

Policy Plan

2022-2023



Study Association for English Language and Culture

Trans 10
3512 JK Utrecht
030 - 253 66 69
www.albionutrecht.nl
albionutrecht@gmail.com



Table of contents

Preamble	4
1. The board	
1.1. Current board	5
1.2. General responsibilities of the board	5
1.2.1. Attendance	5
1.2.2. Board meetings	5
1.2.3. Activities	5
1.2.4. Candidate board	5
1.3. Specific responsibilities of the board	6
1.3.1. Chair	6
1.3.2. Secretary	6
1.3.3. Treasurer	6
1.3.4. Commissioner of Internal Affairs	6
1.3.5. Commissioner of Education	6
1.4. Communication	7
1.4.1. Communication amongst the board	7
1.4.2. Communication coming from the board	7
2. Goals	
2.1. Approachability and engagement	8
2.2. Fostering of member connections	8
2.3. Academic	8
2.4. Communication	8
2.5. Internationalisation	8
2.6. Diversity	9
2.7. Professionalism	9
2.8. Sustainability	9
1.1. Merchandise	9
1.2. Alumni Policy	10
1.3. Pilot: number of activities	10
1.4. Friends of Albion	10
2. Committees	
2.1. Structure of the committees	11
2.1.1. Chair	11
2.1.2. Secretary	11
2.1.3. Treasurer	11
2.1.4. PR-member	11
2.1.5. General member	11
2.2. Committees of 2022-2023	12



2.2.1. Academic Committee (AC)	12
2.2.2. Activities Committee (AcCie)	12
2.2.3. Curriculum Committee (CC)	12
2.2.4. Party Committee (PartyCie)	12
2.2.5. Big Trip Committee (Big TripCie)	12
2.2.6. Introduction Committee (IntroCie)	12
2.2.7. Camp Committee (CampCie)	12
2.2.8. Small Trip Committee (Small TripCie)	13
2.2.9. Merch Committee (MerchCie)	13
2.2.10. Phoenix	13
2.2.11. Sports Committee (SportCie)	13
2.2.12. Students of Utrecht Drama Society (SUDS)	13
2.2.13. Symposium Committee (SympoCie)	13
2.3. Committee coordination	13
2.4. Supervisory and advisory bodies	
2.4.1. Audit Committee (AuditCo)	14
2.4.2. Electoral Committee (ElectCo)	14
2.4.3. Council of Retired Boards (CoRB)	14
Closing statement	15
Appendix	16



Preamble

Dear members,

The hereby document is the policy plan of the XXXIInd board of Albion, the study association for students of English Language and Culture in Utrecht. It consists of the plans and proposals for the academic year 2022-2023.

In consideration of the XXXIInd board of Albion's partial internationality, all essential documents have been translated to English, and, subsequently, all General Assemblies (GAs) and Committee Meetings will be held in English to accommodate this change. To ensure a clear understanding of all English terms and subsequent abbreviations, a table of translations is enclosed in appendix A of this document.

The primary goal of the policy plan is to serve as a guide for the board. In addition to this, it will clarify the aims of the board for the coming year and the current status of the association to general members, committee members and all other members of the association.

This document contains the layout of the new board, along with clarifications on the board's individual responsibilities, which differ depending on the role in question. It also comprises the board's goals for the coming year, which include current affairs the board wishes to continue and expand as well as new submissions. With this in mind, the board hopes to promote Albion as an association maintaining the interest of current members as much as it stimulates interest for new and potential members.

The Covid-19 pandemic seems to have reached its end. This policy plan is based on the current situation in the Netherlands, so no restrictions or measures. However, the Board will remain flexible and take into account all measures that might be taken by the government. The board will endeavour to effectively act on unforeseen situations to make this year successful for all members.

