

Policy Plan

2020-2021



Study Association for English Language and Culture

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Preamble

Dear members,

The document in front of you is the policy plan of the XXXth board of Albion, the study association for students of English in Utrecht. In this document, you will find the plans and proposals for the academic year 2020-2021.

The policy plan will serve as a guide for the board. It will, in addition, clarify the goals for the coming year and the current status of the association to general members, committee members and others.

In this document, you will find the makeup of the new board. Additionally, we have provided clarifications on our personal responsibilities, which differ depending on the role in question. You will also find our goals for the coming year, which are made up of current affairs which we wish to continue and expand as well as entirely new ideas. With this in mind, we hope to further Albion as an association which remains interesting for current members as well as create interest for new and potential members.

Due to the continuing pandemic, it is not yet clear whether the plans provided below will be feasible. The advice provided by the government and the university will be adhered to. Under these circumstances, the board will attempt to effectively act on the situation to make this anniversary year a great success for everybody.

Sincerely,

The XXXth board of Albion, the study association for students of English in Utrecht.

Bauke Dudink	- Chair
Veerle Kusters	- Secretary
Charlotte van Houdt	- Treasurer
Rixt Tuinstra	- Commissioner of internal affairs
Nienke Hutten	- Commissioner of education
Bram van Beerendonk	- Commissioner of external affairs

1. The board

1.1. Current board

Bauke Dudink	- Chair
Veerle Kusters	- Secretary
Charlotte van Houdt	- Treasurer
Rixt Tuinstra	- Commissioner of internal affairs
Nienke Hutten	- Commissioner of education
Bram van Beerendonk	- Commissioner of external affairs

1.2. General responsibilities of the board

1.2.1. Attendance

Albion organises a variety of activities such as our monthly drinks, activities which are organised in cooperation with other study associations and those organised by our committees. The board aims to be present at as many of these activities as possible. In keeping with last year's goal, the board will endeavour to have at least two board members present at every activity.

1.2.2. Board meetings

During the coming year, the board will have regular meetings where all board members should be present. When university is in session, these meetings will be held weekly. Outside of these periods, the board will meet every other week. Board meetings are meant to facilitate discussions on matters both internal and external to Albion.

1.2.3. Activities

When activities are not related to any specific committee, they will be organised by the board. These activities include, but are not limited to our monthly drinks in De Stadsgenoot, activities in the Shack, including the Shack Snacks, the celebration of the yearly anniversary and the committee appreciation day. All other activities should be organised by the committees themselves; the board will guide and assist them in this. Additionally, an open mic night will be organised by two members of the board in a possible cooperation with a different study association.

1.2.4. Candidate board

During the second half of the academic year, the board and the electoral committee will appoint a candidate board. The candidate board will be prepared for their coming year as full board members between their period of appointment to the 7.

1.3. Specific responsibilities of the board

1.3.1. Chair

The chair is mainly occupied with presiding over and preparing for the board meetings, General Assemblies and committee meetings. The chair is also the face and the point of contact of the association and the leader of the board, and the chair has final responsibility for everything coming from the board. Furthermore, the chair should always be aware of all developments within the association and should intervene when necessary. At the end of the year, the chair writes the year report.

1.3.2. Secretary

The secretary is occupied with the association's administration. The secretary keeps up with the member database and the email inbox, picks up the post and writes an update email every two weeks. The secretary also keeps the minutes at meetings and writes the policy plan, the year script and any other papers. The secretary is furthermore responsible for the calendar for the board and for Albion. The secretary also insures the privacy of the members.

1.3.3. Treasurer

The treasurer is occupied with the financial administration of the association and with raising funds and grants. The treasurer also coordinates the treasurers of the committees within the association and thus checks the committees' financial business. The treasurer also completes transactions on behalf of the association. The chair takes on this job in case the treasurer is for some reason unable to do so. The treasurer is also the vice-chair of the association.

1.3.4. Commissioner of Internal Affairs

The commissioner of internal affairs is occupied with the promotion of the association and with communicating relevant information to the members and committees of Albion. The commissioner of internal affairs does this through the coordination of most of the association's social media (Facebook, de Albion website, Instagram en Whatsapp). The commissioner of internal affairs also arranges the overall coordination of Albion's committees.

