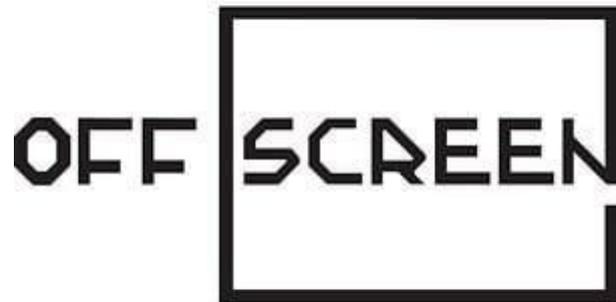


POLICY PLAN 2017 – 2018



Study Association Off-Screen

Media & Culture / Media & Information

University of Amsterdam

The Board

President

Michael Verdel

Vice President

Asja Stam

Treasurer

Luke Dodge

Head of Media- and Educational Activities

Berbe Maltha

Head of Social Activities

Danaë Verstegen

Head of Travels

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Preface

We would like to start our Policy Plan for 2017 – 2018 by thanking past and current members for giving us the opportunity to make the coming year of Off-Screen a great success. As this year's board, we are thrilled to organize and host upcoming events for Off-Screen and all the people associated with the study association. We aspire to live up to the Off-Screen name and uphold its reputation for the members, third parties and future endeavours. We would also like to thank previous boards, without whom we would never have had this opportunity.

This policy plan will give the members an insight in what is to come. As the board of 2017-2018, we are excited to present all of our new ideas which will shape the coming year. All our ideas for committees, events and trips will be clearly explained and showcased. Off-Screen is nothing without its members, which is why this policy plan will show that we want to cater to the needs of the members.

Certain Off-Screen activities have become tradition and we hope to honour those traditions but will also try to modernize them. We're looking for ways to keep existing Off-Screen events that are successful fresh for returning members and thrilling for new ones. Seeing how the number of members that Off-Screen has is shrinking, we aim to adjust to this new wind that is blowing: by investing more in smaller, more intimate events that still appeal to the Off-Screen audience.

Another goal for the coming study year of 2017 – 2018 is to put more emphasis on study-related activities throughout the entire year and especially on trips. Since Off-Screen is a study association, we strive to incorporate a productive, study-related lesson into most activities. The same goes for our policy on internationalisation. Since last year, Media & Information has become an international study. Students from all over the world have settled here in Amsterdam and we as the board of 2017–2018 are ready to fulfill to those specific needs that differ from non-international students. With coming events, borrels and parties, we strive to incorporate more aspects of different cultures to keep the fact that we have gone international visible and alive for all members. Since the internationalisation has become a key aspect of Off-Screen, the board is fully invested in nurturing this process.

Michael Verdel,

President 2017 - 2018

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1. Current Situation

Off-Screen is the study association of Media & Culture and Media & Information of the department of Media Studies 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 couple of years Off-Screen has had certain activities that have become a tradition and created a rhythm of activities which is effective for its members. These activities have always been organised to enrich the lives of its members, socially, educationally and culturally.

Last year there have been a few big adjustments to the association and for its members. The first change was the arrival of international students. For the first time, Off-Screen needed to change course and shift towards English, meaning that since last year Off-Screen has switched to a more English based communication. Anticipating to the needs of this diverse group of students has been trial and error since it was the first year working with and for them. The internationals are solely from the study Media & Information, meaning that Media & Culture remains Dutch. This could result in a distance between the students of Media & Information and Media & Culture which we strive to overcome. The internationalisation has also led to a growth of Media & Information. The direction of New Media within the study Media & Culture is now part of the study Media & Information. In past years, Media & Culture had always been the bigger study, this is now changing. There is more balance between the number of students divided between the two studies.

The second change students and Off-Screen were faced with the past years, was the removal of the student scholarship which has been changed to a student loan. This was a financial blow for the association and its members, since its members have less to spend. This change in income could have been one of the reasons why students live with their parents longer, go out less or choose not to join the association to save money.

The final change affecting Off-Screen and the UvA is the change of our sister study of Media & Culture in Utrecht. The Utrecht version of our studies has changed its name from Theatre-, Film- and Television Sciences to Media & Culture. This change in combination with changes to the courses they offer has stimulated the growth of students choosing Utrecht over Amsterdam.

Coming year, we aim to further stimulate the process of internationalisation by trying to fully switch to English content. We have chosen for this change to ensure internationals will not feel left out, since the barrier created by language can be a big challenge to overcome. Also, with the student scholarship becoming a loan, we strive towards affordable, small activities to ensure members can still join. Since most students have less to spend we need to invest in activities that play into this financial adjustment.

2. General Vision

To illustrate and fully realize our vision for Off-Screen, we have chosen to live the coming year of Off-Screen by our core words. These words will be the foundation for Off-Screen to realize our goals and plans for the coming year. The words are as follows: Base, Openness and Development. These core words serve as our own BODY of Off-Screen.

