

POLICY PLAN 2021/2022



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

The Board

President

Vice President

Treasurer

Head of Media and Academics Committee

Head of Social Activities

Head of Travels & Head of Lustrum Committee

Lara Godoff

Charlotte Hopmans

Riddhi Vyas

Scyler van der Wal Klein

Eva Joosten

Milena Gabrysiak



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1. Preface

The Board of 2021/2022 would like to start their Policy Plan by thanking all the past and current members of Study Association Off-Screen for giving them the opportunity to make the coming Off-Screen Lustrum year a great success. During the coming year, the Board is looking forward to showing current and new members what Off-Screen has to offer. The Board of 2021/2022 is excited to welcome new members and welcome back old members for an exciting year full of opportunities following the challenges that were created by the Covid-19 pandemic.

In their Policy Plan, the Board of 2021/2022 will extensively present their ideas and vision for the association itself, the committees and the upcoming events. Firstly, in the general vision, the three core words will be introduced and elaborated upon. Then, the vision will be described per position, which will be specified per event and responsibility. Together, this will give a clear overview and insight into what is going to happen within Off-Screen this coming year.

Lara Godoff
President 2021/2022

1.1 Current Situation

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 organized 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 organized 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 internationalization 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 internationalization 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. The number of international students is ever growing and this is why now there might possibly be an even larger majority of the students that will enlist for Off-Screen than ever before.

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 2018, 2019 and 2020. This holds a lot of weight 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 keep a close eye on the regulations due to Covid, but also try to return to normalcy. As it is the 25th Lustrum year, the Board wants to create events that are more inclusive with bigger venues or general interest in a variety of audiences. The Board is looking forward to seeing what this year will bring.

2. General Goals

The Board of 2021/2022 has extensively discussed their goals for the coming year. The Board has decided upon three core words that will clarify their goals and will be used as a foundation for Off-Screen in the coming year to realize their goals and plans. The core words that the Board has chosen are commemoration, renaissance and vision.

The Board's first core word is commemoration. Because this year is a Lustrum year, the Board thinks it is crucial to honor and remember the past of Off-Screen and everything that has been completed. The Board plans to commemorate the past with more promotion material that signifies Lustrum with a new logo, as well as by having one large event from each commissioner dedicated to Lustrum in order to celebrate the 25 years of the association. Off-Screen should be a place of connection. Especially this year, the Board thinks it is important to offer their members a home away from home and through commemoration, the Board feels that new members will see all that Off-Screen is and can be.

The second core word that describes the Board's vision for the coming year is renaissance. The definition of renaissance is a rebirth. Because of Covid-19, everything in the last year has been so different from what the association has done before. The Board sees this year as an opportunity to renew Off-Screen and allow for a fresh start. The Board wants to think out of the box this year, not only in their events, but in the fundamentals and core structure of Off-Screen. With this mindset, they believe they will recruit more members than the years past and increase attendance at events. Because of this, the core word renaissance encompasses all that the Board wants to achieve.

The last core word the Board decided upon is vision. For the Board, vision represents the future and looking ahead. The Board believes that they have a clear vision of what they want to accomplish this year and make sure it happens. This will also be achieved through discussing the future vision of Off-Screen with the Board of Advice and creating a plan for the next few years. This year will be quite a new year for Off-Screen with the return to in person events and the Board believes that with Lustrum this is the best year to improve and redesign the current state of the association.

3. Duty Per Function

3.1 President

Lara Godoff

The position of President of the Board of Off-Screen during the academic year of 2021/2022 will be fulfilled by Lara Godoff. Lara will be responsible for good, clear and efficient cooperation within the Board. Her role in the Board will be to monitor and support the other Board members, so they can fulfil their position to the best of their abilities. The external contact with the UvA officials will also be part of Lara's responsibility. In addition to that, Lara will be in charge of hosting the Committee Member Activities, General Member Assemblies, Constitution Borrel and Old Board's Borrel. The change for the format of General Member Assemblies will be explained further on in the Policy Plan. Finally, Lara will also be the Head of the Reporter Committee.

Goals

As President, Lara wants to focus on reshaping Off-Screen and bringing in new and active members. She will do this by changing the membership payment platform for first years, allocating more funds to events to create bigger and better events, posting more promotions not only online, but around campus, and collaborating on more events in collaboration with the university. She wants to both be a leader and have a supportive role within the Board as well, while also trusting her fellow board members to do their job. For every event, she plans to be approachable and welcoming to new students, but also to the Board, and be of any assistance when need be.

The University of Amsterdam this year already has asked for Off-Screens assistance on many events, and Lara would like to maintain open communication and positive relationship with the heads of the Media Department. Lara finds it important to be a representative for Off-Screen during events and in her communication with members. She wants to focus on being trustworthy and approachable to the members, but also by giving them more of a voice this year when it comes to how Off-Screen functions. Lara's vision for the upcoming year is in line with the three core words; commemoration, renaissance and vision. As for commemoration, Lara finds it crucial to think about the past of Off-Screen in order to bring back the carefree and fun that Off-Screen is by encouraging members to attend events and showing the new members videos and clips of what Off-Screen does, in order to have them stay active. Lara also wants to encourage the rest of the Board in everything they do to not lose that sense of tradition.

Secondly, for renaissance, Lara aims to reshape a few internal as well as external issues within Off-Screen. The issues that need to be adjusted are: the Board of Advice structure, Board application process, membership payments, inclusiveness at General Members Assemblies by creating Think Tanks. By doing this, she believes that there will be more active and excited members. She also believes that by adjusting the Reporter Committee to create more video and content based work, she will find her committee to be more interested in what they are doing to help make content that is not just promotional, but

open to what they want to do. Lara thinks that keeping in close contact with the university, but also other associations will better allow the Board to learn how they run certain events or administrative tasks. There is an opportunity to learn and grow from others.

Lastly, one of Lara's main goals for this year is to come up with a future plan along with the Board and the BoA and begin thinking about what the association wants for even the next Lustrum year. As this year is Lustrum, there is no better time to think about the future. For this year, Lara aims to have all events and meetings in person. She believes that open communication with the members and UvA officials will allow this to happen and run more smoothly this year.

Website

The website will be Lara's responsibility this year. She is incredibly pleased with how Nadia, the last President, reformatted and designed the website and Lara does not plan to change it. However, Lara has added a new payment form for becoming a member. This year, as Off-Screen switches banks to ABN AMRO, she will create a payment option for the membership to be instantly paid via bank transfer, after which it will continue with automatic payment for each year following. This change will hopefully relieve stress for Riddhi, the Treasurer of 2021/2022, in tracing down new members to complete the membership payment.

Throughout the year, the information on the website will also be updated with the help of Charlotte, the Vice President of 2021/2022. Charlotte will forward any internships, vacancies and new partners that come into the main Off-Screen inbox to Lara, so they can be added to the website as soon as possible. To make it easier for members to buy tickets for events, Lara wants to create an event page that is connected to iDEAL, so it will not be necessary anymore to send out payment requests.

Reporter Committee

Next to being Off-Screen's President of 2021/2022 and handling the tasks mentioned above, Lara will also be the Head of the Reporter Committee. Just like the previous years, the Reporter Committee will this year be responsible for photography of events and creating the yearbook. However, this year Lara has decided to not continue with the newsletter, but move it to a video platform to be posted on Youtube. Lara and her committee will be making monthly videos that are a bit more creative and feature different Off-Screen members. Because of this change, Lara will be looking for committee members who are passionate about production, film and creating creative content. She would also like to have at least one member who is talented in graphic design and good with Adobe platforms. She wants to work with five or six talented members, depending on the applicants' skills and motivation. Lara hopes to mimic YouTube accounts like Cut, BuzzFeed and more, to create more interesting and interactive content. Each month Lara and her committee will decide what video(s) they will produce, shoot and edit to make a well-rounded monthly episode. Because of this, Lara is requiring a larger production budget than the Reporter Committee before her. Lara will

continue to use the Off-Screen On-Screen Instagram account to post reels and the videos they make.

An example of a short within an episode could be: Chopped: Off-Screen Edition, where a few members compete in a cooking competition with other members as judges. She also plans to conduct performative, mockumentary type interviews at events where different Off-Screeners can be featured. Other ideas might be: Internationals react to Dutch music, Off-Screen Blind Dates, Fear Pong and many more ideas to come. Lara believes that this change will lead to more views on the content as well as more connection for her committee to other members within the association. Off-Screen's YouTube channel 'Study Association Off-Screen' will be where the content is uploaded.

As mentioned above, The Reporter Committee will be responsible for taking pictures during events. Lara wants to make sure that all Off-Screen members that partake in these events are included in the pictures. Usually, all pictures taken during events are posted on Off-Screen's Facebook page, this will be continued this year and they will also be uploaded to Off-Screen's App.

Yearbook

The yearbook is another project of the Reporter Committee. In the yearbook, pictures of all events that have happened throughout the entire year will be combined with content created especially for the yearbook. This year, Lara wants to start on the production of the yearbook layout earlier to relieve a bit of stress for her and her committee as she believes they will have a lot of work to do. She will also add a special Lustrum touch to the yearbook. Lara will overlook the whole process of creating the yearbook, as Editor in Chief, while her committee members will fulfil the roles of Deputy Editor, Art Director and Editors. Lara wants to start brainstorming about the yearbook at the start of the year, so all committee members are aware of what content should be gathered throughout the year and conceptualize the overall vision.

Activities

General Member Assemblies

See *Section 5*.

Committee Member Activities

Lara will organize two Committee Member Activities (CMAs) for all committee members of Off-Screen in the academic year of 2021/2022. These events are traditionally meant as a thank you towards the committee members of Off-Screen that put in effort into the association this year. All members of the Reporter, Promotion, Acquisition, Media and Academics Committee, Social Activities and Study Travel Committee are invited, as well as the members of the Board of Advice, Board of Finance, Lustrum Committee and the

Application Committee. The first CMA will mainly be focused on getting to know other committee members and having fun with each other, while the second CMA will be more of a reward for all the hard work during the year.

