020 as her right hand in updating the website. Jana and Sophie feel like this is efficient, as Jana will have a lot of intel on the content considering companies or members that might contact her. Sophie will create the newsletter, Off-Screen Live, together with her Reporter Committee, as discussed further on. Off-Screen Live will be posted on the website. Sophie might use Off-Screen's YouTube channel to post visual content for Off-Screen Live, but how this will be handled exactly is something that is to be discussed with her Reporter Committee.

## Reporter Committee

Until the year of 2016/2017, there was a Yearbook Committee, which was solely responsible for creating the yearbook. Since the committee began to have more journalistic purposes, the name was changed to Reporter Committee.

This year, the Reporter Committee will focus on giving the members insight into Off-Screen's events, insight into fellow members, capturing of the events and the yearbook. This year, Off-Screen Live will continue with giving members these insights on events and fellow members, but also on events outside Off-Screen. Sophie wants her committee to be a big part of this process, and for them to be invested in creating new ideas for Off-Screen Live.

Sophie strives for the Reporter Committee to work in line with this year's core words. For example, with their reports the committee will aim at including as many members as possible, as well as for the visual content they might create. As previously mentioned, they will find a balance in recreating pieces from previous Off-Screen Live news letters, and creating new ideas. For example Sophie would like to recreate the podcast from last year called 'Humans Off-Screen' and make visual content such as the Halloween borrel and Valentine's borrel videos. Sophie also wants Off-Screen Live to have a professional look, so companies get a good image of Off-Screen and members of the committee will be able to put the newsletters in their resumes or portfolios. With this she means that it is good to create fun content with, for and about the members, but this should still be in line or in balance with a certain level of professionalism that Sophie wants to maintain within Off-Screen Live. While creating new ideas, Sophie also wants to make more use of Off-Screen's sponsors where possible, for example for the insight on events outside Off-Screen.

As for the formation of the committee, Sophie has a clear vision. She feels like she needs five or six invested, talented, creative members who are willing to learn and work together closely. As the committee is responsible for the photography of events within Off-Screen, she wants at least one good photographer in her committee. This is because the pictures are important for Off-Screen's social media platforms and for the Yearbook, so a person with experience is useful. Sophie also feels like having a person with graphic designing experience is needed within the committee, for both Off-Screen Live and the Yearbook. For creating visual content, there are also people needed who are not shy to stand in front of the camera and present. Throughout the year, Sophie's goal is for the positions within the committee to shift, so that the committee members can learn from each other and are capable of fulfilling all the roles at the end of the year.

The Yearbook is a very important project for the Reporter Committee, throughout the entire year. The Yearbook will be a book created with content of the events of the coming year and with content especially created for the Yearbook. In this project, the entire committee will be included and overlooked by Sophie who will fulfil the role of Editor in Chief. Within the committee, there will be separate roles, such as a Deputy Editor, Art Director and Editors. These roles can be changed throughout the year, according to the contribution and talents of each committee member.

## Activities

### *Committee Member Activity (CMA)*

Sophie will organise two activities for all the committee members of Off-Screen in the year of 2019/2020, the CMA's. These events are traditionally meant as a thank you and as a reward towards the committee members and the effort they put into Off-Screen this year, as they have been working for Off-Screen for free. The members that are allowed to participate are not only the Reporter, Promotion, Acquisition, Media- and Educational, Social Activities and Study Travel committee members, but also other active members such as the members of the Board of Advice, Board of Finance and the Application Committee. The CMA's are mainly focused on getting to know each other and having fun with the other committee members.

## Summary

- Successful cooperation
- Trustworthy, open and welcoming
- Professional and clear communication
- Insightful projects in Off-Screen Live
- Invested and creative Reporter Committee members
- Yearbook important project throughout year

## 3.2 Vice President

*Jana Franck*

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The position of Vice President of the Board of Off-Screen during the academic year of 2019/2020 will be fulfilled by Jana Franck. As such, 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.

### Vision

Jana's vision is very much connected to the Board's general vision as stated above. As the Vice President being a key figure in communicating with Off-Screen's members, Jana wants to focus on making everyone feel welcomed and included. She aims at finding a balance between making Off-Screen more personal by trying to get a feel of what the members want and listening to individual opinions, while at the same time being inclusive in a sense of not always putting the same Off-Screener's in the spotlight. This goes hand in hand with making international students feel welcome by actively talking to them about their feelings towards and what they are wishing for within Off-Screen. Jana will aim at embodying an approachable person that everyone trusts and feels they can come up to anytime, be it at for instance borrels or via online platforms.

As the Vice President being responsible for Off-Screen's online presence, Jana wants to maintain a balance between being innovative and keeping certain traditions, as she feels it can be helpful to look back. This is addressed further in her plans for the different platforms and the Promotion Committee in the following.

Aiming at professionalism, Jana wants to always represent Off-Screen in a professional way in her work as Vice President. This includes being professional in communicating with not only the members, in a sense as explained before, but also external parties, by working efficiently and achieving a functioning structure throughout the whole year. The aim is to remain consistent throughout the year in regards to all points mentioned, in line with professionalism.

The combination between a more personal interaction with members and the core word professionalism means for instance to attend to everyone, answer every message and address everyone by first name, while not keeping them waiting and most importantly treating all members the same. Every platform will in this regard be used slightly differently, as stated in each respective paragraph in the following.

Lastly, Jana wants to mention that as the first international Vice President, she will try to further help with Off-Screen's transition to an international study association, with all communication being English and making sure that everyone is feeling welcomed. All of Off-Screen's online presence should be fully English and Jana has already started correcting various inconsistencies and for instance renamed Off-Screen's Google Account name from "Studievereniging" to "Study Association", as this name is what members see when they receive an email. At the same time, however, she will not let this affect any communication with Dutch parties and remain in Dutch contact (to the best of her abilities) when needed, as she is able to fully read and for the most part understand Dutch. She believes that the fact of two international students being on the Board can help make international members feel even more welcomed and included. Especially the Vice President as part of the daily board (President, Vice President and Treasurer) and responsible for communication affairs, emphasises this. It shows them that potentially not being able to speak Dutch will not hold them back from actively participating in Off-Screen, not just concerning events but also joining a committee and potentially applying for a Board function in the future.

#### *Email Account*

As Vice President, Jana will manage Off-Screen's email account and be responsible for sending out emails to all members, including invitations and information concerning GMA's, CMA's and for instance reminders for the collection of membership fees. She will also receive most emails sent from members or external organisations, answering them or serving as an intermediary between the sender and other Board members. All emails will be handled and answered in a professional and friendly way, with the aim of attending to every email as fast as possible, at the latest after two working days. The language used for not only businesses but also members will be professional. The email account and inbox will at all times remain structured in a way of being able to have an overview and find everything quickly. As there have been problems with some Off-Screen mails ending up in members' spam folders, Jana will continue investigating this and together with the Treasurer look into the option of maybe using Conscribo, an administration system for Boards (mentioned later on) as a solution.

#### *Membership Files*

Together with the Treasurer, the Vice President will handle the membership file and all respective subscriptions and cancellations of subscriptions. Jana will keep the Excel

membership file up to date, which is especially important in the first few weeks of the new year, and all members will be notified with a processed subscription or cancellation of such. In line with this, Jana will update the mailing lists with every change, so that no members will either miss one or receive an email when already having unsubscribed. The Treasurer will then make sure that all members pay the annual membership fee and no one pays after having unsubscribed.