Sincerely,

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

Soraya van den Steen	- Chair
Marlies Riemens	- Secretary
Lisanne Nieuwendijk	- Treasurer
Anna Alborghetti	- Commissioner of Internal Affairs
Mar Luijkx	- Commissioner of Education



1. The board

1.1. Current board

Soraya van den Steen	- Chair
Marlies Riemens	- Secretary
Lisanne Nieuwendijk	- Treasurer
Anna Alborghetti	- Commissioner of Internal Affairs
Mar Luijkx	- Commissioner of Education

1.2. General responsibilities of the board

1.2.1. Attendance

Albion organises a variety of activities, such as monthly drinks and activities organised by our committees and/or in cooperation with other study associations. The board aims to be present for as many of these activities as possible. The board will endeavour to have two board members present at every activity.

1.2.2. Board meetings

During the coming year, the board will have regular meetings, which all board members are required to attend. 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

Activities unrelated to a specific committee are organised by the board. These activities include, but are not limited to monthly drinks at De Stadsgenoot, activities in the Shack (such as 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, at least one activity will be organised in cooperation with another study association. This will be coordinated by the Chair. Even though committees have delivered great work over the last years, the board will start a pilot to limit the number of activities per committee. If this goes well this will continue for the rest of the year. This will be done to focus on quality of activities and board wellbeing.

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 official board members. The training period will take place between their appointment as candidate board members and the Switch-GA.



1.3. Specific responsibilities of the board

1.3.1. Chair

The Chair is primarily occupied with presiding over and preparing for the board meetings and General Assemblies. The Chair is the face and point of contact of the association, and as leader of the board, has final responsibility for all decisions of the board. Furthermore, the Chair should always be aware of all developments within the association and should be prepared to intervene when necessary. At the end of the year, the Chair writes the yearly report.

1.3.2. Secretary

The Secretary is responsible for the association's administration, including ensuring the privacy of all members. They will also serve as the point of contact for any privacy issues or questions that may arise. The Secretary manages the member database and the email inbox, picks up the post and writes an email update every two weeks. The Secretary also takes minutes during meetings and finalises the policy plan, the board manual and any other documents. Additionally, the Secretary updates the calendar, for the board and for Albion in general.

1.3.3. Treasurer

The Treasurer handles the financial administration of the association, including raising funds and grants. The Treasurer coordinates the treasurers of all committees within the association and thus does the final check on the committees' finances. The Treasurer also completes transactions on behalf of the association. If, for some reason, the Treasurer is unable to do so, the Chair is responsible for this job. The Treasurer also chairs the Merch Committee. The Treasurer is the Vice-Chair of the association.

1.3.4. Commissioner of Internal Affairs

The Commissioner of Internal Affairs focuses on the promotion of the association through social media and ensures relevant information reaches the right members and committees of Albion. The Commissioner of Internal Affairs engages in the promotion of the association through all social media platforms used by Albion (Albion's website, Instagram, WhatsApp and TikTok) as well as promote the social life of Albion and its board. Besides this, the Commissioner of Internal Affairs verifies that the committees function well as a whole and pays particular attention to communication between and within committees, striving to be as transparent and engaged as possible in order to avoid conflict between or within committees. The Commissioner of Internal Affairs is in charge of chairing the committee meetings.

1.3.5. Commissioner of Education

The Commissioner of Education acts as a link between the students of Albion and the teachers of the English department. They are present at department meetings, as well as meetings organized by the Curriculum Committee, of which the Commissioner of Education is a PR member. They are responsible for the upkeep of the LinkedIn account for Albion (page and group). The Commissioner of Education is the Chair of the AC: the product of the merge between the Academic Committee and the Alumni Committee. The AC organises academic activities for Albion members as well the Student Assemblies, happening once per block, presided by the Commissioner of Education. In addition to that, the Commissioner of Education is, by default, the committee coordinator for the CC. The Commissioner of Education also provides the programme's booklist via StudyStore.



1.3.6. General responsibilities

The Board is responsible for the association's relationships and contact with external parties. These parties include: sponsors, other (study) associations, and businesses or people who are not directly associated with Albion. Certainly after these trying times, it's important for Albion to maintain these relationships. The Board must maintain involved and reciprocal relationships with other study associations, as well as businesses that accommodate special benefits for general members. When such opportunities present themselves, the Board will deliberate on the division of tasks internally.