Old Board's Borrel

This year, Lara and the Board will host an Old Board's Borrel at a bar in Amsterdam for a nice catch up with familiar faces. This will be a nice way to wrap up the year while keeping older members up to date with what the Board has been doing.

Summary

- Maintaining a healthy and open working environment for the Board.
- Keeping motivation high, but being supportive at low moments.
- Attaining more members with high spirits and keeping them active.
- Changing the Reporter Committee's structure.
- Finding committee members who are talented with cameras and editing.

Charlotte Hopmans will take the position of Vice President of the Board of Off-Screen during the academic year of 2021/2022. She will be responsible for Off-Screen's internal administration and communication, as well as with external study associations and businesses. Furthermore, she will be in charge of the association's email account and various social media accounts. Moreover, she will also be the Head of the Promotion Committee.

Goals

For Charlotte, Off-Screen is a welcoming and safe space that allows people to connect. In her opinion, it includes many open-minded, outgoing, and ambitious members that share a similar love for media in one way or another, or simply like to have fun. That is why Charlotte will strive to be as inclusive as possible and make sure that new members can feel comfortable in a place that they will hopefully call a second home.

In line with the core word commemoration, Charlotte finds it important that the Lustrum aspect is integrated in various aspects of the association, both online through social media and offline. This is why she liked the idea of incorporating a festive Off-Screen Lustrum logo to kick off the year and remind its members of the festive year members are about to have. This Lustrum logo will be used for social media and promotional content.

Furthermore, the second core word renaissance is very important to Charlotte. Having had a tough year because of Covid-19, many physical events ended up being cancelled. Still unknowing of how the regulations will be in the next couple of months, Charlotte thinks it is vital to try to attract as many new members and Off-Screeners to events as a way to reconnect to each other, and not to forget, to celebrate the Lustrum year. Therefore, the concept of rebirth will motivate her to constantly find ways to be innovative and get many new members on Board.

In addition, the last core word vision is very much in line with Charlotte's ambitions for Off-Screen. As previously mentioned, Charlotte loves the association for its fun and creative members, and she thinks it is a good idea to remind its members that the people you are friends with, might just be the people you will be working with later too. That is why Charlotte believes that Off-Screen does not only have to be a place of fun and warmth, but it can similarly be a place to collaborate on various media projects where students are reminded of the importance of networking. For instance BuzzHouse is an UvA initiative that allows media students to come together to collaborate on projects. Hopefully, Off-Screen and BuzzHouse can work together this upcoming year to allow students to network, collaborate, and learn more about production.

Still being in the midst of a pandemic, Charlotte strives to be adaptable and swift in last minute changes and to make sure that everyone is informed as soon as possible if changes occur. Moreover, Charlotte finds good collaboration important and will thus strive for clear and constructive communication and teamwork. Charlotte finds it important to have good relationships with other associations and businesses, and will therefore also strive to reinforce collaborations through good external communication and also by trying to motivate other

commissioners to collaborate on events. Moreover, she will maintain a professional, yet inviting communication style with both Off-Screen's members and external parties. Charlotte will also do as much communication as possible in English to maintain an international attitude and to remain inclusive, however, she will respond in Dutch if the contacted people only consist of Dutch people.

Email Account

As Vice President, Charlotte will be responsible for Off-Screen's email account. She will respond to and send out emails, make sure the inbox is organized, and forward important emails to Board members or to the people it may concern. When it comes to internal communication, Charlotte will send out reminders, invitations, general information when becoming a new member, and information concerning General Member Assemblies.

When it comes to external communication, Charlotte will respond to every email (unless unnecessary) or be the intermediary person and forward the mail to the person it may concern. Charlotte aims to respond to mail within two working days so that she has enough time to find the right information. She will remain professional and polite, whatever the situation may be. Furthermore, due to the pertaining issue of Off-Screen mails landing in spam, Charlotte will continue to remind members to add Off-Screen as a contact so that Off-Screen mails do not end up as spam. Charlotte will also see if there is another way of preventing this. Moreover, Charlotte will also research if there is a possibility to send out all emails from one mail account as there are still issues with sending more than 500 emails from one account.

Membership Files

Charlotte will manage the membership file, the corresponding subscriptions and the cancellation of subscriptions files. She will keep the files up to date and make sure that all the information is filled in correctly. As the membership will be a 'webshop item' this year, the subscription mail PDF file will be included when new members buy it, instead of Charlotte having to send it manually. However, Charlotte will send out a confirmation email as soon as new members cancel their registration, wishfully the same day. Charlotte will also make sure the mailing list is up-to-date. Thus, no one will receive an email (except for the confirmation of the cancellation of subscription) after he or she has unsubscribed and everyone that just became a member will always receive the correct information.

Agenda

Charlotte will be responsible for Off-Screen's year agenda. This contains an overview of every event that Off-Screen plans to have during the academic year of 2021/2022. Furthermore, Charlotte is also responsible for the shadow agenda. The shadow agenda forms the basis for publishing, posting and promoting all of Off-Screen's events.

Charlotte will make sure to keep these agendas up to date and that everyone (Board and Off-Screen members) are notified on time and as soon as possible if there are any slight changes. When it comes to promotional content, the same applies, as she will make sure there is enough time to make promotional content before an event goes out. Overall, being responsible for these agendas will give Charlotte a comprehensive overview of everything that is going on and what needs to be done. Together with Lara, Charlotte will remind other Board members of their deadlines, events, and tasks.

Minutes and Annual Report

As the Vice President, Charlotte will be responsible for taking minutes during all Board meetings and the General Member Assemblies. The minutes of the Board meetings are available in the Google Drive folder for all the other Board members to see. The General Member Assembly minutes are sent out to all Off-Screen members, the UvA, ASVA and ALPHA. Next to that, at the end of the academic year, Charlotte will be responsible for creating the Annual Report. The Annual Report is an overview of everything that happened within Off-Screen during that year. This will be created in cooperation with the other Board members, but put together by Charlotte.

Off-Screen's Online Representation

Charlotte will be responsible for Off-Screen's multiple social media platforms. Social media is essential for publicity, advertisement, and reach, so she finds it important to make sure that Off-Screen remains active on multiple platforms. Similarly to her predecessor Kaja, Charlotte does not want to overwhelm the members with content and will balance posts in such a way that do not feel chaotic in order for each post to remain memorable. Charlotte also thinks it is important to have a clear structure regarding which way each platform is being used so that members are instinctively guided to know on what platform to find certain information. Moreover, for the fifth Lustrum year, Charlotte wants to make sure that members are aware that it is a Lustrum year and will incorporate that into its social media representation, such as, for example, integrating the festive Lustrum logo on posts. In this way, through Off-Screen's representation, members will realize how long Off-Screen exists. Lastly, to whichever platform it may apply, Charlotte will try to respond to messages as soon as possible.

Instagram

Charlotte wants to use Instagram as the main platform to reach Off-Screen's members, as Instagram has become the most popular and used online platform, Charlotte would like to continue posting frequently so that followers are reminded of the active study association Off-Screen is. That is why Charlotte would like to post a bit more on the feed this year. She will also continue using the Reel function and IGTV for promotional videos and aftermovies. In case there is a post that is not relevant anymore or does not look good on the feed, there is

always the option to archive it. Moreover, Charlotte thinks it is important to keep Off-Screen's feed, stories, and highlights as fun and inviting as possible while keeping a pleasing aesthetic. Something Charlotte thinks Kaja did greatly last year was to give Off-Screen a more human face. This is something Charlotte would like to keep doing by continuing to post pictures and/or videos of members at Off-Screen. Moreover, Charlotte also considered to what extent she would want to start tagging in posts; though she likes the idea to make members feel more connected by tagging them, she thinks it would be difficult to tag people especially in the first few weeks of the year when newcomers join, resulting in some people being tagged and others not and Charlotte does not want to exclude anyone. In addition, Charlotte would like to use the promotion feature that Instagram allows to increase reach to new members, especially at the start of the year when Off-Screen hosts more open and/or bigger events. Charlotte also already started highlighting new sponsors and will make sure to make a highlight of new vacancies that will be on the website in the upcoming year. In this way, members can easily find information regarding vacancies not only on the website, but also on Instagram. Charlotte will post the calendar as a story highlight on Instagram too. This will look like a monthly story about upcoming events that month. Moreover, in collaboration with Lara, Charlotte is also considering using the story feature to promote content against a reasonable price for other companies or organizations. As there won't be a "pin-up board" anymore, this will work as a similar substitute. Not only vacancies will be promoted then, but once in a while also a film or play, for example. Charlotte will keep in mind not to bombard members with content and selectively choose what offer might fit well with the interests of Off-Screen members.

Facebook

As the use of Facebook is decreasing, Charlotte considered to what extent it would be important to keep using the platform. She ultimately thinks it is nice that members can be invited to Off-Screen events and to see attendance. Thus, Charlotte believes Facebook is still a good way to reach members. Therefore, she wants to keep using Facebook mainly as a secondary calendar for all its members to keep up with and to see what event is when. Thus, Charlotte will continue posting each event there. Charlotte suggests that if more members activate the Off-Screen app in the upcoming year (as all the events and the calendar are on there too) it would be a consideration to drop Facebook, especially as younger generations use Facebook way less than older generations. This is something that the next Board could decide on. Moreover, there will be headers with the same layouts for all recurring events, namely the Study Sessions, Borrels and Book Club. This also applies to Instagram posts and stories. The numbering of the Borrels will also remain this year, so members know how many Borrels they have attended, and the Off-Screen logo will be present on all promotional content. Lastly, Charlotte will invite as many members as possible to Off-Screen events on Facebook. However, there have been restrictions from Facebook that one cannot keep inviting people for events without being limited at one point. In that case, another Board member needs to take over for a couple of events, before Charlotte can do it again. For now,

Charlotte and the rest of the Board will befriend as many members as possible to make it work without getting cut off.