1.3.5. Commissioner of Education

The commissioner of education is the link between the study association and the English department. The commissioner of education is also the chair of the Academic Committee, which organizes academic activities for Albion members and which organises all Student Assemblies. The commissioner of education presides over the Student Assemblies and is present at department meetings, as well as meetings of the Education Committee (OC). The commissioner of education is also a part of the OC which collects student feedback and communicates that to the department. The commissioner of education is also the chair of the Alumni Committee, which coordinates and guarantees the communication with alumni of the English Language and Culture bachelor programme. The commissioner of education also provides Albion's book sale via StudyStore.

1.3.6. Commissioner of External Affairs

The commissioner of external affairs is the association's contact with external parties. These parties include: sponsors, other (study) associations, and other businesses or people who are not directly associated with Albion. The commissioner of external affairs' job is to create and maintain strong and involved relationships with other study associations, so that we can learn from each other and profit from our connections, The commissioner of external affairs also organises, arranges and handles sponsoring, to Albion's financial benefit and the benefit of its members. The commissioner of education is also responsible for Albion's LinkedIn Page and Discord server. The commissioner of education also takes place in the Party Committee if this is necessary.

1.4 Communication

1.4.1. Communication within the board

The communication within the board happens through weekly board meetings. The board also makes sure to keep each other up to date of any developments in the meantime. Every block, the board schedules an evaluation meeting, and the aim is to have at least two members of the Council of Retired Boards (Raad van Oud-Besturen) present at these meetings.

1.4.2. Communication between the board and other parties

To establish good communication between the board and the association members, the board uses several online media, such as the website, the Facebook page, the Instagram page and the biweekly email update. The biweekly email update is written in English, and any other emails from the board are written in both Dutch and English. The board keeps office hours in the albion shack, at which members are welcome with questions, to study, or to relax.

The board uses a shared year calendar to optimise the communication with the committees. By using this calendar, committees can take other activities into account when planning their own. The Academic Committee plays an important role in maintaining good communication between Albion and the English department. Furthermore, the commissioner of education is present at the Education Committee and aims to be present at departmental meetings as well.

2. Goals

2.1. Approachability and engagement

As a study association, it is crucial to be open and approachable for all members. To assure that all our members feel welcome and comfortable within our association, the board will take on a social and open attitude. Furthermore, during the year an array of activities will be organised which will appeal to the various interests of our members. Activities one can think of are study-related activities, parties, if possible in cooperation with other associations, sports tournaments and other activities. Moreover, multiple trips will be organised, such as the big trip and the lustrum trip in the Netherlands or a foreign country or a trip for members.

2.2. Fostering of member connections

The board pursues to recruit as many new members as possible while trying to make the current members more involved by organising activities where all members feel welcome and by promoting said activities via social media more. Besides, the board pursues a clear overview of activities, in particular the beginning of the academic year. This will be accomplished by the use of the Phoenix's 'Fresher's Issue' and regular overviews on Albion's Instagram profile. The board's primary approach for improving the member connections will be by organising non-study related activities where members will feel welcome and will be able to relax. This will contribute to a cordial ambience within the association.

2.3. Academic

The Bachelor English language and culture is the foundation for the association. The basis for the study association is to offer study-related activities to broaden the knowledge of the members besides the lectures and seminars and to encourage them to acquire more knowledge of the English language and culture. One could think of symposiums, field trips and trips to foreign countries. Therefore it is important to have a good representation of study-related activities, by which the ratio study-related activities to relaxing activities is in balance. The goal of the board is to dedicate 30% of Albion activities to relate to the bachelor.

2.4. Communication

Good communication is important in all possible ways and the board will always strive for improvement. To realise this the board uses the appropriate means of communication for various purposes. Further, the board values close cooperation with de Raad van Oud-Besturen.

2.5. Professionalism

The board will aim to secure the professional image of Albion, both inside the association as to outside the association. The board will pay attention to the distinction between professional and personal affairs. Furthermore, the board pursues professionalism by for example giving committees the option of purchasing committee clothing.

2.6. Thirtieth anniversary

The board will find an appropriate and festive way to celebrate this lustrum year 2020-2021 with help of the lustrum committee. This will be accomplished by organising various activities throughout the year. Moreover, the Dies week will be celebrated even more. Furthermore, a lustrum trip will be organised. The lustrum activities will be organised by various committees.

2.7. Sustainability

Looking to the future, the board wants to invest this year into the sustainability of the association. To improve on this the board will purchase reusable plastic cups to prevent the use of one-time-use cups during the cocktail workshop for example. Furthermore, the transfer to a more sustainable bank and the board will send the holiday cards in a digital format instead of by post. Additionally, the board will purchase power strips with separate switches to prevent unnecessary power consumption.