### *Year Agenda*

The Vice President is responsible for Off-Screen's year agenda, respective shadow agenda and Board calendar. Jana will make sure of the calendar remaining up to date, with all changes immediately being adjusted in the respective (online) calendars and the other Board members and Off-Screen's members, if needed, being notified. As this position gives her an extensive overview, together with the President she will make sure of all events working out time- and promotion-wise, in this way assisting and motivating the other Board members.

### *Minutes and Annual Report*

As Vice President, Jana will write minutes during all Board meetings and General Member Assemblies, the latter ones being sent to all members and the UvA. Lastly, at the end of the academic year she will be responsible for creating the annual report.

### *Off-Screen's online representation*

As Vice President, Jana will be responsible for Off-Screen's online representation on various platforms. She wants each platform to benefit the association individually by using all relevant functions provided and statistics given. It should be clear to the members where to find what kind of information, which is why an organised structure from the beginning of the year onwards is important. Generally, Jana's vision is to represent Off-Screen online in a professional manner, while at the same time proactively trying to find out what the members want to be given, of course varying according to platform. An important factor to her is that all information given is fully English and contains no spelling or grammar mistakes.

### *Facebook*

Facebook will, in line with previous years, be the main platform for all events, due to the platform's options given and the fact that almost every member has a Facebook profile. Although popularity has been unsteady over the past few years, Jana believes Facebook to

remain the best platform for Off-Screen events reaching its members, as that seems to be the most important purpose for Facebook users anyway and it will be easy for Jana to connect with new members at the start of the year. However, Jana should keep an eye on Facebook's popularity and talk to as many first years as she can to try and find out what platforms they use. In case of a huge amount of members not using Facebook anymore, Jana will together with the Board try and think of other ways to effectively reach them, for instance using Instagram to guide them to the website and have more event information on the latter. Instagram and Facebook are already linked to the first page of the website but should then be made more prominent. Another idea could be to use the Reporter Committee's monthly newsletter to inform members. Next to keeping an eye on the statistics, she will continuously try and get a feel for what the members think and if they potentially feel spammed or on the other hand, not informed enough.

As to the page's overall look and feel, Jana has already corrected various English language mistakes and changed the name from "Study association Off-Screen" to "Study Association Off-Screen". The interaction with members using the Off-Screen account will be professional "in the public eye" but in the inbox with personal messages be handled more colloquially. Design-wise, she wants to change the page's header as soon as possible as she feels it does not fit the page. As to event headers, the plan is to stick to some traditions such as the weekly Borrel headers having the same design, except for themed Borrels, but she wants to add the Borrel's number, for example "Borrel #1". This is a new idea that came to her mind when thinking about the amount of Borrels that especially active Off-Screeners attend, a number that is in her opinion nice and almost emotional to look back on at the end of the year and useful when looking for a photo album of a certain borrel on Facebook. When it comes to other events and trips, Jana always wants to ask the responsible Board member(s) if they wish for anything to be mentioned on the header, or if they maybe even want to design it themselves or with their Committee, and in the description, as she feels it to be important that their vision is represented. At the same time, however, she will have the last say in this and make sure that certain guide- and deadlines are being held. She wants those headers to be designed creatively and not necessarily all in one style, as this seems more important for recurring events such as Borrels or Study Sessions. Lastly, every header will contain the Off-Screen logo.

### *Instagram*

As to Instagram, Jana believes the platform to be a very important one for reaching members. Similar to Facebook, almost every student has an Instagram account and uses

this on a daily basis, especially media students. Members send a lot of messages via Instagram Direct, which Jana always wants to attend to as quickly as possible. She believes that Instagram allows the communication language to be more colloquial than via email and even Facebook. Next to posts, Instagram offers many functions useful to get information to Off-Screen's members and promote events, especially with stories. While posts will mainly concern things such as posters for events and trips or merchandise, stories will give the members an insight into Off-Screen's activities with scenes from not only The Hok, Off-Screen's office, but all events and trips. Various functions such as countdowns or surveys deliver opportunities to further include members and get a feel for what they want, thus corresponding with Jana's general vision. Stories are not only a great way to promote but also to direct viewers' attention to for instance new content on the website. In line with this, Jana wants to work in collaboration with Sophie and the Reporter Committee's work on the newsletter and highlight ideas such as "Humans Off-Screen" on Instagram. Design-wise, she will aim at consistency throughout the year, for instance following last year's example of all posters on the left hand side. However, she believes it to not be too necessary for all posts to be carefully structured but rather has already redesigned the Instagram overall look regarding the prominent highlights at the top of the page by adding headers, giving the profile a more clean look. Lastly, Jana will continue using Linktree in the Instagram bio, however, at the same time not give up on trying to get the Off-Screen account verified, as this would carry numerous benefits.

### *Snapchat*

Following last year's decision and overall decline in popularity, Jana will not be using Snapchat this academic year. Instagram now offers all functions and for instance group stories on trips, which were still used two years ago, have now seemingly been replaced by Whatsapp groups.

### *LinkedIn*

As to LinkedIn, Jana will make it her personal mission to build up Off-Screen's presence on the platform. She thinks that nowadays everyone should have LinkedIn, as it is a networking platform useful for making connections with other people and businesses all over the world, with many job opportunities and like-minded people. Students can follow the Off-Screen page, share posts and even list themselves as employees, which is helpful for their online presence and Curriculum Vitae. Jana's plan is to start with an introductory post, potentially a re-cut version of this year's Board video, and then build on that with regular postings.

Needed in this regard is either an explanatory post on Facebook or Instagram, guiding members towards the platform, as most are not aware of Off-Screen's LinkedIn page.

Important to note is that on this kind of platform, all activities, postings and interactions should be strictly professional, with a focus on the media- and educational side of Off-Screen, thus very much connected to the Board's keyword professionalism. In the long run, Jana believes that LinkedIn could turn out to be very beneficial for the association's connections to businesses and overall online presence.

### *Vimeo*

In line with previous years, Vimeo will remain the platform for all promotional content in the form of videos. This, however, will not be exclusive as Facebook and Instagram also offer the option of posting videos. Consequently, Vimeo will serve more of an archive function, with occasionally a link to a video being posted on another platform.

### *YouTube*

As stated above, YouTube will be the President's and Reporter Committee's responsibility.

### *Website*

As mentioned above, the website will be handled by the President this year, with the Vice President as a second hand. The collaboration between the two makes sense, as Jana will be the main contact for businesses collaborating with Off-Screen and communicating all conditions necessary for an entry on the website, with Sophie then having the end responsibility. Overall, Jana wants the website to always be up to date, fully English with no mistakes and most importantly convey a professional look. Small (needed) changes and corrections have already been made, however, they will as soon as possible take a day to redesign the entire website.

## Promotion Committee

As the Board's Vice President 2019/2020, Jana will next to the above listed tasks also be the head of Off-Screen's Promotion Committee 2019/2020.

To start off with, Jana plans to form her committee with six (excluding herself) people, as the Promotion Committee is busy throughout the entire year with a lot of different tasks, not only requiring time but also various kinds of skills. Following this, she wants to focus on the level of motivation and what each member can bring to the team during the committee interviews. It will be helpful to have people with some design and editing experience but

ultimately not necessary. One idea that Jana has, is to at the very start of the year organise a “Throwback Night” with her new committee, looking over promotional content of the last years in order to get inspired as well as form a critical opinion. Over the course of the year, the committee should aim at learning new skills and develop their creativity, which is something that Jana will focus on and potentially strengthen by organising skills workshops.