App

Charlotte believes the Off-Screen app is a really nice addition to the study association. It is a new project that Kaja created that only Off-Screen members have access to. Charlotte would like to keep using the app and make sure that every member has activated it as there are still quite some members that have not done that yet. She would like to create incentives for people to download the app and send reminders to Off-Screeners that have not activated it yet. For example, an incentive would be the QR-code included in the app for members to get discounts. Moreover, Charlotte would like to let members use the app in such a way that it becomes a digital membership card so users can show their profile as proof of their membership. This would similarly work as an incentive for people to activate the app as they would then be able to show their membership to one of our discount partners and/or sponsors. Next, Charlotte will put every event on the calendar and upload photos of the Borrels and other events on the app. Charlotte also considered upgrading the app in such a way that the app could allow more than it currently can, such as the ability to become interactive, upload documents, send push notifications to groups and create sign-ups. As such an upgrade costs €450, Charlotte would consider it would be a better idea to invest in this when more people have the app. She will, therefore, see to what extent the app usage will increase this year and consider getting a “Plus” account later on which will allow for more possibilities. Otherwise, Charlotte thinks it would be great if the next Vice President and Treasurer would look into it.

LinkedIn

Charlotte thinks LinkedIn is a great way for Off-Screen and its members to market themselves on a more professional level. She believes LinkedIn can become a gateway to get in touch with businesses, as well as for both older and newer members to connect with each other. Also, Board and committee members listing themselves as employees caused more traffic on the page, and she would like to continue to promote this in order for the LinkedIn page to expand even more. Charlotte really liked that more was posted on LinkedIn the last two years and would like to keep this going. She would especially post about Media and Academics Committee and Acquisition events, such as workshops, Study Career Events, the Charity Gala and Off-Screen’s Film Festival in a way to show both the creative and study-career events that Off-Screen organizes. Charlotte also announced the new Board of 2021/2022 to start off the year.

Vimeo

In line with the previous years, Vimeo will be an archive where all of Off-Screen’s video content can be found. Charlotte will ensure that it is complete and up to date throughout the

year, so members can find all the video content there. Vimeo links can be used on other platforms to show the video. However, this does not mean that on other platforms no videos will be posted. On Facebook, Instagram and LinkedIn, videos will also still be uploaded.

Other Platforms

Next to the established platforms, Off-Screen also has Snapchat, Twitter and TikTok. Snapchat and Twitter are not being used anymore due to the decrease in popularity of the two apps. In the past years, Off-Screen has quit using the platforms and Charlotte is similarly not planning to use them as she believes they will give no added value to the online representation of Off-Screen. Past Boards have also used their own Whatsapp numbers to create group chats on trips as it allows members to communicate easily among each other and to send important information to participants and will thus definitely keep being used. Furthermore, TikTok has quickly risen to become one of the most popular platforms. Though Off-Screen's TikTok has not been used in the past year, Charlotte will keep the account and see what possibilities come with it. If it were to be used, Charlotte will see this more as an informal platform in which Off-Screen makes comical short skits that members of Off-Screen can relate to. Charlotte will also keep an eye open for new and upcoming platforms that could be interesting for Off-Screen.

Promotion Committee

Next to being Off-Screen's Vice President of 2021/2022 and handling the tasks as mentioned above, Charlotte will also be the Head of the Promotion Committee. The Promotion Committee is responsible for promoting all the activities that take place in the upcoming year, be it a poster, save the date, teaser, promotional video and/or aftermovie. Charlotte will be searching for six committee members to help her out, who are creatively driven, motivated, good collaborators and punctual when it comes to deadlines. For Charlotte, it is important to also give students the opportunity to join the committee with less experience as long as they are willing to learn more. As Charlotte has limited knowledge on creating posters, she does, however, want to make sure to also have students with more experience when it comes to working with certain software programs. Moreover, through collaboration, the "less experienced" students can work together with another committee member with more knowledge when it comes to designing so that members can learn from each other, and it evenly balances out. She also thinks it would be nice to have someone with experience when it comes to promotion design, to host a small workshop if possible, so members will understand how to work with certain programs.

Charlotte's intention for her committee is that they get to learn new skills or develop the skills they have even further, get the most out of themselves, and have fun within the group and in what they do. Moreover, for Charlotte it is important that committee members feel comfortable and at ease in the group so that everyone is completely free to be their creative selves. Charlotte also finds it important to create a safe and welcoming environment

to make sure that everyone has the chance to give input to a creative project which also allows for good collaboration. It is important to her to have a good relationship with the members in case of emergencies or being late with a deadline, so they can come to her to talk about it. Moreover, as the world is still in a pandemic and dates for events may change, there will most probably still be some last-minute changes which will ask for flexibility from her committee members.

To make sure that everyone in the Promotion Committee knows what to do, Charlotte will make a promotional calendar with all the deadlines. She also finds it important that the promotional content is in line with the vision of the committee that is organizing the event. However, it is also very important to her that her committee receives enough creative freedom. Therefore, the Promotion Committee will create mood boards that will then be shared with the respective committee. Ideas will be exchanged and meetings will be held, but in the end, ideally no content will go out if it does not get approved by the respective committee.

When it comes to content, Charlotte hopes to make diverse, original and inviting promotional material. She also wants to make sure that members become aware of the 25th anniversary of Off-Screen and thus create content that is fun, colorful and festive. She would, therefore, like the main focus to be on celebration. Hopefully more and more events will be physical and because of that, Charlotte would also like the content to reflect an overall theme of reuniting and coming back together, physically. In addition, she would like content to reflect Off-Screen as a place of multiculturalism, enjoyment and (intellectual) expansion to show the many-faceted sides of the study association. Also, the Lustrum logo will highlight the fact that it is a Lustrum year. Moreover, she would like to make material that is detail-oriented and engaging so that it hopefully creates more traffic and interests people. Next to that, the content should also always be valuable for the event or cause that it concerns. Charlotte would also like to start creating more physical promotions, such as printing posters for lecture halls, creating flyers, and using a (rented) projector to screen at events for promotion. Finally, Charlotte will, together with Riddhi and her committee, collaborate on creating merchandise this year. Ultimately, Charlotte will try to keep the costs to produce content as low as possible, however, because it is a Lustrum year and since Off-Screen gained less members past year due to Covid-19, she wants to make sure that enough is invested in the promotional material to get Off-Screen back in the picture.

Summary

- Making sure that everyone feels comfortable and safe at Off-Screen.
- Maintaining good and clear internal and external communication.
- Staying organized and updated when it comes to administration.
- Making sure the 25th anniversary of Off-Screen is integrated in Off-Screen's online representation as well as through its promotional content.
- Finding creative and dedicated members for the Promotion Committee.

3.3 Treasurer

Riddhi Vyas

The position of Treasurer of the Board of Off-Screen during the academic year of 2021/2022 will be fulfilled by Riddhi Vyas. Riddhi will oversee setting up a budget for the upcoming academic year while supervising the incomes and expenses that will be made throughout the year. Additionally, Riddhi will also try to attain as much income as possible by receiving subsidies and grants, realizing contributions from not only Off-Screen's members, but also book sales, and gaining partners and possibly even sponsors for Off-Screen. Riddhi's responsibilities include taking care of Off-Screen's financial stability, guiding other Board members by advising them about how to plan on using the budgeted amount of money for events. Riddhi will also be the Head of the Acquisition Committee.

Goals

As it is Off-Screen's 25th birthday, the silver jubilee, Riddhi believes it is important to commemorate that. This is also the year when Off-Screen can host in person events again, as the world recovers from the Covid-19 pandemic. Riddhi plans for Off-Screen's funds to be utilized in an efficient manner for the Lustrum year by collaborating with her fellow Board members, understanding what they need for their respective events and advising them on how they can use the funds available to achieve their goal. She will also keep Off-Screen's future in mind and make sure that future Boards also have enough funds to start their year comfortably. Riddhi also hopes to organize events that give students a safe and fun environment where they can meet their peers and constantly learn new things proactively, as that has been difficult in the past year in which events were held primarily online and many students were unable to physically be present in Amsterdam.

Riddhi's goals align with the core words that were chosen by the Board for the next academic year; which are renaissance, commemoration, and vision. Riddhi sees the 25th year of Off-Screen as its renaissance, celebrating the past, adding a new spin while restarting in person events. Although, Off-Screen should still be mindful of spending funds this year as it is vital to keep Off-Screen financially stable. She also believes it is important to commemorate Off-Screen and use its funds in order to create carefully organized educational experiences for students in this Lustrum year. There will be some in person events that will require a bigger budget than of the previous years. Not only because the Board thinks that more people will be able to join events or trips, but especially because they see certain events as essential to Off-Screen's identity. The Film Festival, for example, will get a bigger budget in order to execute the elaborate and detailed vision thought out by the Head of Media and Academics Committee.

Being an international student herself, Riddhi understands the importance of making Off-Screen a place where everyone feels welcome. Along with the Board, she will make sure that everything is clear and accessible to all members regardless of their background, which will be elaborated upon later. Considering the addition of the Lustrum Committee and events this year, the Budget is higher than usual as the Board plans to use funds that the previous years have saved especially for this year. With the Media and Academic Committee's many

events such as the Art Event and the Immersive Event, Riddhi hopes to gain subsidies and grants from instances such as Het Amsterdams Universiteitsfonds (AUF) and Het Algemeen Platform Humanoria Amsterdam (ALPHA). She would also like to focus on discount partners, sponsors and collaborators by increasing communication and interaction with members; this will be discussed further.