2.8 Alumni policy

In order to continue to involve alumni in our study association, there is an alumni policy which will be continued and stabilized this year. This policy sets out means for maintaining contact between alumni and students of English Language and Culture. For example, the Buddy Project, where students are linked to alumni, will be continued. In this way, alumni can guide students in their study choices and provide information about possible career opportunities.

2.9 Merchandise

During this year the Albion merchandise collection will be expanded and diversified. Items dedicated to the lustrum will be released and an effort will be made to make items available with more varied designs than just the Albion logo, because the availability of precious merchandise items is often perceived as positive by Albion members and can help with the visibility of the association and member recruitment. This will be organized by the Commissioner of External Affairs with possible support from other Albion members.

2.10 Internationalization

Albion strives to involve more international students in the association. In order to make the association more accessible to them, activities will be offered in English if there is a demand for it. Committee meetings and general assemblies can also be held in English if this is made known in a timely manner. We will also publish documents, including the policy plan, in English. However, it will be the Dutch documents that will be voted on.

2.11 Friends of Albion

After the introduction of Friends of Albion, an effort will be made to make this initiative more widely known. In this way, we want to involve more master, minor and international students in the association. We also strive to include Friends of Albion in the rules and regulations.

3. Committees

Each committee has its own tasks and responsibility in the organization of different facilities for all members. At the end of the year, a committee thank you day will be organized to thank the various committees for their efforts throughout the year.

3.1 Structure of committees

Each committee will have a clear structure of chairman, secretary, treasurer, PR member and possibly a general member in order to be able to function as optimally as possible.

3.1.1 Chairman

The chairman is mainly concerned with chairing and preparing committee meetings. In addition, the chairman is the contact point of the committee for the association and the board, the chairman leads the committee and the chairman is held responsible for everything that comes from the committee. Furthermore, the chairman must be aware of all developments at all times within the committee and has to intervene when necessary. The chairman is also responsible for writing the white paper at the end of the year.

3.1.2 Secretary

The secretary takes care of the administration of the committee. The secretary manages the e-mail account and the calendar, maintains e-mail contact with members and keeps track of any registrations. In addition, the secretary notes at committee meetings and drafts any other documents.

3.1.3 Treasurer

The treasurer takes care of the financial administration of the committee and with fundraising and subsidies, in consultation with the treasurer of the study association.

3.1.4 PR member

The PR member is responsible for the promotion of events of the committee in consultation with the board. In addition, the promotional member tries to stay engaged in extensive advertising in cooperation with the Commissioner of Internal Affairs. It is also the job of the PR member to take pictures during the committees' activities for future promotional purposes.

3.1.5. General Member

The general member has a position that can be filled in freely. It is up to the committee to determine which tasks the general member will execute. This position will only be fulfilled when all of the other positions have already been fulfilled.

3.2 Committees 2020-2021

Based on the past few years, Albion will have the following committees the upcoming year, to support different facilities for all of the members:

3.2.1. Academic Committee (AC)

The Academic Committee will organise different academic activities throughout the year. These activities can have to do with career opportunities, for instance a Career Services training, study-related activities, like the Poetry Reading, or other academic activities, for example the pub lectures. During the Student Assemblies, students receive information about relevant organisations, mostly about education- and career-related matters. During these meetings, students will have the opportunity to express their opinions and ask questions. Furthermore, the Academic Committee strives to organise a Family Day this academic year, where family members of Albion members will have a chance to visit the University and among other, follow mini-classes.

3.2.2. Activities Committee (AcCie)

The Activities Committee is concerned with organising different activities throughout the year. They will strive to appeal to and involve in Albion as many members as possible.

3.2.3. Alumni Committee (AlumCie)

De Alumni Committee aims to improve communication between students and alumni. Besides, the Alumni Committee will proceed with the Buddy Project. Within this project, students are linked to alumni. This way, alumni are able to guide students with their choice of study and they are able to provide useful information about possible career options.

3.2.4. Party Committee (PartyCie)

The Party Committee is, possibly together with other associations, responsible for the organisation of parties for the members. They also act within party bonds. One speaks of a party bond when the organization of a party includes other study associations. The Party Committee could organise both 'internal' and 'external' parties. We thus speak of an 'internal' party if it is a party that is organised merely for Albion members, and we speak of an 'external' party if it is a party that is organised with other (study) associations.

3.2.5. Big Trip Committee (Big TripCie)

The Big Trip Committee is an Albion Tours subcommittee and this committee organises one trip a year to a foreign country. This trip will take place in the Non-Teaching Days week after block 3. This committee has good contact with the Lustrum Trip Committee.