Now, the handling of the promotional material will be very much in line with the Board’s general vision and keywords: inclusion, balance and professionalism. First off, Jana wants every member to feel included, meaning that when it comes to promotional material, it can’t always be the same faces in the spotlight. Especially Instagram stories’ functions such as surveys and ratings will deliver the opportunity of directly communicating with more members and thus include them in creating promotional material.

Secondly, Jana plans on re-evaluating every event’s ‘needed’ promotion, meaning for instance that in some cases not a complex new video has to be shot but an existing aftermovie can be worked with. She wants to find a balance between longer elaborate videos and smaller promotional content, for instance in the form of multiple smaller teasers.

Thirdly, the handling of such should always be professional, with deadlines according to the shadow agenda and separate promotional calendar being held. All promotional content will contain the Off-Screen logo.

Most importantly, it will be Jana’s absolute priority that her committee members are free to express their creativity, with new ideas always being welcomed. The working environment should be one open towards everything, with every member feeling comfortable to bring forth their thoughts. Jana wants to encourage ideas for new projects, if doable time- and budget wise of course, being inspired by the “Nude Calendar” two years ago. In line with the previous point, the aim is to not only form a well-working and creative group of people but also over time create a bond between the committee members. Next to the committee, the other Board members should of course also have a say concerning promotional content, as a lot of events will be based on their vision, which thus should be visible in their promotion. Lastly, Jana will together with the Treasurer keep an eye on the budget for promotion and try to produce content as cheap as possible, meaning for instance the borrowing of equipment. The budget available, she plans on investing in promoting posts on Facebook and Instagram and maybe look into buying equipment usable not only this year but in the coming years.

## Summary

- Handling of VP tasks in line with the Board's vision
- Maintaining a clear organisational structure, varying according to task and platform
- Facebook and Instagram as most used platforms, building up an Off-Screen LinkedIn presence
- Promotional material in line with the Board's vision, Promotion Committee being encouraged to forthbring new ideas

### 3.3 Treasurer

*Faas Wijn*

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The position of Treasurer of the Board of Off-Screen during the academic year of 2019/2020 will be fulfilled by Faas Wijn. Faas wrote a budget at the start of this academic year and will keep track of all of Off-Screen's incomes and expenses, while trying to generate as much income as possible through book sales, subsidies and possible partners of Off-Screen. Not only will Faas make sure that Off-Screen remains in a financially stable position as it was the previous years, but he will also assist the other Board members in giving them advice on how to spend the budgeted amount for their events in the best way possible. Finally, he will be the Head of the Acquisition Committee, with which he'll work on maintaining the professional image Off-Screen sends out to its members and other organisations.

#### Vision

Just as in the previous academic years, Off-Screen is still a growing association. In the upcoming academic year, Off-Screen is expecting an increased amount of new members due to the fact that there's a new English track for media studies at the UvA, Media and Culture (EN). Off-Screen's expected income not only consists of membership fees, but also grants by the Faculty of Humanities and ALPHA, book sales via Off-Screen's partner StudyStore, deals made by the Acquisition Committee and lastly the reservations of the previous year. Even though there will be an increase in new members, Faas doesn't want to be too optimistic regarding the income-side of the budget. In this way, potential disappointments will be prevented if the realised income won't be exactly what was estimated beforehand. Faas doesn't believe that by putting more money into events, these will automatically be better or more successful events. This is why this year's budget doesn't differ too much from last year's budget. Due to the fact that the realised reservations of last year were lower than expected, the added amount to Off-Screen's equity was lower than estimated beforehand. Faas is planning to keep up the trend of adding an amount of around €750,- to Off-Screen's equity at the end of the academic year 2019/2020. In this way, with the lustrum getting closer, the following Board will be able to start with a comfortable budget. The lustrum is an anniversary that's held every five years. In two years, Off-Screen will celebrate it's 25th birthday. Regarding the accounting aspect of being this year's Treasurer, Faas will work with the accounting program as was done in the previous academic year. By investing in Conscribo, Off-Screen's income and expenses will not only be documented in a

way that is much easier and faster, but also in a way that's clearer and more professional. Also, by using Conscribo, the chances of making mistakes in accounting are minimised.

Faas' vision regarding this academic year's core words is related to the way he will be organising events with the Acquisition Committee, but also to the way he sees his position as Treasurer. Through slight changes in this year's events of the Acquisition Committee, Faas wants to include more of Off-Screen's members. An example is the Family Borrel, where members are also allowed to take friends instead of just family. In this way, international students won't be excluded for an event like this.

Faas wants to find a balance in organising events which are study related, but also in events that are considered more easy going. Also, regarding the position of Treasurer, Faas will find a balance in taking risks and being cautious in order to make sure that Off-Screen's members will get as much out of their membership as possible.

The last core word, professionalism, is related to the way Faas wants Off-Screen's image to be promoted to its members and other organisations. By sending out a more professional image, the notion of Off-Screen being a study association will be clearer to its members and other organisations. After all, Off-Screen isn't just a place for members to get together each other on a social level, but it is also a place to improve your skills on a professional level. Also, organisations could be more eager to work with Off-Screen if it is promoted as a professional association. This professional image of Off-Screen will come back in some of the events the Acquisition Committee will organise. For example the Charity Gala, the Study Career Event and Thesis Pitch. In light of his position as Treasurer, Faas hopes that by being more professional, communication and connections between Off-Screen and other organisations will be strengthened.

## Acquisition Committee

Just as the previous academic years, the Acquisition Committee will work to keep in touch with current (discount) partners, while looking at ways to find new organisations and (discount) partners to collaborate with in order to elevate this year's events. As Faas was in a committee that worked closely together last year, he feels it to be important that the Acquisition Committee does so as well in the upcoming year. This is why the Acquisition Committee is going to consist of four members. Preferably, Faas wants the committee to consist of first year students and older years, but he feels that it is important that there will be Dutch and international students in the committee as well. By keeping the number of committee members at four, every member of the Acquisition Committee will have more responsibilities, thus it will be necessary to have regular meetings. Not only for keeping each

other updated about ongoing collaborations, but also for the planning and organising of events the Acquisition Committee will organise. As last year's Charity Gala was such a big success, Faas is really keen on it being organised again. However, Faas decided to keep it a 'Charity Event', due to the fact that he wants to give his committee enough space to create a (new) event that is going to be as successful as that of last year. Not only will the Acquisition Committee focus on the Charity Event, but it is going to try to make the Thesis Pitch a successful event again. Faas feels like the professional image that Off-Screen puts out to its members and other organisations is really important for Off-Screen's future financial growth and growth in members. That's why, together with the Acquisition Committee, Faas will work on making vacancies, internships and partner discounts available easier and more known to Off-Screen's members by promoting it more on the website and Off-Screen's social media platforms. The Acquisition Committee will expand on last year's efforts of what Off-Screen has to offer to different organisations. In this way, Faas hopes it will be more interesting for organisations to collaborate with Off-Screen.

## Off-Screen Partners

### *Faculty of Humanities & ALPHA*

Just as in the previous years, the Faculty of Humanities and ALPHA will grant subsidies to Off-Screen. For getting the subsidies from the Faculty of Humanities, Faas will be in contact with Michael Stevenson.