Budget

This year, Off-Screen has a higher budget than usual due to the extra funds being provided by the College of Humanities, this will be elaborated on later. Riddhi hopes to continue saving as the past years have been doing. This will be challenging as this is the Lustrum year with quite a few events and even though the Board is hopeful, there is some uncertainty because of the after effects of the Covid-19 pandemic. The estimation of the number of members Off-Screen will be optimistic as the Board is planning to attract new members through promoting the Lustrum year. Since in person classes will begin, she believes that they can gain a significant amount of members. Riddhi has assigned a substantial amount to the Meeting Off-Screen event as they plan to attract new members here. This will be discussed later on in this Policy Plan. Riddhi is optimistic about the income and hopes to gain at least one new sponsor. It is important to note that, in contrast to the year of 2020/2021, there are no debtors or creditors of Off-Screen, so this has not been added to the Budget. There is also an increase in the operational price of the website, which has been added to the Budget. Finally, a new Lustrum section has been added in the Budget as there is the Lustrum Committee and specific events for the 25th year.

Accounting Programs

Riddhi plans to use the same programs as were used in the previous academic years, like Conscribo and IBANC. Conscribo is especially designed for associations, hence, is a great fit for keeping track of Off-Screen's financial transactions. Off-Screen sends direct debit often, IBANC makes that easier by making direct debit 'batches' for the bank. She believes these programs are still worth keeping as they help keep Off-Screen's financial documentation clear and detailed.

Changing Banks and Membership Payments

Additionally, Riddhi's predecessor Eva is in the process of changing banks to ABN AMRO due to the poor service from ING last year. Eva has done a substantial amount of research in this regard and after a series of discussions Riddhi agrees that ABN AMRO is a suitable choice for Off-Screen due to its reliable customer service. For the convenience of new members, Off-Screen's new membership payments will also be handled in a different manner. New members will be able to make an automatic purchase of membership via the website rather than having to wait for direct debit.

Subsidies and Partners

College of Humanities

One of the ways to make income is by getting subsidies from institutions such as the College of Humanities. Since Off-Screen is a part of the UvA, the College of Humanities aids Off-Screen financially by giving the possibility to request subsidies. This year, Off-Screen hopes to receive the standard €3,500 subsidy from the College of Humanities. Off-Screen has also organized a social event at the UvA, for which €2,500 were provided by the College of Humanities, this event helped gain Off-Screen many new members. The College of Humanities has also decided to give Off-Screen an extra €20,000 to organize events that are open for all media students. Riddhi sees this as a great opportunity for Off-Screen to create bigger events and attract more members in these events.

ALPHA

Along with the College of Humanities, Off-Screen also receives subsidies from ALPHA. ALPHA is an umbrella organization that is linked to the Faculty of Humanities at the University of Amsterdam which grants study associations within the Faculty of Humanities subsidies. Lara, Charlotte and Riddhi will go to meetings at ALPHA and Riddhi will be in charge of asking subsidies from them.

Like her predecessors, Riddhi will make sure that planned trips and events are proven to be media-related and educational to ALPHA. Riddhi is also hoping to host events with other associations that are linked to ALPHA, in order to be able to receive money from ALPHA's "Grote Projecten Pot" (GPP), also known as "Big Project Jar". She understands that this might be difficult as scheduling conflicts are common when multiple associations are involved. To make collaborations work, Riddhi will consult her fellow Board members to contact other associations earlier in the academic year.

Athenaeum Boekhandel

Riddhi is going to continue to work with Athenaeum Boekhandel this year. Off-Screen members received 15% off on the study book *Looking at Movies* if they chose to order it before the 1st of September, which was only valid if they chose the pick-up option. For the rest of the year, they will receive 10% off on international books and 5% off on Dutch books. Off-Screen will receive 5% from the sales made using the links.

Discount Partners

At the start of the year, Riddhi plans to reach out to current discount partners and talk about possible new deals. Off-Screen's current discount partners are Athenaeum Boekhandel, Fribook, CJP (Culture Youth Pass), Griffioen, Smokinghuren.com, Sandwich Shop Amsterdam, Het Ketelhuis, Lot Sixty One, Filmhuis Cavia, De Kleine Komodie and Toomler Comedy Train. Besides keeping communication between Off-Screen and discount partners, Riddhi and her committee hope to gain at least three new discount partners and an individual sponsor for at least one event.

Acquisition Committee

Next to being Off-Screen's Treasurer of 2021/2022, Riddhi will also be the Head of the Acquisition Committee. This year, Riddhi wants to make the Acquisition Committee even bigger and more career-related. The Acquisition Committee will still work with current discount partners, but also try to gain new partners. Riddhi plans to find sponsors for individual events as she feels companies would be more open to sponsoring singular events that align with their brand. For example, an international oriented media company would be willing to sponsor the culture event being planned by the Media and Academics Committee. The Acquisition Committee will also organize career-related events such as the LinkedIn workshop. The committee plans to do two merchandise drops (including special Lustrum merchandise). Riddhi wants the Acquisition Committee to consist of open-minded and creative people that are also motivated and would like to have four other members in the committee. She also hopes to do small collaborations with the Media and Academics Committee and the Promotion Committee on career-related events and merchandise respectively.

Activities

Thesis Events

This year, Riddhi wants to do two Thesis Events, although she does not know in what form these events will take place as of yet. However, she plans to do them sooner than in previous years as she feels it would be better suited for students. The first event will be held on the 30th of September and the second on the 3rd of February. Riddhi will contact thesis supervisors and former students to create a useful and educational event.

Charity Gala

In the previous three years, the Charity Event/Gala that was organized by the Acquisition Committee has been a great success. Riddhi plans to continue the success with her committee, as she considers this event to be an asset for Off-Screen. As events return to real life, Riddhi plans to make this an in person Gala. She is currently researching charities and will decide on the final choice with her committee.

Feels Like Family Borrel

The Feels Like Family Borrel is a special Borrel where you can show your relatives and friends what you have been up to during this academic year whilst studying at the UvA and spending time within Off-Screen. She plans to do this event in person and will try making it more interactive for everyone, with some games that encourage people to socialize and get to know Off-Screen. Charlotte and Riddhi will make sure that this event is promoted earlier, so that relatives and friends will have time to plan their trip.

Study Career Event

Riddhi sees this event as a means to create a bridge between Media Studies and a career in media. She hopes to collaborate with professors and the UvA Career Centre, and also get speakers from outside the UvA. She hopes to show that Off-Screen is a great place to network and think about one's future career.

Career Workshops

Like her predecessor Eva, Riddhi plans to have a LinkedIn workshop as she feels it is a useful and necessary workshop for many members' future careers. She also hopes to have a workshop that can aid students to find a career path in the media field and hopes to collaborate with the career advisors at the UvA to make this happen.

Summary

- Advising fellow Board members on the finances.
- Maintaining financial transparency towards members by keeping communication channels open.
- Having more elaborate career-related events.
- Increasing interaction with partners and sponsors with the Acquisition Committee.

3.4 Head of Media and Academics Committee

Scyler van der Wal Klein

The position of Head of Media and Academics Committee (MAC) of the Board of Off-Screen during the academic year of 2021/2022 will be fulfilled by Scyler van der Wal Klein. As Head of MAC, Scyler will be responsible for organizing media-related, educational, and cultural events within Off-Screen. These events are organized in an effort to build and expand on existing Media Studies, beyond the existing academic framework. Moreover, these events will specifically focus on film, television and new media to better appeal to current media students and Off-Screen members.

Goals

Scyler's goal for MAC this academic year of 2021/2022 will focus on creating new opportunities for members and pushing herself and the rest of the committee to organize events that have not yet been considered or revisit traditional events with an open mind. In the past, the originally named *Media- and Educational Activities Committee* had a history of low engagement and attention. To start off strong this Lustrum year, Scyler changed the MEAC to MAC. This was decided in an effort to make the acronym and name more concise, cleaner, and fitting to the committee's purpose. This year Scyler wants to bring more enthusiasm, anticipation, and clarification to existing and new members regarding MAC events. This goal and prospect for MAC has been launched by the re-branding of MAC to set the tone for the rest of the year. Scyler is proposing to continue with traditional events such as Berlinale, Off-Screen's Film Festival, and Movie Nights, as well as continuing the monthly Book Club in person. These events support MAC's purpose as an educationally driven committee, though it is propelled by members' personal interests and intrigues. It's reminding students of the relationship between the university's curriculum and the overlap within Amsterdam and contemporary culture. Scyler plans to propose new events that allow students to discover new interests or further dive into motivations that led them to Off-Screen and Media Studies in the first place. Scyler wishes to re-establish MAC's opportunity to expose its members to relevant events, conversations, and connections. Moreover, putting an emphasis on developing networking skills beyond the university and making the connection between students and the diverse creative Amsterdam landscape. This year will be a great opportunity for MAC to re-establish Off-Screen's annual Film Festival. Over the years, this monumental event has lost its glow and attention, which Scyler believes to be an enormous loss given the amount of talented filmmakers within Off-Screen's community. For instance, much of the budget will be dedicated to an alluring venue. MAC will also brainstorm more ways of giving members incentive to attend, for example through promotion or prizes. Due to the current circumstances and unknown restrictions, all Board members will take into consideration the likelihood of adapting their events in alignment with government regulations. Scyler is aware of the spontaneity of these changes and will plan her events accordingly and adaptively.

The Board of Off-Screen 2021/2022 chose their core words for the academic year to be commemoration, renaissance, and vision. Through the MAC, Scyler wants to embody

commemoration by recognizing the elements of previous committees that have been successful within their group as well as events that have had a lasting impact on its members. Scyler also sees renaissance for MAC as the most critical because it means revival; MAC should remind members as well as reintroduce the opportunities that are being orchestrated in an effort to support students and keep an open mind for new ventures. In Scyler's eyes, vision to MAC means thinking about the future and consideration for how each event might influence the future of Off-Screen and MAC, as well as creating new traditions for successors to reflect and build on.