3.2.6. Introduction committee (IntroCie)

The Introduction Committee will provide the faculty introduction, along with other introducing activities at the start of the academic year.

3.2.7. Camp Committee (CampCie)

The Camp Committee organises the introduction camp. The Introduction Committee and the Camp Committee will have mutual contact with each other and they will work together to make the introduction run as smoothly as possible.

3.2.8. Lustrum Committee (LustrumCie)

Year 2020-2021 is the lustrum year and this needs celebration. The activities in honour of Albion's lustrum will be organised by this committee. Furthermore, this committee will work together much with other committees to make a part of their activities lustrum-themed as well.

3.2.9. Lustrum Trip Committee (LusTripCie)

The Lustrum Trip Committee is an Albion Tours subcommittee and this committee will organise a lustrum weekend for Albion members. This weekend will take place at the end of block 4 and is meant to be the end of the academic year. Previously, this committee was known as the Small Trip Committee, but this is adjusted due to the lustrum year. This committee has good contact with the Big Trip Committee.

3.2.10. Phoenix

The Phoenix, which publishes the eponymous association's magazine, functions as a fully-fledged editorial team consisting of an editor-in-chief, a secretary, a treasurer, fixed writers and a creative director. The Phoenix strives to publish at least four and maximally six editions a year. Besides, the Phoenix provides a Fresher's Issue in collaboration with the Introduction Committee.

3.2.11. Sports Committee (SportCie)

The Sports Committee is responsible for the organisation of sport-related activities throughout the year. Moreover, they have the option, possibly in collaboration with other associations, to organise a winter sport trip.

3.2.12. Students of Utrecht Drama Society (SUDS)

The Students of Utrecht Drama Society, short for SUDS, will strive to organise theatre-related activities yearly for Albion members and other students. SUDS counts as an Albion committee, but has its own, independently functioning board.

3.2.13. Symposium Committee (SympoCie)

The symposium committee will organise symposia, eventually in cooperation with other associations. There will be at least one symposium per block. This year there will also be a cooperation with the lustrum committee to organise a large-scale symposium to celebrate the lustrum.

3.3 Committee coordination

In order to properly guide the committees' functions, every committee will be coordinated by a board member. Moreover, the commissioner of internal affairs will be an overarching coordinator for all committees.

This division is as follows:

Bauke:	LusReisCie	SportCie	
Veerle:	SympoCie	SUDS	
Charlotte:	Grote ReisCie	LustrumCie	
Rixt:	AcCie	Phoenix	
Nienke:	AC	AlumCie	(OC)
Bram:	FeestCie	IntroCie	KampCie

There will also be a committee meeting every academic block with all committees, with which we strive for the attendance of all members of all committees. Moreover there will be a shared online calendar to improve further internal communication.

3.4 Supervisory and advisory bodies

3.4.1. Audit committee (KasCo)

The audit committee is a supervisory body consisting of at least two members of Albion, who will be appointed during the last General Assembly of the year (in which the Candidate Board takes over from the current board). The committee will be granted access to financial overviews and talks about the documents regarding Albion's budget, realisation and balance before these are presented at the last General Assembly. The committee checks and advises the treasurer on behalf of the members and presents for transparency's sake its findings at the General Assembly, in the case such documents are discussed at the assembly.

3.4.2. Electoral committee (KiesCo)

This committee will be appointed as part of the application procedure for the candidate board. The committee will, preferably, consist of three ex-board members and a general member of Albion. Ex-board members of the previous year and members of the audit committee are excluded from this committee. The committee and its members will be appointed at the Mid-year General Assembly. The electoral committee will, in cooperation with the current board go through the application procedure and draft a candidate board. The electoral committee and the current board's votes will be equal in value. It will, however, be required that a candidate will be selected by at least half the members of the electoral committee before the candidate may be appointed as member of the candidate board.

3.4.3. Council of Retired Boards

The council of retired boards consists of ex-board members who offered to fulfill this position. They will be kept up-to-date by e-mail of what is going on and may be approached by the current board for advice.

Closing statement

After reading this policy plan you are completely aware of our functions, tasks and goals of this board year. We will all fulfill our functions and board-related tasks in a professional though also fun manner. The aforementioned goals we will always keep in mind during the coming year. Based on this plan we hope to reach the students of English Language and Culture and generate enthusiasm for Albion and the activities organised by its committees.