ALPHA is an umbrella organisation linked to the Faculty of Humanities which grants subsidies to study associations, while encouraging study associations to work together on events. Together with Sophie, Faas will go to ALPHA's scheduled meetings. Also, Faas will be in charge of asking subsidies from ALPHA. Due to the increase of sign-ups for media studies courses, Faas hopes to get more money from ALPHA. Also, Faas hopes that by collaborating with other study associations, Off-Screen will get money from ALPHA's 'Grote Projecten Pot' (GPP). The GPP is a reserve of ALPHA that encourages multiple study associations to work together on activities and events.

### *Studystore*

Just like the previous years, Off-Screen will work together with the UvA and Studystore to provide first year students with the needed books. Faas was in contact with other bookshops to discuss possible deals, but eventually will work with Studystore again because of the fact that there is still an ongoing contract for the academic year 2019/2020. However, as the communication between Studystore, the UvA and Off-Screen didn't go as smoothly as

planned, Faas is eager to keep in contact better than before and is stressing the fact that Off-Screen wants to prevent the problems it had with book sales in the previous years.

### *Discount Partners*

Together with the Acquisition Committee, Faas wants to get in contact with new discount partners and sponsorships while sustaining the contacts Off-Screen had in the previous years. The Acquisition Committee will work closely together in order to improve their networking skills and to make Off-Screen's events a little bit better by collaborating with other organisations and discount partners.

## Acquisition Committee Events

### *Thesis Pitch*

The Thesis Pitch is an event where students can pitch their theses to a jury of experts and a group of students. It is not only possible to pitch your thesis when you're already finished, but also if you're still writing it. The event is not only a great way to show your presentation skills, but also to get different opinions on how to improve your thesis. Last year, this event was cancelled due to the fact that there weren't enough participants. This year, by having more contact earlier on in the year with thesis supervisors, Faas feels confident that the Thesis Pitch will gather enough interest to make it a great event where students can present themselves in a professional way. The event won't be held in Utrecht in collaboration with AKT as it was two years ago, but in Amsterdam.

### *Charity Event*

Last year's Charity Gala was a great success organised by the Acquisition Committee. An amount of €700,- was raised. This year, Faas wants to organise the Charity Gala again, because it makes a great impression on Off-Screen's members and the organisations Off-Screen works with. It is an event that shows a great deal of professionalism and is a good example of what Off-Screen stands for. Even though Faas likes the idea of a Gala, he will leave it up to his committee to come up with ideas for the Charity Event. The probability of it changing into a whole new event is small, but Faas wants to give his committee enough space to think about this.

### *Family Borrel*

The Family Borrel is an event where you can show your relatives what you have been doing this academic year at Off-Screen and the UvA itself. It'll consist of an evening filled

programme, giving an insight into your student life. As this year's Board wants to focus on the internationalisation of Off-Screen, the Family Borrel will be announced earlier than last year to give international students an opportunity to get their relatives to Amsterdam. If somehow it is not possible to get your relatives to come to the event, friends from Amsterdam you consider family are also welcome to this year's Family Borrel.

### *Study Career Event*

Even though the Study Career Event is a great way to inform students about their education and the job market after their studies, Faas feels like the event should be organised in a way that shows a great deal of professionalism. Sadly enough, for the previous years the plans of the UvA didn't coincide with the ideas Off-Screen had for the Study Career Event. Seeing that the Study Career Event of the previous years wasn't getting a lot of attention of students due to the fact that the collaboration with the UvA and Off-Screen wasn't successful, Faas for now decided not to organise the Study Career Event. However, if the ideas of the UvA will coincide with those of Off-Screen, there is a possibility that it will be organised.

### Summary

- Budget
- Off-Screen's finances
- Acquisition Committee
- Faculty of Humanities & ALPHA
- Discount partners
- Thesis Pitch, Charity Event, Family Borrel, Study Career Event

### 3.4 Head of Media- and Educational Activities

*Ana Lacatus*

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The position of Head of Media- and Educational Activities (MEAC) of the Board of Off-Screen during the academic year of 2019/2020 will be fulfilled by Ana Lacatus. She will be responsible for organising events within Off-Screen which will expand the Media Studies beyond the academic frameworks.

#### Vision

Ana sees Off-Screen as a new family that will accept anyone that would like to join, encouraging them to be themselves. She can see that Off-Screen has become much more inclusive with international students and she wants to keep making events that include everyone. As an international student Ana strongly believes in inclusion and in organising events in which everyone is welcome to participate in. She also wants to focus on a balance between new events and the traditional Off-Screen events such as the Berlinale. Ana believes in challenging Off-Screeners in self-development and hands-on practices when it comes to media-related events.

Her biggest goals are to create media- and educational events that will improve the members knowledge and to have a tight and balanced relationship with the UvA. Ana will blend education with entertainment in order to create events that are appealing to the members. She will focus on creating events that further the Off-Screener's skill set in topics like film, television and new media. Ana will accomplish her goals by presenting events around the year continuously. The events will be organised and promoted appealingly in order to attract interest in academic and educational events. Ana wants to see MEAC as an interactive extension of the media studies.

She wants to collaborate as much as possible with the UvA and get their trust in support of other Off-Screen events that are not related to this committee. She believes that this relationship can be important for both parties. She will repeat events such as the Photography Hike and the Study Sessions in order to have continuity. This way she can keep members interested and active in MEAC events. Ana wants to collaborate with the Acquisition Committee in order to present Off-Screeners to possible career paths in the media area, as she thinks that students would be very interested in that. She will organise events in all the fields in order to present something for each track of the study. For Ana it is very important to make international and Dutch students blend together and wants to organise all the events in English in order to avoid excluding anyone. She wants to make

Off-Screen and MEAC a space where everyone is welcomed to participate. Ana's mission is to organise events in parallel and around the courses provided by the University. She will make sure to put the Study Sessions before the exams with enough time for studying after and not to organise events during the exam period. Events will spotlight media-related topics in entertaining, interactive and relaxed ways.

## Media- and Educational Activities Committee

Ana wants to build trust and give her committee freedom to be creative while organising the events, however she will always guide the members in the right direction in order to achieve Off-Screen's and MEAC's visions and goals. She would like to have five committee members and she would want to divide the work equally, so they will not lose their motivation, in order to encourage them both as a team and as individuals. For each event the tasks are going to be different so that all the committee members can experience different aspects of organising an event. Each committee member will have the opportunity and responsibility to be a project manager in one of the events. Ana is looking for people that share her passion for media, her creativity and would love to have people who manage to blend 'on-the-spot thinking' with organised planning.

## Activities

### *Surviving Media Studies 101*

The event will be organised for the first year Dutch and international students. This event's goal is to give the first year students a new understanding and introduction to the study. Here they can listen and talk to older students as well as some of the lecturers. This way, the event will give new students the possibility to receive information about the course from lecturers as well as older students that can present little 'hacks' and secrets for taking this course.

### *Movies by Night*

This event is an Off-Screen movie night, where a main theme is chosen by the MEAC committee and two movies are shown in that category. This event blends cinematography and entertainment and has had success in the past years. Ana believes that this event can be elevated by making it more interactive with games and quizzes about the movies presented. The event is very fitting as one of the first events organised by the committee since it is entertaining and leaves room for creativity.

### *Study Sessions*

The Study Sessions will be organised throughout the year. There will be three study sessions throughout the year to help first and second year students. The sessions will be organised and structured based on the needs of the students. Furthermore, the sessions will be open to all students but only Off-Screen members benefit from these for free. Non-Off-Screen members will have to pay for the sessions. There is also going to be a late cancellation fee for the students who sign out too late. Ana would like to organise Study Sessions for the following courses: Media Aesthetics, Media Culture in Transformation and Philosophy of the Humanities. If the MEAC notices that there are other studies that would need a Study Session one will be organised.