Media and Academics Committee

Scyler wants her committee to feel they can come to her with anything and build a camaraderie as a whole so that the group is built on trust and support. From there, they can share any and all ideas and suggestions as they collaborate. Scyler wants a diverse group of committee members, ranging from creative minds to rational thinkers. She wants to have informal communication within her committee and encourage new friendships through committee dinners and non-committee-related activities. Nevertheless, she wants to assure productivity through strict deadlines and weekly To Do's. Scyler wants her committee members to feel like they learned something new during the year through "learning by doing", as well as develop stronger networking skills as well as build on their bond to Amsterdam, as this will be where a large portion of the committee's energy is allocated to. Scyler's expectations for her committee are to remain engaged and curious in the planning and organizing of MAC events as well as remaining attentive to events and collaborations happening in and around Amsterdam. This year, Scyler has many events to organize and along with the Lustrum year, it will be a lot of work organizing events and meeting Scyler's expectations for the MAC and her committee, which is why she thinks it is best to find six suitable committee members. A larger committee means more heads put together to brainstorm the best opportunities for MAC as well as distribute the work more broadly, and make everyone's role more manageable.

Activities

Off-Screen's Book Club

This year, Off-Screen will continue the Book Club for its second year of existence. The club's first year's gatherings were all held via Zoom. This year, Scyler will focus on connecting with old members and drawing in new members to join. She will achieve this by showcasing the Book Club as an opportunity to develop a new community and make friends over common interests or spark debate. The format of these meetings will be informal, but prior to every gathering, Scyler and her committee will create an agenda to be followed. Furthermore, Scyler plans to continue the partnership with the discount partner Athenaeum Boekhandel and encourage members to buy through the discount QR code. Last year the Book Club

began a WhatsApp group chat, Scyler plans to revisit the chat and spread the link through other group chats amongst students to ensure greater reach.

Study Sessions

The tradition that MAC helps prepare students before their exams will remain in existence this year. MAC will put in effort to make these sessions interactive and more useful so that members return to these events and see them as a great opportunity to learn and prepare to the best of their ability. These events are expected to be held on campus in a reserved classroom. Scyler expects these sessions to be for first-years and second-years and the courses are preselected based on past years' feedback on which courses students wanted additional help with; Media and Culture in Transformation (first year), and Philosophy of the Humanities (second year).

Pub Talk

The Pub Talk this year was MAC's first event and upheld Off-Screen tradition by inviting multiple guest speakers within the media industry and followed a basic lecture structure with allocated time for students to ask questions. The guests had ranging backgrounds in film, television and media so that members will be more drawn to attend given the diverse professional background and experience, catering to all proclivities. Panelists were encouraged to interact with the attendees as well as the other guest speakers and were pushed to create a space of open communication and sharing. The event was a reminder for members that the MAC wants attendees to get the most out of their experience; regarding their future careers, networking, and personal interests.

Movie Nights

This year, Off-Screen aims to continue the tradition of the beloved Movie Nights. Off-Screen is in contact with different cinemas such as Het Ketelhuis, Filmhuis Cavia and the CREA Theatre in order to collaborate on these screenings. These events are going to be organized as a way for members to meet with each other prior to the screening, and following the screening come back together and discuss the film further. There will only be two Movie Nights as the event is more favorable to film students and MAC aims to equally distribute attention across all fields and alternative media outlets. To make these events more appealing and informative, the MAC would like to organize guest speakers who lead discussions and speak to the relevance of the selected movie prior to the screening and hold discussions after the film. Scyler plans on working with the Acquisition Committee to ensure MAC is considering finding the right discount partners for the venue and making the most out of the Acquisition Committee's existing partners. This will help the MAC with finding budget-friendly screenings by finding the right discount partners.

IDFA x Off-Screen

Off-Screen is aiming to collaborate with the International Documentary Film Festival Amsterdam (IDFA). Like last year, the MAC is planning to offer members after talks and exclusive access to documentary screenings. The IDFA has reached out to MAC about deciding on the details of the collaboration closer to the date. This event should get more promotion than last year due to its relevance and IDFA's international reputation.

Immersive Event

This event will be one of MAC's more media and technologically-oriented events that will allow Off-Screen's members and other students an opportunity to get insight into the ever transforming world of technology and AI/VR. Many of the Media and Information students will be learning about new technological developments and how they are being actively used in the market. This is an event to remind students that MAC is thinking critically about media in other ways than film and television, and strives to combine current events, the curriculum, and remaining active thinkers that interact with the past, present and future of technology and culture.

Culture Event

This event will be oriented around the University of Amsterdam's diverse range of cultural backgrounds and ethnicities. This event would welcome a new discussion and be a great opportunity for students to feel welcomed regardless of their nationality and ultimately be a way for members and students to learn something new about their peers and the different cultures they come from. Scyler plans on making this event interactive and led by students, so that people feel comfortable to share their stories and experiences and relate with each other on a personal level. This is inspired by the unspoken divide between Dutch and international students and will aim to reveal why that is and ways students have actively integrated into Dutch culture as well as how Dutch students have adapted to their international student population.

Workshop

This event will be an opportunity for students to learn something new about themselves or further develop previous knowledge and skills. This workshop will aim to aid students in helping develop tools for dealing and managing stress and anxiety. Given the media landscape is always changing and ever expanding, this can give young creatives a feeling of uncertainty and stress. The freelance world is becoming very typical for students of Media Studies to enter into, however that doesn't make it any less intimidating. This workshop will aim to aid students in helping develop tools for dealing and managing this kind of stress and anxiety. Together with her committee, Scyler plans on researching further into exercises and professionals that can help students and young people not feel so overwhelmed in such

tumultuous times. MAC wants to make Off-Screen members feel safe and that they are not alone and plans to do so through a wellness-oriented workshop.

Art Event

This event aims to bring in an element of focus that hasn't had much attention in the past for MAC events. Scyler plans to reach out to a couple local galleries within Amsterdam and organize a city tour for members to gain awareness of the art landscape within Amsterdam as well as be informed about what goes into the curation of a gallery or particular show. This event will hopefully bridge media and art through acknowledging the influence culture and society has on both industries and recognize the overlap as well as the differences.

Open MAC Events

The Open MAC Events will remain a mystery until Scyler's committee has the opportunity to organize an idea for the events collectively. The idea behind it will remain in line with MAC's driving commitment to new media, film, television, and culture. However, one of the Open MAC Events will be specifically oriented towards Media and Information students. Scyler will push to make sure both studies are equally adjusted and dedicate one of her Open Events to thinking more about ways of incorporating new media. Scyler will encourage her committee to think outside the box as this is a year to take leaps and see what is possible. Moreover, she will push them to think critically about what has been done in the past and consider ideas that haven't yet been offered.

Off-Screen's Film Festival

This year's Film Festival is one to be grandly celebrated as it is Off-Screen's Screen's 25th year of existence. The last two year's Film Festivals were held via Zoom and the years prior have increasingly lost attendance and submissions. This unfortunate lack of attention is something MAC would like to turn around for its Lustrum year and the years to come. The MAC aims to promote it throughout the year and bring back enthusiasm and awareness around the Festival and its importance to Off-Screen. Scyler and her committee will look into Off-Screen's partnerships and promotions to further integrate aspects that have not yet been considered for the event. However, she will also look into Off-Screen Film Festival history and consider bringing elements back such as the famous Golden Duck awarded to the winner. Ultimately, Scyler hopes to reestablish and redefine the Off-Screen Film Festival that will hopefully have a lasting impact on Off-Screen and its members.

Berlinale

This year MAC will aim to organize a trip to the Berlin Film Festival, granted Covid-19 regulations are unknown. The trip will be filled with museum visits, social activities, a city tour, and of course movies. Scyler plans to take precaution regarding possible Covid-19

regulation enforcement by planning an alternative trip to a film festival within the Netherlands, such as the Rotterdam Film Festival which takes place in February.

Summary

- Reestablishing a balance between educational and social activities.
- Focusing on "learning by doing" for MAC members.
- Pushing networking between students and Amsterdam's professional landscape.
- Cultivating Off-Screen's Book Club in person.
- Promoting Off-Screen's Film Festival from the beginning of the year.

The position of Head of Social Activities (SAC) of the Board of Off-Screen during the academic year of 2021/2022 will be fulfilled by Eva Joosten. Being the Head of SAC means that Eva will be responsible for organizing all the Borrels, parties and other forms of social activities together with her chosen committee members. SAC events are meant for people to meet and get to know each other, to unwind from the university stress and of course to have fun.

Goals

Eva's goal for this year is to ensure a feeling of community. She wants members to feel welcome and comfortable at every Off-Screen event and create an inclusive environment. Considering the current state of the worldwide pandemic, Eva will prioritize the safety and well-being of Off-Screen members, keeping in mind the venue, group sizes, social distance, and of course what people are comfortable with. Off-Screen is an association that values tradition, to which Eva can relate, which is why she will continue many of them. As this year is a Lustrum year, Eva would like to explore many of these traditions, like the Senior Borrel, Gala, Silent Disco Boat and Kingsnight Cruise, while also incorporating new exciting elements to make the experience more memorable and unique.