1.4 Communication

1.4.1. Communication within the board

Communication within the board is mainly done during the weekly board meetings. Outside of these meetings, the board strives to keep each other informed of any developments by communicating during official board hours. Every block, the board schedules an evaluation meeting, and the aim is to have at least two members of the Council of Retired Boards present at these meetings.

1.4.2. Communication between the board and other parties

To guarantee good communication between the board and the association members, the board uses several online tools, such as the Albion website, social media and a biweekly email update. The biweekly email update is written in English; any other emails from the board are written in both English and Dutch. The board holds office hours in the Albion shack, at which members are encouraged to come for questions, to study, or to relax.

The board uses a shared calendar to optimise the communication with and between 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 attends meetings organised by the Curriculum Committee and aims to be present at departmental meetings as well.



2. Goals

2.1. Approachability and engagement

As a study association, it is essential for Albion to be open and approachable for all members and potential members. To ensure that members feel welcome and comfortable within the association, the board endeavours to hold a social and open attitude. During the year, an array of activities will be organised in an effort to appeal to the various interests of all members. These activities include study-related activities, parties — sometimes in cooperation with other associations —, sport tournaments and other activities. Moreover, several trips will be organised when possible, such as the big trip to a foreign country or a weekend trip.

2.2. Fostering of member connections

The board aims to recruit as many new members as possible, while also tending to current members and increasing their involvement by organising activities catering to all needs and by promoting said activities via social media. Throughout the year, the board aims to maintain a clear overview of activities. This can be done, for example, through the calendar on the site, the regular overviews on Albion's Instagram page, and the monthly updated WhatsApp icons. This way, members can easily access the schedule for different activities. At the beginning of the year, this will also be aided through the use of the Phoenix's 'Fresher's Issue'. The board's primary approach for improving the member connections will be to organise non-study related activities to instate and/or improve a general feeling of inclusion. This will contribute to a cordial ambience within the association.

2.3. Academic

The bachelor English Language and Culture lays the foundation for the association. The basis of Albion is to offer study-related activities to broaden the knowledge of the members, in addition to the lectures and seminars, and to encourage them to acquire more knowledge about the English language and culture. Examples of such study-related activities are symposiums, field trips and trips to foreign countries. Therefore, it is important to have an accurate representation of study-related activities, by which the ratio of study-related activities to relaxing activities is in balance. The goal of the board is to dedicate 30% of Albion's overall activities to bachelor-related subjects.

2.4. Communication

Good communication is important in all possible ways, and the board always strives for improvement. To help with this, the board uses appropriate means of communication. One of the goals the board aims to achieve is improving the Albion website and making it more user-friendly. Also, a Cognito form has been created for Albion members to give anonymous feedback to the board. The board has also appointed two confidants for Albion members to share issues with who will then anonymously discuss this with the board. Furthermore, the board values close cooperation with the Council of Retired Boards.

2.5. Internationalisation

Albion actively seeks 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 and will be promoted in English. All committee meetings and General Assemblies for the

academic year 2022-2023 will be held in English. As they have been notarised, only the Dutch documents will be voted on; however, all important documents will be translated in English by the board and made accessible to all members, including the policy plan. The board will strive to help international members by paying particular attention to and regularly stating the article numbers they are discussing during the meetings, so non-Dutch speakers can follow the English version. Regarding activities, the board aims to organise international-oriented events, such as culture-themed dinners, in order to promote internationalisation and celebrate the diversity of the members' cultural backgrounds.

2.6. Diversity

As an association, Albion strives to be open and inclusive to all members and potential members, regardless of their sexual orientation, religion, race, gender, nationality, ability etc. In order to do so, the board is committed to, amongst other things, attending diversity workshops organised by the university to improve diversity and promote inclusion both within the association and in the English programme in general. The board also strives to diversify the representation of all minorities in the curriculum. In addition to this, the board aims to take concrete steps to facilitate the inclusion of neurodivergent students of the English Language and Culture programme, specifically for the introductory activities of the academic year 2022-2023.