### *Photography Hike*

This event was introduced last year and Ana decided to keep it because of the positive feedback it received. It is a free event led by a photographer who teaches Off-Screen members how to take pictures. The photographer and the MEAC take the members on a walk where they can learn how to photograph various surroundings or people, depending on the themes chosen beforehand by the committee. All types of cameras are accepted and after the hike all the pictures can be uploaded in a special Facebook group dedicated for this.

### *Berlinale*

Berlinale film festival is a traditional event in Off-Screen, which has been organised for many years. The MEAC organises this trip every year because it is an Educational trip and it is an amazing opportunity to go to Berlin and watch all the incredible movies that are shown in the festival. Ana decided to visit Berlin and the festival again this year for a weekend with 40 Off-Screen members who will stay at a hostel in Berlin. Off-Screen will watch several movies during Berlinale, visit the city and partake in other media-related events organised by the committee. Lastly, Off-Screen will go to Berlin by bus. This event has been a big success in the past years and Ana is very enthusiastic to have this festival once again.

### *Publecture*

This event has the goal to present contemporary media themes in a more relaxed and entertaining way. It will bring together professionals that can talk about various themes and will take place in a pub or bar, where Off-Screen members can engage in conversations,

while having a snack or drinking a beverage. This event can be very beneficial and important for all the students studying Media

### *Off-Screen Film Festival*

The annual Off-Screen Film Festival was created to show the hard work and talent that Off-Screen members have, giving them the opportunity to showcase their films in front of an audience, judges and on a big screen in a cinema. The members are encouraged to send their short films and the winner(s) will receive the Golden Duck. Ana believes that this event will attract a lot of members and non-members alike. The event will be promoted early on in order for people to start filming their short movies. The MEAC will make sure that the promotion is clear and early enough for members willing to participate. Last year this event did not get the same recognition and enthusiasm as in prior years but Ana is willing to try and bring it to its former glory once again by opening the festival to more people and more media categories such as Music Videos, Tv show pilots or short videos

### *Off-Screen x IDFA*

One of the biggest projects that MEAC will organise this year is in close collaboration with other study associations, the UVA and an international film festival. This will help Off-screen make connections and will elevate MEAC events.

### *Open MEAC event*

This event will be orientated towards people that are passionate about Television. It will be both practical and informative. The goal of this event is to let the MEAC committee members choose a company or event in the field and organise a tour or a workshop with that company.

## Summary

- Inclusion of international students in every event
- Trust between the University and Off-Screen
- Events surrounding media studies
- Events that are interactive and entertaining
- Expanding the skill sets for Off-Screeners

## 3.5 Head of Social Activities

*Frédéric Nelissen*

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The position of Head of Social Activities (SAC) of the Board of Off-Screen during the academic year of 2019/2020 will be fulfilled by Frédéric Nelissen. Being the head of the SAC means that Frédéric will be responsible for organising all the borrels and all the parties together with his committee. Events that the SAC organises are meant for people to meet each other, to unwind from the university stress and of course have fun.

### Vision

Ever since Frédéric joined Off-Screen he feels like he has found himself a new home. A place where he can always come back to, a place filled with people who together form one big family. This is something that he hopes everyone feels when they join and get to know Off-Screen. Whether members show up at every event or just a few borrels once in a while, everyone is and should feel welcomed. This is a huge aspect in Frédéric's vision of Off-Screen. Off-Screen is filled with creative, innovative and just generally talented people. Frédéric hopes that everyone can find a place within this association where they can give rise to their talents and bring about the best of themselves.

This year will have some social activities that have already been done before. The reason why they will be done again is because the academic schedule is roughly the same every year. The amount of events and the format of these events really fit well into the academic year and are also in line with certain traditional holidays. Frédéric thinks that most of these events are generally really good and fun events. To avoid an exact copy of last year, Frédéric will scrap some events to make place for new and original ones. More about this is explained later in the 'Other Activities' section. Another way to prevent replicating and for Frédéric to have his own SAC year, is to come up with original themes for borrels and parties throughout the year. Themes that have not been done before, or that at least have not been done before in the last three years.

Frédéric will do his best to make the social activities represent the core words; inclusion, balance and professionalism. During the borrels and parties and other SAC events, Frédéric and his committee will do their best to make everyone feel welcome. By making an effort to talk to everyone and also by trying to include anyone who wants to join in on, for example, card games at the borrel or to play song requests where possible.

The SAC events will also represent balance. Off-Screen, as an association, has a lot of traditions. Traditions in the form of events that come back every year, in the form of

unwritten rules, lots of inside jokes, etc. Frédéric thinks that traditions are important to cherish, as they form a foundation, the essence of Off-Screen. At the same time, however, he believes that it is important to be critical of some traditions. In order for everyone to feel welcomed and at home within the association, it is important that there is a good balance between tradition and innovation, in the form of new events or themed borrels.

The last core word is professionalism, to party and to be professional is a weird combination. However, by organizing parties and borrels in a professional way is important. To obtain and to maintain professional contact with venues and other contacts, makes for clear and transparent agreements.

Another aim that Frédéric wants to accomplish this year is to collaborate more with other study associations, for example to plan a borrel with another association, or perhaps to work together and plan a party with one or two associations. Off-Screen has cooperated many times before with several study associations to plan an event and this is usually a big success. It is always good to strengthen a network, especially for an association and it is always nice to meet new people.

## Social Activities Committee

As for Frédéric's committee, he aims to have a balanced group. He will try to form a group of people who all have their own qualities, which works well in a committee. He wants to have five or, ideally, six people. Frédéric is looking for creative people, that will come up with fun ideas for events and themes for borrels for example, but can also be creative in finding venues for events. To think outside the box. Another quality is enthusiasm, it is important to be enthusiastic and to welcome everyone who comes to the SAC events. When the Board and the committee are enthusiastic, it is easier for members to feel welcome and to join in. To be able to plan well is also helpful. The SAC will have weekly meetings and the committee members as well as Frédéric himself should be prepared for those meetings. The last quality that Frédéric is looking for in his committee members is to be realistic. To think of lots of ideas is important, but to be realistic is also crucial. To be able to scrap ideas, because they would not work, or because it would be too expensive makes for easier or faster decision making. Frédéric also likes to have someone in the committee who knows about the party scene in Amsterdam, who is familiar with clubs and also knows about or directly knows DJs, as Off-Screen is always looking for new DJs to play at the parties.

## Activities

### *Borrels*

There is no direct translation for the Dutch word “borrel”. To have a borrel means to have a drink, usually in a group of some sort. Every Monday, a borrel is held from 21:00 to 01:00. Three years ago, the borrels were held in the Atrium, a university building. Sadly, this location closed their doors. The past two years, Off-Screen borrels have been held in the Theatercafé de Richel. This is becoming a new home to Off-Screen and this year the borrels will still be held at Theatercafé de Richel. The location lends itself to have a chat, play some games and it is also possible to decorate every time there is a themed borrel. The borrels have always been on the Monday at the same time and Frédéric sees no reason to change this. Frédéric and his committee will organise themed borrels about once a month, these borrels will still be held at de Richel. A themed borrel sometimes means that there are extra activities and that people get to dress up according to the theme.