The Board's core words this year are commemoration, renaissance, and vision. Eva will be applying these words to every decision she makes as Head of SAC to ensure that the Lustrum year is filled with new and old traditions and members. Commemoration is very important within the Off-Screen culture, to remember where the association and its members we come from and all that's been accomplished. She will show this by respecting long-lasting traditions and being open and welcoming to all members. She considers renaissance to symbolize the rebirth of a more active Off-Screen. As the previous year has unfortunately suffered from low attendance because of Covid-19, Eva hopes to bring back the wild Off-Screen spirit (while still respecting the rules) and hopefully host bigger events. For Eva, vision is all about the present and the future; her general vision for Off-Screen will develop throughout the year but regarding this year, Eva envisions a strong, big community coming together to celebrate media and student life. Considering Covid-19 measures, Eva followed in her predecessor's footsteps and hosted a game of Crazy 88's around the city of Amsterdam followed by a party at Kopstootbar, to familiarize new students with the city and each other in a fun way.

Being part of Off-Screen is all about working together, inspiring and supporting each other. Eva hopes to put together a committee who will illustrate exactly this to the other members to show them the unity that Off-Screen brings to students all over the city and the work that is put into events to include everyone.

Part of including everyone is ensuring everyone is heard. Eva wants people to feel that they can approach her with anything; concerns, suggestions, even non-Off-Screen related topics. Being approachable is very important to Eva because she wants to earn trust among

Off-Screeners so that they will never have to think twice about speaking to her or coming to an event.

Social Activities Committee

For her committee, Eva is looking for five to six members that can commit to working hard and having a good time. The committee is very important to Eva as she wants to be able to depend on her committee members, she wants to make it very clear that joining the committee is a big commitment. The members need to know that their job is very important not only to Eva but the whole of Off-Screen, and that efficiency and consistency within the committee is what makes the events work smoothly. Regarding the members, Eva is looking for a diverse group of boys and girls that strengthen each other where need be. She is looking for creative people, but since this is one of her own strengths, she would also like someone who knows Amsterdam very well and is able to use their connections for events. She needs a committed group that is ready to take on the work that is assigned to them and is not afraid to step out of their comfort zones and have a lot of fun.

Activities

Borrels

Borrels are a tradition of Off-Screen and a part of Dutch culture that has no translation to English. It is the act of coming together to catch up over some drinks (drinking alcohol is not mandatory of course). Borrels take place at De Heeren Van Aemstel on Mondays from 21:00-01:00, which will mostly stay the same except Eva will change the time to 20:00-00:00 until further notice, considering bars are only open until midnight at the start of the year due to Covid-19.

Eva will continue doing the Borrels every other week to keep them more special and it is still unsure how many people can attend in a safe way. However, in September she has decided to host a Borrel every Monday for which members will have to buy a ticket to make sure everyone has a chance to come, especially new members. Eva is considering keeping up weekly borrels depending on the demand. For the time being, Eva thinks that the Borrels will be seated until further notice. If the Covid-19 restrictions allow it, there is hope for standing Borrels where everyone can mingle.

Eva will be continuing the themed Borrels every other Borrel to make sure they aren't all the same and people stay interested and intrigued. Traditional Borrels like the Halloween, Valentine's and Santa Borrel will all be included this year. Eva is always collecting party themes, so she has a couple in mind but is looking forward to brainstorming and working together with her committee.

Given Covid-19, it is not a guarantee that the Borrels will be able to continue in person. If this happens Eva will host online Borrels like Murder Mystery Night, Trivia, escape rooms, and she hopes to come up with new ideas with her committee.

Senior Borrel

This Borrel has been a long standing tradition for all Off-Screen members to come together after summer before the new students are introduced. This year it was held at Kopstootbar with a very welcome, welcome shot.

Parties

Meeting Off-Screen

This year, Eva brought back Crazy 88's. A game played around Amsterdam where small groups of students were able to bond and finally come together at Kopstootbar to end the night all together. Eva was able to get everyone a free drink and shot upon arrival. The game consisted of 88 prompts/tasks that needed to be completed for a number of points, this needed to be filmed or photographed and sent to a chat where they were checked. The team with the most points in the end won two shots each and an Off-Screen goodie bag.

Party #1

For the first party, Eva would like to rent a nice venue. She is considering Westergasfabriek, but is still looking into it. The theme will be Party Like It's 1997, which fits well with the Lustrum year as Off-Screen was founded in 1997, 25 years ago. She would like for the party to be offline, meaning people have to either hand in their phones at the entrance or leave them at home. If, for safety reasons, people should have their phones on them, it is also a possibility to get stickers to cover their cameras. The Reporter Committee will be able to take pictures and photo booths will be set up around the venue. With online being the new norm, Eva wants to make sure people are connecting in real life as well. The idea that an event will be completely offline can result in FOMO, meaning people will be inclined to come because they don't want to miss anything.

Party #2

For Party #2, Eva is planning her Lustrum event and has decided to bring back the Gala. This has been a successful and fun event in the past that a lot of the members enjoy. This year, Eva and her committee will work hard to ensure that the Lustrum Off-Screen Gala will be a very memorable event.

Party #3

For party #3 Eva would like to go all out on a weekend long Midsummer Night's Dream Festival. Eva will host this event at a festival location for two nights for which she plans to provide tents/sleeping accommodations. This will be Eva's final party, where Off-Screen gets together one more time to celebrate the year and start the summer. She plans to make it a great closing to a memorable year.

Other Activities

Silent Disco Boat

This year, Eva would really like to bring back the Silent Disco Boat as this wasn't possible last year, though it was a very popular event. This event is where members of Off-Screen all hop on board for an epic party and silent disco. Ideally, people's tickets will also include drinks. If distance is able to be kept, there is a good chance for this event. If not, Eva has other backup events, taking inspiration from last year's park Borrels.

Open SAC Event

Eva plans to give her committee space to come up with a new, creative and exciting event that will please everyone. This gives the committee a chance to really work together and create and conceptualize an event from scratch.

Kingsnight Cruise

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

Summary

- Making everyone feel included, heard and welcome.
- Keeping tradition alive while making positive change.
- Organize Borrels from 20:00-00:00 because bars close at midnight.
- Creating an open-minded committee that strengthens and supports each other.

3.6 Head of Travels

Milena Gabrysiak

Milena Gabrysiak will fulfil the role of Head of Travels during the academic year 2021/2022. As Head of Travels, Milena will aim to organize five different trips throughout the year. These trips will contribute to bonding experience amongst Off-Screen members whilst focusing on culture and media-oriented activities.

Goals

Milena thinks of Off-Screen and its members as a tight community, like home, where you can always come back to relax and learn. Trips, in this sense, aim to combine getting to know other peers with broadening one's knowledge through the discovery of various cultures and media ventures. The organization of trips on such a scale requires a level of professionalism. Milena, through her experience in planning trips, will have in view the professional part of travels to ensure safety and good structure of Off-Screen's trips. Additionally, Milena will aim to create a welcoming and comfortable atmosphere during every outing through various bonding games, well-thought groups and room division and by keeping a tradition of creating booklets for the participants. As Off-Screen celebrates a milestone this upcoming year, Milena wants her trips to reflect that by choosing interesting locations and unique activities that will bring Off-Screeners together to celebrate and connect. She will do that by thoroughly preparing a travel plan that will ensure smooth transitions in-between educational and fun events.

Moreover, Milena aims to plan her travels accordingly to the core words chosen by the Board of 2021/2022. She wants to commemorate the old spirit of Off-Screen's travels where various fun activities managed to bring members together, thus creating an unbreakable bond within the association over the years. By focusing on renaissance, Milena wants to make a switch back to in person outings and (re)introduce current and new members to Off-Screen's traditions and greatly missed trips. Lastly, vision for Milena means thinking ahead about the travels and thus making them unpredictable and surprising, as well as leaving room for imagination for the future trips.

Although the Covid-19 pandemic is still present, which may complicate traveling abroad, Milena will prove adaptable to the government's rules and regulations. If trips become jeopardized, she will try to offer alternatives that will keep the social and cultural sphere intact. Milena will guarantee that her trips will respect all the Covid-19 regulations provided by the Dutch and, if possible, foreign governments. If needed, she will modify the trips and find interesting and entertaining alternatives that will allow Off-Screeners to travel and learn safely. Milena thinks such outings will be crucial, as they would connect and solidarize members to form friendships and broaden their knowledge on foreign cultures and through various media-related endeavours.

As Off-Screen hopes for a switch from online to events in person, travels and outings, in this case, will ensure an interacting and bonding immersion to offline student life. Teamwork and trust will be the main focus in organizing trips, since Milena thinks that such qualities will certainly help in enjoying everyone's time together.

Study Travel Committee

Milena will be looking for six people to constitute the Study Travel Committee. She aims to look for individuals whose personas will create a balanced group to bring a plethora of interesting and unique ideas to life. Milena aims to find a highly creative and motivated group that will work closely together with dedication to bring STC's ideas to life. Experience matters, however, Milena also wants to give a chance to people who are yet to discover their strong traits. In this case, she will look for people who are passionate about traveling and who are willing to challenge themselves and grow together. Milena hopes that the STC will form a professional, but also a close bond that will allow members to feel comfortable and irreplaceable within Off-Screen.

Activities

Introduction Weekend

The Introduction Weekend will be the first trip that will connect new members. Hopefully, if Covid-19 regulations allow it, Milena would like to rent a big house as it was a tradition before. By doing that, Off-Screeners could bond by playing many games and partying until dawn. Houses in the countryside also offer many activities that would be an interesting way of connecting with nature and taking a break from highly active games and evenings. Milena also thinks that last year's alternative was successful. First-year students had a chance to do a plethora of activities around Amsterdam, like canoeing, poldersport, as well as BBQ and drinks in a park. In case of new Covid-19 regulations, she will transition to such a format, since the exploration of nearby locations does have its perks.

