

Policy Plan

2024-2025



Study Association for English Language and Culture

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Preamble

Dear members,

The hereby document is the policy plan of the XXXIVth 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 2024-2025.

In consideration of all Albion's members, all essential documents are in English. All General Assemblies (GAs) and Committee Meetings will be held in English.

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 and values 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.

Sincerely,

The XXXIVth board of Albion, the study association for students of English Language and Culture in Utrecht.

Elise Pleij	- Chair
Silke Eijs	- Secretary
Lonneke Meyboom	- Treasurer
Isis Broeders	- Commissioner of Internal Affairs
Merle Logtenberg	- Commissioner of Education
Hilde Neefjes	- Commissioner of External Affairs

1. The board

1.1. Current board

Elise Pleij	- Chair
Silke Eijs	- Secretary
Lonneke Meyboom	- Treasurer
Isis Broeders	- Commissioner of Internal Affairs
Merle Logtenberg	- Commissioner of Education
Hilde Neefjes	- Commissioner of External Affairs

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 three 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, 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.

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 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 and organising the committee markets. They are also in charge of overseeing the committee cup.

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 organised by the Curriculum Committee. 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 point of contact with the CC. The Commissioner of Education also provides the programme's booklist via a study books provider.

1.3.6. Commissioner of External Affairs

The Commissioner of External Affairs 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. It is the Commissioner of External Affairs' responsibility to maintain involved and reciprocal relationships with other study associations, as well as businesses that accommodate special benefits for members. To achieve these relations with other associations the Commissioner of External Affairs will endeavour to host at least one activity, not a party, with another association each year. When the Commissioner of External Affairs is unable to make plans for this before winter break, the designated budget will be reassigned and reviewed at the bi-annual general assembly. The commissioner of External Affairs will endeavour to regain a relationship with our sister associations. They are responsible for the upkeep of the LinkedIn account for Albion (page and group). The Commissioner of External Affairs is the Chair of the Merchandise Committee and is responsible for both the merch orders as well as the committee shirts offered to the committees to appear more professional.

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. All of these are written in English. 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 calendar to keep track of the committee's activities, and shares them once the promo has been revealed.

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. Values

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 and/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. In addition to this, feedback will be asked once per block via Instagram and a Cognito form in the Whatsapp chat. 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. Inclusivity

Albion is always working to involve more international students, the board will work hard to keep involving international students as much as possible. All activities will be in English as well as all committee meetings and the General Assemblies. All important documents are available in English to all members. 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. 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 the English programme in general. The board also strives to diversify the representation of all minorities in the curriculum.

2.6. 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.

2.7. 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. For instance, the board will send physical Christmas cards this year, this will be done in a sustainable manner.

3. Goals

3.1. Alumni

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, activities or events that link alumni and students. In this way, alumni can guide students in their study choices and provide information about possible career opportunities. The board aims to have at least 2 alumni events per year.

3.2. Accessibility

The board will strive to make sure that the accessibility of any activities is listed on the promotional material by their respective committees. The board will publish a feedback form on Instagram and in the Whatsapp chat once per block, for feedback on accessibility within our activities.

3.3. Sustainability

We will ask committees to think about sustainable alternatives to be used during activities. An effort will also be made to improve waste separation during activities and in the shack. Through collecting bottles and cans for deposit as well as separating paper from general waste. The board also endeavours to host sustainability focussed activities such as, but not limited to a clothes swap and/or plant swap.

3.4. 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. Over the last academic years a wider range of designs has been made available; the Merchandise Committee will endeavour to keep this. This will be organised by the Commissioner of External Affairs with support from the Merchandise Committee. The MerchCie endeavours to have two merch drops per academic year.

3.5. Friends of Albion

This year, we will again focus on making the initiative of Friends of Albion and its benefits more widely known. In this way, we want to keep involving more master, minor and international students in the association.