There are some themes that will definitely be done again this year, these themes include; Halloween borrel, where everyone dresses up in a scary costume, well we all know Halloween; New Years borrel, this will be the first borrel after New Year’s Eve, where we all celebrate the new year together; Red cup borrel, where throughout the borrel there will be lots of drinking games that all involve red cups; Buddy borrel, during this borrel, everyone can bring their friends to the borrel to show them what the Off-Screen borrels are. There are also some theme borrels that will not make a comeback in this year. For example, the Sinterklaas borrel, Sinterklaas is a Dutch traditional holiday and Frédéric thought it would be a better idea to celebrate Christmas together. So the Sinterklaas borrel will this year be replaced by the Secret Santa borrel. Last year there were more themes for borrels, like the pirate borrel and the fairytale borrel, these themed borrels are different every year and Frédéric, together with his committee, will find new themes for the borrels this year.

Just like last year, Frédéric will also be working with the “Coaching System” which means that at every borrel, one member of the board and one member of the Social Activities Committee are paired for that borrel. These two people will make sure that there are no drinks outside (because this is not allowed), since this is the main issue at the borrels. Another thing that the ‘coaches’ will be responsible for is, since Off-Screen borrels are private events, to make sure that there are no strangers at the borrels.

### *Senior Borrel*

This is a borrel for all the old Off-Screeners to gather one last time before the new students are introduced, to catch up on all the holiday stories and to start off the year. This borrel will not be held at Theatercafé de Richel, because it will not be open for us by that time.

### *First Borrel*

The first borrel is also held at a different location because Theatercafé de Richel will not be open. This is the first borrel that is open for new Off-Screeners. The aim of this borrel is also to set the tone and to show what a borrel is like to first year Off-Screeners.

### *Parties*

#### *Meeting Off-Screen*

This is the first party, usually planned during the Intreeweek. Meeting Off-Screen is a free party for old Off-Screeners and new media students. It is meant to show new students what Off-Screen parties are about and for new members to sign up to the association. Last year this took place in Club NL. Meeting Off-Screen is essentially the first party to set the tone for the rest of the year's parties.

#### *First Party*

This party is the first party right after all the committees are formed. Last year this party was held in Club YOLO. Just like Meeting Off-Screen this party is there to set the tone for the whole year. When people go to these parties they will see what it is like. The aim is to make people enthusiastic for the whole year and what is to come. The first party is always a themed party and Frédéric will keep it that way. Off-Screen does a lot of dressing up for parties and borrels. This is why Frédéric thinks that it is important, not only for him, but for the Board and their committees to do their best and go all out with costumes for this party. This shows all the members that attend the first party that it is okay to show up in their costume and that no one should be embarrassed in any way.

### *Gala*

Every year, Off-Screen organises a gala. A gala is a party where everyone dresses up in fancy or formal clothing. Last year the gala was in Akhnaton. Frédéric loves galas and thinks that there should be one this year as well. It is nice to see members in another light. The budget for the gala is a little larger than for the first and third party. Frédéric will try to bring

the gala to another level this year, by thinking of potential extra activities around the gala, by putting more focus on decorations or to put the extra budget into a more suitable venue.

### *Third Party*

Last year, this party was organised by only the Social Activities Committee with as little help as possible by Amy, the head of the SAC last year. She chose to do this in order for her committee members to learn responsibility and to learn from the experience in general. Frédéric likes this idea and will follow this trend. Thus, this party will be organised by the SAC committee, with the head of the SAC mostly providing a supervising role. Frédéric wants to give his committee the opportunity to learn the responsibility it takes to organise a party by themselves. Of course he will make sure everything goes well, but this is a good experience for them.

### *Fourth Party*

FOCUS has been held the last two years. This party was a tradition years ago and was reintroduced two years ago by the head of Social Activities 2017/2018 and her committee, in collaboration with other study associations. This year it is not yet clear whether there will be another FOCUS or perhaps a different concept. Frédéric and also the rest of the Board would like to organize it again if this is possible. This is actually more like a festival with beach vibes. Since this is towards the end of the year, so in the summer, it is a really nice way to close off the year and to start the summer.

Frédéric, together with his Board, will aim to establish good contacts with other study associations as soon as possible. Having these contacts as early as possible would really benefit towards organising events like this one.

## Other Activities

### *Off-Screen's Got Talent*

The concept of this event is that everyone is free to sign up and show their talent. It does not have to be very impressive, it does not have to be an actual talent even. It is more about having fun and showing something that you want to share. It will be a talent show hosted by two enthusiastic hosts. There will not be a jury, as the winner will be voted on by the audience, Off-Screeners. This event is always a lot of fun and this way there is more opportunity to get to know each other even better, by sharing talents and by experiencing everything together.

### *Kingsnight Cruise*

Every year on the night before the birthday of the king of the Netherlands, there are a lot of parties throughout Amsterdam. On that night, Fred rents a boat and go for a cruise through the canals and have a drink. After the cruise, it is possible to go into the city to continue the party. With this event it is not possible to include everyone, because a boat does not have space for everyone. But everyone can sign up and then if more people sign up than the maximum capacity, then there will be a randomizer which determines who has a spot. The people who are not within this list will be put on a waiting list, so if someone signs out, the first person on the list will be able to join.

### *Winter Efteling*

For the past years Off-Screen has gone to the Efteling (biggest theme park in the Netherlands) in the winter, when the park is not as crowded and also when it is financially viable to organise such a daytrip. However, this year, this event will not be organised again. There are two main reasons why this decision is made.

The first reason being that the Efteling is a theme park that has a lot of fairy tales and stories that give this park its flare, but these stories are practically all in Dutch. Because most people that joined Off-Screen the past years do not speak Dutch and in the light of inclusion, the Board thought that this event did not fit this Off-Screen year.

Another reason why this event will not be organised again is because Frédéric wants to organise new events this year and that means that some events will have to make place for new ones. So the Winter Efteling will not be done this year.

### *Silent Disco Boat*

This is a new event that Frédéric wants to organise this year. He thinks that a combination between a boat ride, silent disco and drinks will work really well and would be a lot of fun. This event will be organised in November, so it will technically replace the Winter Efteling. However, it is a completely different event. It will be a boat ride through the canals of Amsterdam while everyone is enjoying music (through headphones) and at the same time indulging in some drinks.

### *True Off-Screener*

This original event was organised by the head of the Social Activities Committee 2018/2019 and her committee. It was based on the TV series 'New Girl' in which they played a game called 'True American'. This event will not be organised again. Instead, Frédéric and his

committee will organise a completely new event. Frédéric already has some ideas, but would like to brainstorm together with his committee.

## Summary

- Make Off-Screen a home for all members
- To cherish traditions, but be critical of them
- Work together with other associations to collaborate for events
- To combine old and new events this year

## 3.6 Head of Travels

*Teddy van Driest*

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The position of Head of Travels of the Board of Off-Screen during the academic year of 2019/2020 will be fulfilled by Teddy van Driest. She will also be the commissioner of her committee, the Study Travel Committee (STC), during this year. Together with them, she will organise five trips throughout the year.

### Vision

The most important part of the trips, according to Teddy, will be to bring people closer together. She wants them to be an extension of all the activities and borrels that happen in Amsterdam, where members can relax and step into a different world together.

The trips will also represent the three core words; inclusion, balance and professionalism. Meaning that every Board and STC member will do their best to make sure that everyone feels included during the trips and events. She wants to make sure that everyone feels comfortable and is able to be themselves. Meaning, for example, making sure that international students feel included, by emphasizing the importance of speaking English as much as possible during the trips to her committee and the Board. She also wants to stimulate her committee and her Board to hang out with different people during the trips. This will also be stimulated by making the room divisions prior to the trips. She also wants to make sure that she herself talks to everyone on the trip. By doing these things, she trusts people will feel very comfortable, not only with each other but with the committee and the Board as well.