2.7. Professionalism

The board intends to secure Albion's professional image, both inside and outside the association. At Albion activities the board will ensure to serve as the point of contact and to maintain safety. The board will pay attention to the distinction between professional and personal affairs. Likewise, the board offers professionalising options for their committees, such as official committee clothing, and encourages committee members to purchase said clothing in order to appear more professional during activities.

2.8. Sustainability

Looking to the future, the board wants to invest into the sustainability of the association this year. As such, the board has come up with points of improvement regarding the sustainability of Albion. First of all, while the board does want to make a point of sending physical Christmas cards this year, this will be done in a sustainable manner. Secondly, committees will be granted extra budget in order to have more sustainable options available for activities, and it will be emphasised to committees that they should commit to sustainability. Finally, an effort will be made to improve waste separation during activities.

2.9. Merchandise

The Albion merchandise is regarded as highly positive by members of the association and helps reinforce the visibility of the association, which in turn benefits member recruitment. For this reason, the Albion merchandise collection will be expanded in continuation with last years' effort for diversification of selling items. The last academic year a wider range of designs has been made available; the Merchandise Committee will endeavour to keep expanding on this. This will be organised by the Treasurer with support from the Merchandise Committee. The MerchCie endeavours to have two merch drops per academic year.



2.10. Alumni policy

In order to continue to involve alumni in our study association, there is an alumni policy which will be continued 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.

2.11 Pilot: number of activities

As Albion, we want to have a wide range of activities to offer to the members. After the pandemic, the association was ready to thrive again, resulting in a burst of activities. Despite the fact that these activities were great, the number of activities a week was a lot. From September onward, the Board wants to start a pilot where each committee gets a certain number of activities a year and focuses on the quality of these fewer activities. In this way, attendance per activity will expectedly be higher and time management will be made easier for the board and committees.

2.12 Friends of Albion

This year, an effort will be made to make the initiative of Friends of Albion and its benefits 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 activities for all members. At the end of the year, a committee appreciation day will be organised to thank the various committees for their efforts throughout the year.

3.1 Structure of committees

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

3.1.1 Chair

The chair is mainly concerned with chairing and preparing committee meetings. In addition, the chair is the committee's contact point for the association and the board, and the chair is responsible for everything the committee organises. Furthermore, the chair must be aware of all developments within the committee at all times and has to intervene when necessary. The chair is also responsible for writing the whitepaper 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 takes minutes at committee meetings and drafts any other documents.

3.1.3 Treasurer

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

3.1.4 PR member

The PR member is responsible for the promotion of events/activities of the committee in consultation with the board. In addition, the PR member tries to stay engaged in the event's/activity's promotion 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's position 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 2022-2023

Based on the past few years, Albion will have the following committees the upcoming year:

3.2.1. Academic Committee (AC)

This committee is the result of the merge between the Academic Committee and the Alumni Committee. The committee is chaired by the Commissioner of Education. The Academic Committee will organise various academic activities throughout the year. These activities can be related to career opportunities - for instance a Career Services training - study-related activities - like the Poetry Reading - or any 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 AC strives to organise a Family-and-Friends Day this academic year, where family members and friends of Albion members will have a chance to visit the University and, among other things, follow mini-classes. The AC coordinates and guarantees communication with alumni of the English Language and Culture bachelor and organises events and activities for alumni (e.g.: Career Night, Buddy Project etc.).

3.2.2. Activities Committee (AcCie)

The Activities Committee is concerned with organising different activities throughout the year. These activities have a very broad range, as there is virtually no limit to what they can do. This is done in order to appeal to and involve as many members as possible.

3.2.3. Curriculum Committee (CC)

The Curriculum Committee aims to improve communication between current students and the English programme. There is a representative from each year of the bachelor, the representatives take a look at the caracal course evaluations and communicate this to the teachers in order to improve the courses.