Weekend Away

The Weekend Away will be the first trip that Milena will organize together with the STC. Since this trip comes fast in the year, Milena will pick the location and book accommodation and transportation in advance. However, the committee will be given an opportunity to take care of selecting various events and fun activities to do during the trip. She hopes to visit a unique country where old and new Off-Screeners could mingle together and feel comfortable around each other. Milena aims to pick an interesting location and strong identity and to find a lot of events that would enrich and appreciate the cultural spheres of the city by also providing media-related and fun activities. The emphasis will be on creating a trip that will

bring members together through a plethora of activities that will introduce a unique look at the picked destination and its cultural facets.

Ski Trip

For the Ski Trip, Milena together with Off-Screen will again collaborate with Skifest. The Ski Trip is a great opportunity for skiing enthusiasts, as well as for beginners to bond and enjoy the slopes together. Milena wants to take around 30 people on the trip, since in the former years this particular event was harder to fill. A smaller group may also encourage people to get to know each other more.

Study Trip

For this particular trip, Milena wants her committee to take charge and come up with their interpretation of it. Of course, the Study Trip is the longest and most challenging trip during this Off-Screen year, however, Milena thinks that by that time her committee will prove to be trustworthy and responsible. She will focus on the outline of the trip and will give charge to the STC in managing various events throughout the trip. Milena and the STC will tailor a plan that focuses on balancing bonding and media- and cultural activities across selected cities. The trip will try to keep traditions alive whilst trying to find new enriching ideas for this year. The STC's goal is to bring people together whilst uncovering foreign cultures with its connection to media.

This Study Trip will have a bigger budget due to being a part of Off-Screen's Lustrum celebrations. Milena will aim to offer more intriguing and celebratory events that will enhance the trip and make it special, according to the Board's Lustrum vision.

Farewell Weekend

Firstly, Milena would like to keep the name of the trip as it perfectly outlines its sole purpose, which is saying farewell to this Lustrum year. Milena knows that 'Hitchhiking Weekend' was a fun and important event, however, she thinks that after the pandemic it would be better to try something new instead of hitchhiking, for example, just hiking, with an overnight stay at an accommodation picked by the STC. There are many options that Milena will consider together with her committee to ensure a good and entertaining replacement for the 'Hitchhiking Weekend'. Milena would like to take around 40 people on the trip.

Summary

- Emphasis on bonding between Off-Screen members during travels and activities
- A balance between entertainment and media/educational activities
- Finding unique and striking locations to make trips more memorable and enriching
- Creating trustworthy and good cooperation within the STC and the Board

3.7 Head of Lustrum Committee

Milena Gabrysiak

The newfound position for the year 2021/2022 of Head of the Lustrum Committee will also be fulfilled by Milena Gabrysiak. The Lustrum Committee is an addition and an organ that will be responsible for overseeing the celebrations that the Board is planning for the 25th anniversary of Off-Screen. Milena will be responsible for managing the communication between the Board and Lustrum Committee, as well as supervising and evaluating Lustrum activities. The idea of the Lustrum Committee was formed by the Application Committee of 2020/2021 to guarantee a better organization of special Lustrum events for the year 2021/2022.

Goals

As Head of the Lustrum Committee (LuCo), Milena wants to focus on highlighting the celebratory spirit of Off-Screen, as it turns 25 this academic year. She plans on fulfilling a role of a mediator for Board members, LuCo and Lustrum activities. Furthermore, Milena wants to create an unforgettable year that underlines Off-Screen's best attributes by focusing on the commemoration of the Lustrum year through various planned projects. Milena and the Lustrum Committee will be responsible for overseeing how the Board maintains the commemorative idea of Lustrum throughout the year, as well as potentially thinking about the future of upcoming Lustrum years. Additionally, for this Lustrum year, the LuCo will be responsible for the organization of one event, Off-Screen's Birthday Party, and a Secret Lustrum Project. These festivities will focus only on the idea of Lustrum.

Lustrum Committee

To effectively supervise Off-Screen's Lustrum vision, Milena and the Board will pick six people who constitute the Lustrum Committee. The Board will be set on choosing experienced and passionate Off-Screeners who, through their broad understanding of the association, will add creativity and good guidance for such an important year. Each committee member will be valuable and will provide an interesting input to our vision and ideas.

Birthday Party

The Off-Screen Birthday Party will be the main Lustrum event planned for May. The party will be a collaboration with SAC to assure the best celebration of the Lustrum year. This year, Off-Screen will turn 25 which is why it was decided to focus solely on the founding date (May 14th) of the association by organizing an event that would commemorate Off-Screen and the members.

Secret Lustrum Project

For the best commemoration of Off-Screen possible, the Board and the Lustrum Committee decided to celebrate through the creative idea that will bring past, present and future members together to remind us of what it means to be part of the Study Association. To keep the anticipation and mystery of the event, Milena will keep this particular project a secret.

Summary

- Commemoration of the Lustrum year
- Supervising the Board's vision for Lustrum events
- Creating good communication between the Board and Lustrum Committee

4. Board Activities

4.1 Board of Advice

The Board of Advice (BoA) is an organ that consists of former Board members who have experience within Off-Screen and the challenges one might face during their time being a member of the Board. The function of the BoA is to help and support the Board throughout the year whenever it's needed, with as their first task providing feedback on the Policy Plan. This year, the Board and BoA have decided that it is their duty to think about a future plan for Off-Screen. The Board of Advice is chosen out of applicants who applied by writing a motivational letter before the start of the year. This year the Board has chosen for a seven-headed Board of Advice that will each have an individual "buddy" for each committee within the Board to check in on as well as help give advice throughout the year.

BoA Appendix:

For the academic year of 2021/ 2022, the Board of Advice will consist of seven members, all former members of the Board of Off-Screen.

As Off-Screen is entering a Lustrum year, the BoA thinks it's important to not only look back at the last 25 years, but also to look ahead. This is why the BoA will hold regular scheduled meetings - within the advisory organ and together with the Board - to discuss Off-Screen's future. In this way, they will make sure that this academic year, with fully getting back to in person events, will go along the right lines. Next to this, the BoA and the Board will look back critically at previous years to improve Off-Screen's general vision - organizational and financial wise - for the coming years.

In collaboration with the 25th Board, the Board of Advice will write an advisory future plan for Off-Screen.

Board of Advice 2021/2022

Tidi Stamatiou Treasurer 2016/2017

Jonas van der Ziel President 2018/2019

Jana Franck Vice President 2019/2020

Faas Wijn Treasurer 2019/2020

Nadia Heemskerk President 2020/2021

Kaja de Koff Vice President 2020/2021

Jang Kapgen Head of Media- and Educational Activities 2020/2021

4.2 Application Committee

The Application Committee (ApCo) is an independent organ consisting of three to six members focused on composing the prospective Board. The current Application Committee is in charge of choosing the next Application Committee members, which will be voted in during the second GMA of this year. The new Application Committee will then choose the Board of 2022/2023. However, this year the Board is going to look into reshaping the ApCo (with the help of the BoA), which will be discussed at a future GMA. There were several organizational problems last year as well, as members are not a part of the selection process besides the final vote, but also the process of the application is outdated. Applicants for the new Board can apply with a motivational letter followed by interviews and a group assessment to fully analyze the skills of all applicants. However, this is open to change and discussion at GMA #2.

Application Committee 2021/2022

Eva Rupert Treasurer 2020/2021

Capucine Lorenzi Head of Travels 2020/2021

4.3 Board of Finance

The Board of Finance (BoF) is an organ consisting of two or more members focused on supervising the Treasurer's administration, realization and financial statements throughout the academic year, to make sure no mistakes are made, and no money is embezzled. Because it is a Lustrum year, Riddhi decided to add four members that are all members of Off-Screen to advise her.

Board of Finance 2021/2022

Luke Dodge Treasurer 2017/2018

Koen Pelgrim Treasurer 2018/2019

Faas Wijn Treasurer 2019/2020

Eva Rupert Treasurer 2020/2021

4.4 Lustrum Committee

The Lustrum Committee is an additional organ that will be responsible for overseeing the celebrations that the Board is planning for the 25th anniversary of Off-Screen. Milena will be responsible for managing the communication between the Board and Lustrum Committee, as well as supervising and evaluating Lustrum activities. The idea of the Lustrum Committee was formed by the Application Committee to guarantee a better organization of special Lustrum events for the year 2021/2022. The Lustrum Committee will be selected like other committees.

4.5 Merchandise

This year, Riddhi and her Acquisition Committee will be in charge of all the Off-Screen merchandise that will be produced and sold during the academic year. This year, there will be a collaboration between the Promotion Committee and the Acquisition Committee for the creative ideas and production of the items. Riddhi is planning to create one new collection featuring multiple items for one drop and Lustrum merchandise, the first one coming out before the Christmas break. The second drop will consist of one singular special item. New merchandise items have to be pre-ordered and the items that are not picked up or remain left will be put on the webshop that the Board of 2019/2020 successfully set up. This year there is a plan to do a few flash sales (25% discount) on items that are from previous years to make space in the Hok, but also helping move the products. Also, the old yearbooks will be added to the website this year at a discounted price. Lastly, Riddhi will make sure that all the orders and payments will be documented in a clear and professional way.

4.6 The Hok

The Hok is the home base of Off-Screen, located at Turfdraagsterpad 9 in room 0.10. The Hok will serve as the official office of the Board. From now on, the Hok will be shared with the study association Laverna. However, it was agreed upon that they would only use the space for storage. As the Hok is open again the Board has started their shifts. There will always be a Board member present during opening hours, which is every weekday between 11:00 and 15:00. The Hok is an open place where new and old members will always be welcomed.

4.7 ASVA and ALPHA

This year's President, Lara, will mostly be responsible for the contact between Off-Screen and the ASVA Student Union and the faculty association ALPHA. ASVA is the umbrella association for study and student associations of the UvA and HvA. ALPHA is in charge of distributing the subsidies for the Faculty of the Humanities. Riddhi, this year's Treasurer, will

also be responsible for contact between the Off-Screen and ALPHA considering subjects that fit her job as Treasurer. Good communication and cooperation between Off-Screen and these associations is key for strengthening and optimizing productivity and support.