The representation of the word balance will mean that she will strive to make the activities during the trips a combination of things that Off-Screen has done before, as well as trying to explore different and out-of-the box option to experience different kind of activities. She wants to do her very best in making the trips unique and hope that they will exceed expectations by exploring different countries, cities and activities. But she does not want to throw away traditions that have proven to be very important, valuable and successful during trips made before, like city tours, for example.

Lastly, Teddy wants to bring professionalism to Off-Screen's trips. This means that she wants to communicate as clearly as possible to the members about the trips, to ensure they are as informed as they can be before, during and after the trips. She also wants to work on impeccable communication between the STC itself, and the STC and the Board before and during the trips.

Teddy attaches great value to communication, which will be her focus point during the travels. She values communication because it brings people together, solves issues and broadens worlds. She wants to make communication come back through each aspect of her travels.

## Study Travel Committee

The Study Travel Committee will be the supporting factor during the planning of every trip this coming year, except for the Introduction Weekend. She would like for her committee to consist of five to six members, excluding Teddy. Teddy will look for individuals that have a passion for travel, but are also smart, creative and unique. She wants STC members to have infectious enthusiasm and optimism, but she also wants members that are calm, collected and realists. She hopes to find individuals that compliment each others strengths and weaknesses. But most of all, she wants to form a group that will love each other and be able to bond and get close throughout the year. A committee becomes your family, and Teddy wants to implement this idea with her members. To stimulate this, Teddy will organize regular get togethers with the entire committee, to make sure that they will become friends and not just colleagues.

## Activities

### Introduction Weekend

This weekend will be the first trip that Teddy will organize this year. It will be the only trip that she will have to organize all by herself; as the committees won't be formed yet. She will take the Board, the old Board, and 43 first years to a group accommodation to have a weekend that will be mostly about having fun with each other. Optionally, she can also bring the ApCo and the BoA along. If the trip is full with an added waiting list, Teddy has the possibility to bring a total of 60 people. During the weekend, the students will be participating in various games, as well as party and hang out, with the main goal to get to know each other and Off-Screen as well. The primary goal of this weekend is to introduce first years to each other and to the Board and old Board. This will help them experience the Off -Screen atmosphere and introduce them to the association. She feels this trip is very important and vital for turning first-years in to active members.

## Off-Screen's Weekend Away

The second trip of the year will be Off-Screen's Weekend Away. Teddy has decided to change the name of this trip from Off-Screen Abroad to Off-Screen's Weekend Away. This is because she feels like Abroad doesn't capture the feeling of the trip. It suggests a long, far away trip, which it is not, it is just a weekend city trip. She wanted this to be clear in the title and therefore she is changing it to Off-Screen's Weekend Away.

Due to a big loss last year because of a small sign-up, Teddy wants to only take 30 members on this trip. She wants to avoid the same problem that the STC had last year, and is willing to play it safe regarding the sign ups. However, she will do her very best to promote this trip as well as possible, so that a fun and versatile group of people will join the group. This trip will be a great opportunity for first years and older years to connect and Teddy is very excited about doing so during this trip. They will be encouraged to mix and communicate with each other during the events of the trip by dividing them into different groups. She will also make room-assignments, to encourage people to get to know each other even more.

An important goal for this trip for Teddy is to make the trip very attractive and exciting to join. This will mean pushing her limits and breaking the boundaries that are set for this trip. She will try her utmost to find an exciting, challenging and unique location. She hopes that everyone will come back with amazing new experiences and friends.

## Off-Screen On Piste

Last year, Off-Screen On Piste transferred into Snow Trip, on purpose or accidentally. However, Teddy wants to make sure to keep the name Off-Screen On Piste alive. This year's trip will be organized with Skifest again. Teddy was very happy and pleased with this organization and is very excited to work with them again. They have been incredibly informative and she has already chosen an amazing location that she thinks will be a perfect fit with Off-Screen. The location will be perfectly suitable for both beginners and advanced skiers and snowboarders. Furthermore, the location will connect the group with other people outside Off-Screen, which Teddy thinks is a unique experience for Off-Screen and very refreshing. She wants to organise this trip again this year as she feels it's a very fun trip for members to break the year, where they simple can relax and have fun. It is again also an amazing opportunity to get to know people. She will be able to bring 35 people on the trip, however, she has the opportunity to expand up to 45 people if there's enough sign-ups.

## Study Trip

Just like last year, Teddy wants to leave the Study Trip almost entirely up to her committee. She wants this trip to be the love child of every member of the committee combined. They will be let loose to create their own perfect study trip with 35 members of Off-Screen. However, she does want to uphold the four main point mentioned earlier; inclusion, balance, professionalism and communication. She wants to encourage her committee to think entirely out of the box as compared to previous years, and to explore things Off-Screen has never gone before. This is also the reason why the Study Trip is receiving more money from the Off-Screen budget this year. Together with the STC Teddy wants to elevate the trip to really stand out from the previous years. She also wants them to think of group cohesion, and let them try to come up with activities that will encourage this.

Furthermore, she wants the committee to think of ideas to bring the educational aspect of the study trip to the foreground. Even though social activities are very fun, the educational activities is why we go on these trips and Teddy wants to encourage her committee to think of creative ways to incorporate this into the whole trip.

Teddy really wants the STC to take charge during this trip. She wants it to be very clear that STC are the point of contact during the travels, for the members but also for the STC themselves. They need to be aware that their role as committee member comes first during the trips and will make decisions in regards to this knowledge. She also wants to encourage the STC to make everyone feel welcomed and included during this trip, by making sure they get to know everyone that joins the trip. They will also be extremely encouraged to speak English almost entirely.

To encourage members to know each other, Teddy will also be responsible for the room divisions, yet keeping everyone's preferences in mind. The same will go for city tour groups.

## Hitchhiking Weekend

The Hitchhiking Weekend will be the last of the trips for the STC. For this trip Teddy will also let the STC take the lead. She wants them to find their own location and interpret their vision for the rest of the weekend. She would love to come up, together with her committee, a new element that will make the Hitchhiking Weekend even more exciting.

To ensure every participant's safety, Teddy want every hitchhiking duo to be couples with a 'watcher.' The watcher will be someone of the Board or the STC that will check in on them every hour via WhatsApp. They will also have to send a picture of every car they get in to, as well as report the number plate back to their watcher. She will also have Board or STC

member following behind the hitchhikers with cars, so ensure that they will safely get picked up if they get stranded.

The Hitchhiking Weekend will be open to at least 50 people, depending on the accommodation. But she would love to take as many people as possible, so that everyone can enjoy the last trip of the year.

Teddy wants to keep this trip as she thinks it is a great way to end the year, and for member's to experience something extraordinary as hitchhiking in a safe environment by doing it through an event by Off-Screen.

## Summary

- Enforce this year's core-words into each trip, as well as 'communication'
- Encourage STC to be creative and incorporate educational aspects throughout the trips
- Push the boundaries to experience amazing and unique travels

# 4. Board Activities

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## 4.1 Board of Advice

For every Board, there is a Board of Advice (BoA). Their function is to help and support the Board throughout the year whenever it's needed. The Board of 2019/2020 has chosen a five-headed Board of Advice. The BoA consists of old Board members who have experience within Off-Screen and the struggles one might face during his or her time being a member of the Board. The Board of Advice is chosen out of applicants who applied by writing a motivational letter.