3.2.4. Party Committee (PartyCie)

The Party Committee is, possibly in affiliation with other associations, responsible for the organisation of parties for Albion members.

3.2.5. Big Trip Committee (Big TripCie)

The Big Trip Committee is an Albion Tours subcommittee and organises one trip a year to a foreign country. This trip will take place in the Education-free week after block 3. This committee has good contact with the Small Trip Committee, since they share a bank account.

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. The committee is funded completely by the English Language faculty, and is only supplied by Albion.

3.2.7. Camp Committee (CampCie)

The Camp Committee organises the introduction camp for the first years at the start of the academic year. The Introduction Committee and the Camp Committee are in close contact with each other, as they will work together to make the entire introduction run as smoothly as possible.



3.2.8. Small Trip Committee (Small TripCie)

The Small Trip Committee is an Albion Tours subcommittee and this committee organises a weekend for Albion members at the end of the academic year. This committee has good contact with the Big Trip Committee, since they share a bank account.

3.2.9. Merchandise Committee (MerchCie)

The Merch Committee will coordinate the design and distribution of Albion merchandise. The committee is chaired by the Treasurer. The committee will endeavour to have two moments of distribution per academic year.

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 creative director, a secretary, a treasurer and various staff writers. The Phoenix strives to publish a minimum of four and a maximum of six editions a year. At the start of the academic year, Phoenix also 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, SUDS for short, strives to organise various theatre-related activities for Albion members and students of other faculties. SUDS counts as an Albion committee, but has its own, independently functioning board. All positions within the board, with the exception of the chair, are open to people from other faculties as well.

3.2.13. Symposium Committee (SympoCie)

The symposium committee will organise symposia, possibly in cooperation with other associations. There will be at least one symposium per block.

3.3 Committee coordination

In order to effectively keep track of the committees' progress and activities, every committee will be coordinated by a board member. Moreover, the Commissioner of Internal Affairs will be an overarching coordinator for all committees. The coordinating board member will join at least one meeting per committee per block and serve as a point of contact for questions from the committee members and help solve issues that arise during the academic year.



This year's division is as follows:

Soraya:	PartyCie	IntroCie	
Marlies:	SportCie	AcCie	CampCie
Lisanne:	MerchCie	BigTripCie	
Anna:	SmallTripCie	SUDS	Phoenix
Mar:	AC	CC	SympoCie

The board will also organise a general committee meeting every academic block. During these meetings, all members of all committees are expected to be present. Moreover, there will be a shared online calendar to improve communication between the committees and the board.

3.4 Supervisory and advisory bodies

3.4.1. Audit Committee (AuditCo)

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 internally discusses 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. Then, it presents its findings at the GA for transparency's sake.

3.4.2. Electoral Committee (ElectCo)

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 preceding year and members of the Audit Committee are excluded from this committee. The committee and its members will be appointed at the Bi-annual 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 a member of the candidate board.

3.4.3. Council of Retired Boards (CoRB)

The Council of Retired Boards consists of ex-board members who offered to fulfil this position. They will be kept up-to-date via e-mail 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 for this board year. Throughout the year, we will aim to fulfil our functions and board related tasks in a professional manner, while also making sure to have fun along the way. 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.



Appendix I

Dutch	English
Wissel-ALV	Switch-GA
hALV	Bi-annual GA
Onderwijs Commissie (OC)	Curriculum Committee (CC)
Kas Commissie (KasCo)	Audit Committee (AuditCo)
Kies Commissie (KiesCo)	Electoral Committee (ElectCo)
Raad van Oud-Besturen (RvOB)	Council of Retired Boards (CoRB)
Statuten	Articles of Association
Commissie Bedank Dag	Committee Appreciation Day
Witboek	White paper
Onderwijsvrije Week	Education-free week
W.V.T.T.K.	A.O.B. (Any Other Business)
Rondvraag	Ask Around
Sluiting	Adjournment