4. Committees

Each committee has its own tasks and responsibility in the organisation 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. In order to keep the enthusiasm of committees high, the committee cup will be awarded at the end of the year during the committee appreciation day.

4.1 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.

4.1.1. 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.

4.1.2. 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.

4.1.3. Treasurer

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

4.1.4. 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 members and future promotional purposes. The PR member makes the sign up form for activities, unless agreed upon differently.

4.1.5. 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.

4.2. Committees 2024-2025

Albion will have the following committees in the upcoming year:

4.2.1. 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. The AC coordinates and guarantees communication with alumni of the English Language and Culture bachelor and organises events and activities for interaction between students and alumni.

4.2.2. 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.

4.2.3. 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.

4.2.4. Party Committee (PartyCie)

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

4.2.5. Big Trip Committee (BigTripCie)

The Big Trip Committee organises one trip a year to a foreign country. This trip will take place in the Education-free week after block 3.

4.2.6. 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.

4.2.7. Camp Committee (CampCie)

The Camp Committee organises the introduction camp for the first years before the first block 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.

4.2.8. Small Trip Committee (SmallTripCie)

The Small Trip Committee organises a weekend for Albion members at the end of the academic year.

4.2.9. Merchandise Committee (MerchCie)

The Merch Committee will coordinate the design and distribution of Albion merchandise. The committee is chaired by the Commissioner of External Affairs. The committee will have two moments of distribution per academic year.

4.2.10. 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.

4.2.11. Sports Committee (SportCie)

The Sports Committee is responsible for the organisation of sport-related activities throughout the year.

4.2.12. 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 programmes as well.

4.2.13. Symposium Committee (SympoCie)

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

4.2.14. First Month(s) Committee (FirstCie)

The First Month(s) Committee will be responsible for organising a number of activities in the period between the introduction days at the beginning of the academic year and the start of the activities organised by the newly formed committees. This way the committee can bridge the gap of activities Albion has in September and October. This year will be the trial run.

4.2.15. Lustrum Committee (LusCie)

The Lustrum Committee will be responsible for organising the activities for the lustrum in academic year 2025-2026.

4.3 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:

Elise:	PartyCie	SUDS	
Silke:	SportCie	Phoenix	
Lonneke:	BigTripCie	IntroCie	
Isis:	SmallTripCie	AcCie	FirstCie
Merle:	AC	CC	SympoCie
Hilde:	CampCie	MerchCie	LusCie

The board will also organise a total of 3 committee meetings during the year. During these meetings, all members of all committees are expected to be present.

4.4 Supervisory and advisory bodies

4.4.1 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.

4.4.2. Legal Committee (LegalCo)

The Legal Committee is an advisory body consisting of one or more Albion members, who can request membership during the switch General Assembly on June 20th 2023. Before the 1st of July 2026 Albion has to change its articles of association to adhere to new legislation issued by the Dutch government, and this committee will consist of at least one person with a legal background. The committee members will give advice to the Board of Albion about possibilities concerning the new legislation. The members of the Legal Committee will sign an NDA since they might need information that is usually reserved for the Board. All final decisions will still be made by the Board, the Committee has a mere advisory function. The committee will dissolve the moment the articles of association have been rewritten and officially changed by notarial deed.

4.4.3. 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 former board members and a general member of Albion. Former board members, except for those of the preceding board year, and members of the Audit Committee are allowed to be part of 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.

4.4.4. Council of Retired Boards (CoRB)

The Council of Retired Boards consists of former 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.

4.5. Committee Cup

To enhance the engagement of the committees of Albion, the Albion Committee Cup will be held. The Albion Committee Cup is an overarching activity that will end at the committee appreciation day, during which the winning committee will be announced, and a prize will be awarded. While the Cup aims to keep the committee members active within Albion, even when their committees are not organising any activities. It also aims to remind the members to have fun with their committees and enhance the member connections, which would compliment the social and open attitude the board endeavours to stimulate. The rules for the Committee Cup will be published in all of the committee drives.

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.