### *Board of Advice 2019/2020*

Noa Selles	Head of Media- and Educational Activities 2016/2017
Luke Dodge	Treasurer 2017/2018
Jonas van der Ziel	President 2018/2019
Berber Peters	Vice President 2018/2019
Amy Bansen	Head of Social Activities 2018/2019

## 4.2 Application Committee

The Application Committee (ApCo) is the committee in charge of selecting the new Board of Off-Screen. Applicants can apply with a motivational letter followed by interviews and a group assessment to fully analyse the skills of all applicants. The current Application Committee is in charge of choosing the next Application Committee but not the Board of 2020/2021, as this will be the task of the new Application Committee. The new Application Committee will be chosen on the second GMA of this year.

### *Application Committee 2018/2019*

Donna Kersten	Vice President 2016/2017
Michael Verdel	President 2017/2018
Josephine Hoendervangers	Head of Travels 2017/2018
Julia Wegman	Head of Travels 2018/2019

### 4.3 Board of Finance

The Board of Finance (BoF) is a committee consisting of two or three members who will supervise 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 be consisting of two discharged Treasurers.

#### *Board of Finance 2019/2020*

Luke Dodge	Treasurer 2017/2018
Koen Pelgrim	Treasurer 2018/2019

### 4.4 Merchandise

This academic year, the Acquisition Committee will again be in charge of Off-Screen's merchandise, working together with the Promotion Committee. Faas and Jana want to create a close collaboration between the two committees in order to achieve the best results using their respective strengths. Within this, the Acquisition Committee will be the starting point and is ultimately responsible for the end product in regards to quality and optimal timing, with the Promotion Committee focusing on the design. Communication will be key, with Faas and Jana organising collaborative meetings and facilitating a productive working environment. They are currently discussing the idea of an Off-Screen merchandise webshop and will start working on this soon. Lastly, Faas will make sure of all deadlines being held and payments going through, documented in a manner that's clear and professional.

### 4.5 The Hok

The Hok is the home base of Off-Screen. Every weekday, the Hok will be open for all members to hang out, visit or ask questions. There will always be a Board member present to ensure order. The Hok will serve as the official office of the Board. This years Board would like The Hok to remain a home as it has been for Off-Screen members during this year. However, the Board has decided to change the name from 't Hok' to 'The Hok'. Since Off-Screen is an international study association, the Board felt renaming it to 'The Hok' was more appropriate. It is an open place where new and old members will always be welcomed. The Hok will be open from 11.00-15.00 o'clock every weekday.

## 4.6 ALPHA and ASVA

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

## 4.7 Constitution Borrel

Like past years, Off-Screen will also host a Constitution Borrel (CoBo) for Boards from other associations, previous Boards from 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 will take place on the 2nd of October.

# 5. Services and Activities for Members

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## 5.1 General Member Assembly

The General Member Assemblies (GMA's) are the meetings in which members can speak their minds and give the Board tips and critiques, everything that might help to better the association. The GMA's are mandatory for all the committee members to ensure a high turnout. However, the Board wants to make sure it is known that the GMA's are meant for all of Off-Screen's members. Sophie, this years President, will host and prepare the event. This year, there will be five GMA's in total, four of the GMA's will focus on evaluation and one will be focused on the new Board of 2020/2021. The Board will send an email with the minutes and other necessary information to the members three weeks prior to each GMA.

### *Dates of the General Member Assemblies*

- GMA #1: 7th of October
- GMA #2: 9th of December
- GMA #3: 2nd of March
- GMA #4: 8th of June
- GMA #5: 15th of June

## 6. Calendar

<i>Month + Week</i>	<i>Date</i>	<i>Activity</i>
<i>August</i>		
34	22/08	Senior Borrel
35	27/08	Meeting Off-Screen
<i>September</i>		
36	02/09	Borrel #1 @external location
37	09/09	Borrel #2 @Richel
37	12/09	Surviving Media Studies 101
38	16/09	Borrel #3
39	23/04	Borrel #4
39	27/09-29/09	Introduction Weekend
40	30/09	Borrel #5: themed
<i>October</i>		
40	02/10	CoBo @De Ebeling
41	07/10	GMA #1 + Borrel #6
41	09/10	Party #1
42	14/10	Borrel #7
42	16/10	Study Session #1
42	17/10	Movie Night
44	28/10	Borrel #8: Halloween
<i>November</i>		
44	01/11	CMA #1
45	04/11	Borrel #9
45	08/11-10/11	Off-Screen's Weekend Away

46	11/11	Borrel #10
46	13/11	Silent Disco Boat
47	18/11	Borrel #11: themed
47	20/11 OR 21/11	Off-Screen x IDFA
48	25/11	Borrel #12
<i>December</i>		
49	02/12	Borrel #13: Secret Santa
49	05/12	Open MEAC event
50	09/12	GMA #2 + Borrel #14
50	11/12	Study Session #2 + Gala
<i>January</i>		
2	06/01	Borrel #15: New Year's
2-3	11/01-19/01	Off-Screen On Piste
4	20/01	Borrel #16: Red cup
5	27/01	Borrel #17
<i>February</i>		
6	03/02	Borrel #18: Study Trip Reveal
7	10/02	Borrel #19: Valentine's
8	17/02	Borrel #20
8	19/02	Off-Screen's Got Talent
9	24/02	Borrel #21: themed
9-10	27/02-02/03	Berlinale
<i>March</i>		
10	02/03	GMA #3 + Borrel #22
11	09/03	Borrel #23: Buddy
11	11/03	Charity Gala
12	16/03	Borrel #24

12	18/03	Study Session #3
12	19/03	Publecture
13	27/03	Open SAC event
14	30/03	Borrel #25
<i>April</i>		
14	01/04	Party #3
14-15	±03/04-11/04	Study Trip
16	16/04	Family Borrel
17	20/04	Borrel #26
17	23/04	Photography Hike
17	26/04	Kingsnight Cruise
18	29/04 tbd	Thesis Pitch
<i>May</i>		
19	04/05	Borrel #27: themed
20	11/05	Borrel #28
20	14/05	Off-Screen Film Festival
21	18/05	Borrel #29: Birthday
22	29/05	CMA #2
<i>June</i>		
23	01/06	Borrel #30
24	08/06	GMA #4.1 + Borrel #31: Pubquiz
24	12/06-14/06	Hitchhiking Weekend
25	15/06	GMA #4.2 + Borrel #32
25	17/06	Party #4
26	22/06	Partner Borrel
<i>July</i>		
27	29/06	Borrel #33: Yearbook

# 7. Budget

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There will be a separate file containing the financial overview of the coming year. This file, together with the Policy Plan, will be shared with all the members through an email sent three weeks prior to the first GMA.

# Epilogue

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The Board of 2019/2020 would like to thank you for reading their Policy Plan for the coming academic year of 2019/2020. The Board is looking forward to this year and hopes to share this excitement with the members. For any questions or suggestions, you can always contact them, as the Board would love to hear your input. The Board hopes to realise all the ideas, concepts and events written in this Policy Plan and to make this coming year a great success.

Kind regards,

*Sophie Dijkman*

President 2019/2020

# Contact

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# Attachments

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## **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 biannual budget realization.

### **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 realization 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 can not 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 committees 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 opened 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 useable 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 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 was voted upon in the GMA.

## **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 can not 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 effectual 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 organized 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:.....