4.8 Constitution Borrel

Like previous years, Off-Screen will host a Constitution Borrel (CoBo) for Boards of other associations and previous Boards of Off-Screen. The CoBo serves as a way of unwinding, but also as a way of establishing and improving relationships with other associations. The CoBo is planned to take place on the 18th of October at De Heeren van Aemstel. A close eye will be kept on the Covid-19 guidelines at the current time set by the UvA and the government for the event.

5. Services and Activities for Members

5.1 General Member Assemblies

The General Member Assemblies (GMAs) are the meetings in which Board members present their future plans and evaluate their previous events. Besides, the GMAs are a place where members can speak their minds and give the Board feedback about anything that might help to better the association. The GMAs are mandatory for all committee members, including the Board of Advice, the Board of Finance, Lustrum Committee and the Application Committee. However, the Board will make a few changes to make sure that it is known that the GMAs are meant for all Off-Screen members and that they are appealing to attend. They will firstly make this known by changing the GMAs this year to be more open and inclusive by changing the location to De Heeren Van Aemstel. They believe this intimate setting will allow members to feel more connected and encourage them to join as there is a Borrel directly after.

The Board has also decided to put the Budget Realization first in the presentation as it takes the most time and is mainly a listening part. They believe this change will allow for a more intimate and conversational environment. Lastly, this year the Board has decided to add themed Think Tanks to every GMA to encourage members to talk and discuss the certain aspects of the association that may need to be adjusted. Joining a GMA will give great insights in the organization of the events and gives members a chance to share their tips and critique. This year's President, Lara, will be in charge of hosting and preparing the GMAs. In total, there will be five GMAs this year; four of which will focus on evaluation and one on presenting and voting in the new Board of 2022/2023. Three weeks prior to each GMA, the Board will send all members an email with the minutes of the last GMA and other necessary information. This year during the second GMA there will be a dedicated ApCo discussion at the end of the assembly open to all, but also not mandatory for anyone to stay. Here members will brainstorm to rebrand and develop the structure of ApCo and what it should look like for the years to come.

Dates of the General Member Assemblies

- GMA #1/Think Tank: 11th of October
- GMA #2/ApCo Discussion: 6th of December
- GMA #3/Think Tank: 14th of March
- GMA #4.1: 23rd of May
- GMA #4.2: 6th of June

6. Calendar

Month + Week	Date	Activity
<i>August</i>		
34	25/08	Senior Borrel
<i>September</i>		
35	02/09	Meeting Off-Screen
36	06/09	Borrel #1
37	13/09	Borrel #2
37	15/09	Pub Talk
38	20/09	Borrel #3
38	24-26/09	Introduction Weekend
39	27/09	(Committee) Borrel #4
39	30/09	Thesis Event #1
<i>October</i>		
40	04/10	Book Club #1
40	06/10	Party #1
41	11/10	GMA #1 + Borrel #5
41	14/10	Movie Night #1
43	25/10	Halloween Borrel #6
43	29/10	Open MAC Event #1

<i>November</i>		
44	01/11	Book Club #2
44	05-07/11	Weekend Away
45	08/11	Borrel #7
45	10/11	Career Workshop
46	15/11	CMA #1

46	18/11	Study Session #1
46	19/11	Silent Disco Boat
47	22/11	Borrel #8
47	24/11	IDFA X Off-Screen
48	29/11	Book Club #3
<i>December</i>		
48	02/12	Art Event
49	06/12	GMA #2 + Christmas Borrel #9
49	08/12	Gala (Party #2)

<i>January</i>		
02	10/01	Borrel #10
02	12/01	Movie Night #2
02-03	15-23/01	Ski Trip
04	26/01	Immersive Event
05	31/01	Borrel #11
<i>February</i>		
05	01/03	Book Club #4
05	03/03	Thesis Event #2
07	14/03	Valentine's Borrel
07	16-20/03	Berlinale
09	28/03	Borrel #13
<i>March</i>		
09	01/03	Book Club #5
09	03/03	Open SAC Event #1
10	10/03	Workshop Event
11	14/03	GMA #3 + Borrel #14

11	16/03	Charity Gala
12	24/03	Study Session #2
13	28/03	Book Club #6

<i>April</i>		
13-14	02-10/04	Study Trip
15	11/04	Borrel #15
15	13/04	Culture Event
16	20-21/04	Study Career Event
17	25/04	Borrel #16
17	26/04	Kingsnight Cruise
17	28/04	Book Club #7
<i>May</i>		
19	09/05	Borrel #17
19	13/05	Off-Screen's Birthday Party
20	16/05	Feels Like Family Borrel
20	19/05	Off-Screen's Film Festival
21	23/05	GMA #4.1 + Borrel #18
21	26/05	CMA #2

<i>June</i>		
22	03-05/06	Farewell Weekend
23	06/06	GMA #4.2 + Borrel #19
23	08/06	Open MAC Event #2
24	13/06	Book Club #8
24	15/06	Old Board's Borrel
25	20/06	Yearbook Borrel #20

25	22/06	Party #3
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7. Budget

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

Epilogue

The Board of 2021/2022 would like to thank you for reading their Policy Plan for the coming academic year of 2021/2022. They are looking forward to this year and hope to share their excitement with the members. Please feel free to contact the Board with any questions or suggestions, since they would love to hear your input. The Board cannot wait to realize all the ideas, concepts and events that are presented in this Policy Plan and hopes to make the coming Lustrum year a great success.

Kind regards,
Lara Godoff
President 2021/2022

Contacts

Study Association Off-Screen
Turfdraagsterpad 9, room 0.10
1012 XT Amsterdam
+31 (0)20 52533073
info@offscreen.nl

Board 2021/2021

Lara Godoff (President)
president@offscreen.nl

Charlotte Hopmans (Vice President)
vicepresident@offscreen.nl

Riddhi Vyas (Treasurer)
treasurer@offscreen.nl

Scyler van der Wal Klein (Head of Media and Academics Committee)
mac@offscreen.nl

Eva Joosten (Head of Social Activities)
sac@offscreen.nl

Milena Gabrysiak (Head of Travels & Lustrum Committee)
stc@offscreen.nl

Board of Advice

Tidi Stamatiou
tidi@offscreen.nl

Jonas van der Ziel
jonas@offscreen.nl

Jana Franck
jana@offscreen.nl

Faas Wijn
faas@offscreen.nl

Nadia Heemskerk
nadia@offscreen.nl

Kaja de Koff
kaja@offscreen.nl

Jang Kapgen
jang@offscreen.nl

Board of Finance

Luke Dodge
luke@offscreen.nl

Koen Pelgrim
koen@offscreen.nl

Faas Wijn
faas@offscreen.nl

Eva Rupert
eva@offscreen.nl

Attachments

I. Study Association Off-Screen House Rules

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

The internal organization of Off-Screen:

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

Board Article 1

1. The Board will strive to have a meeting once a week. If necessary a deviation is possible, there should however be at least one meeting every two weeks.
2. The Board divides their responsibilities amongst themselves and will introduce themselves and their policy plan in the first General Member Assembly (GMA) of the academic year. The Board is able to alter their responsibilities internally and externally at all times. The Board can alter their given responsibilities at any given time with a well-grounded reasoning.
3. The Board will attend every Off-Screen event, exceptions can be made within the Board.
4. The Board will present their policy plan and the budget in the first GMA of the academic year. The members must vote to accept the policy plan and the budget according to the regulations stated in the 'Regulations Voting Process' document.
5. Halfway through the year the Board will present their results alongside any changes in their policy plan and the bi-annual budget 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 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 cannot apply for a position in the new Board.
7. The new ApCo will be presented at the second GMA by the previous ApCo.
8. The new ApCo must be voted in during a GMA before they can start the application process.
9. The ApCo will receive an application letter and resume from every applicant. After the preliminary round the ApCo will invite all applicants to one or more interviews.
10. The ApCo has a confidentiality obligation. They will only report on the interviews of the candidates that are nominated for the new Board. Any candidates must agree with the report on their interview and qualities. The ApCo will report to no one on candidates that were not nominated. The ApCo is allowed to report on the amount of applications and interviews that were held in the GMA.
11. If the nominated Board has not been accepted in the GMA, the ApCo has two weeks to nominate a new Board.
12. The ApCo is not allowed to vote during the voting process for the new Board.

Committee Members

Article 5

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

5. Committee members are expected to be present at their committee's activities unless another arrangement is decided on.
6. Committee members are expected to be present at General Member Assemblies unless another arrangement is decided on.

Members

Article 6

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

Board Transition

Article 7

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

The Hok of Off-Screen

Article 8

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

Code of Conduct

Article 9

1. During Off-Screen events, Board members and Committee members will take full responsibility for the participants of the event. This means participants are expected to listen to Board members and Committee members, to ensure safety and a smooth progress of the event.
2. During Off-Screen events members are expected to behave according to the rules Off-Screen has constructed, this means no behaviour that could bring yourself or others in danger, no damage to property of fellow members or people outside of Off-Screen and no violence towards fellow members or non-members.

3. Off-Screen events follow the same drugs policy as is constructed in the Netherlands. Which means that hard drugs are not allowed at Off-Screen events. Soft drugs are tolerated, but Off-Screen will not be responsible for any consequences the use of these soft drugs might have. 4. A violation of the Code of Conduct, Article 9, may result in an Official Warning if the Board finds it necessary. An Official Warning can be given based on the indicated measures from the ‘Regulations Official Warnings’ document.

Extra Articles

Article 10

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

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

II. Regulations for Official Warnings and Suspensions

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

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

Last Warning

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

Giving an Official Warning

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

The Suspension

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