Base stands for the foundation that Off-Screen can bring and will give its members the coming years and hopefully years to come. With Base, we are talking about the space which people can always return to. It doesn't matter if you go abroad or become less active within Off-Screen for a while, we want Off-Screen to be part of your roots, your safe station. Off-Screen can be the place where you respawn if needed. Off-Screen is also the base that connects us all. We want base to be the state of mind you have when thinking of Off-Screen. Our new borrel location, 't Hok or a popular discount partner can serve as bases where the members gather and socialize. Base also stands for the current members and their influence in the association. All Off-Screeners are part of the foundation the association stands upon. Base also stands for the activities, skills or opportunities Off-Screen can present to its members. They can serve as bases for moments to come.

With Openness, we mean the openness that Off-Screen has always had towards new and existing members. By being open you invite others to come towards you. Of course, as the board, we will try to engage with everyone to include them into the Off-Screen group, we want to ensure they feel comfortable coming towards us. Having an open and inviting attitude towards new members helps them cross the social line that people often have in new situations. It stimulates social contact, which is a core aspect of Off-Screen. With events and small social gatherings, the focus will be on staying open. Themes, parties & trips will be centred around openness, in every sense of the word. We also emphasize the physical aspect of openness since this year we've found a new borrel location. The new borrel location is Theatercafé de Richel. With this new borrel location, staying in the centre to maximize accessibility was one of our focusses. We will always aspire to have the lowest fees for the members to keep the financial openness. Also with offering a broad scale of activities and events we want to cater to each and everyone's needs and interests. We want to stimulate people finding themselves and others within Off-Screen. Everybody within Off-Screen should always feel welcome. By staying accessible & open we can realize that.

Our third core word is Development. We want to maintain the level of professionalism, quality and growth that has been part of Off-Screen and its endeavours. Off-Screen is a place where people can try, learn and explore. The committees function as platforms for members on which they can hone their skills. But Development goes further than just the committees. By organizing events that entertain Off-Screeners with media and other skills we want to continue to enrich our members.

Development also stands for the new events coming, they will continue to raise the bar and be of high quality. As a board, we aspire to let the members leave Off-Screen by feeling they have gotten something out of their time with us. Development is essential to ensure growth within events. It puts the focus on striving to keep improving and perfecting not only events but oneself within Off-Screen and outside of the association.

Summary

Base

- Home base for its members
- Being the foundation the association stands upon
- Open for existing and new members
- Letting Off-Screen be part of your roots
- A place you can always return to

Openness

- Being Inviting
- Engaging with everyone
- Stimulating social contact
- Offering a safe space
- Appealing locations and fees

Development

- Maintaining the level of professionalism
- Growing further throughout the year
- Offering high quality content and events

3. Vision per Function

3.1 President

Michael Verdel will fulfil the role of President of the board of Off-Screen during the academic year 2017–2018. He will be responsible for keeping an eye on the other board members and help when necessary. As President, Michael will focus on being a leading whilst supporting player in the board, meaning that Michael will be invested in all projects of the other board members, but will respect each board member's autonomy.

Vision

Michael's vision is heavily influenced by the core words explained in the previous chapter. To ensure a good cooperation between the board members, Michael will stimulate a space in which every member is heard and is free to speak their mind. This is established by strengthening the social bond between the board members. By having social gatherings without board responsibilities, the atmosphere in the board will also be relaxed instead of solely professional. Michael will not only focus on the board as a group but also on each member personally and will have a personal reflection with each member every three months. These personal talks will be focused on the experiences and development of said board member. Michael will also be responsible for making the agenda for the weekly meetings. If needed, Michael will help the other board members if they stray from the vision or core words presented in this policy plan. Staying critical towards each other only stimulates and helps to ensure that the board will be stay productive and efficient throughout the year.

Towards the members Michael strives to be an open and inviting board member whom the members feel safe to approach. Michael will try to engage with every member in a natural way, new and current, to make sure they are comfortable and feel heard. He will also make sure the rest of the board does the same. The members are a key part of the association and must be treated as such. Michael will also pay special attention to members who might feel left behind or have trouble finding their pack, to ensure everyone has their place within Off-Screen.

Another focus of Michael will be maintaining and strengthening the contact between the UvA & Off-Screen. Michael will be responsible for the official communication between the UvA and Off-Screen. He will also be responsible for contact with other external contacts such as ASVA and ALPHA. These will be further explained later in this policy plan. Michael plans to work very closely with the UvA. This is done by carefully planning social events around busy school periods and exams, with the courses offered by Off-Screen leading to these deadlines and exams to ensure the best

study results. By regularly visiting Willem Pool and Simon van Asch from the department of Media Studies, Michael aims to strengthen the connection they already have established with Off-Screen. By focusing on the development of this communication and having a clear way of working together, the consistency will lead to better quality of communication. Seeing how the UvA is the base on which Off-Screen is built, it is necessary for the association to listen and also give feedback when needed. This feedback will focus on problem areas student encounter in which Off-Screen and the UvA together will try to fix these problems.

Reporter Committee

In previous years there has been a Yearbook Committee. Last year Off-Screen Live was launched with content filled by the Yearbook Committee. Off-Screen Live is the name given to the journalism part of the old Yearbook Committee, next to the traditional yearbook. Off-Screen Live focuses on articles, interviews and reports done by the Yearbook Committee. Since the content of the committee is more than just the yearbook, the decision for the board was to adjust the name to the Reporter Committee. During the entire year, the Reporter Committee will focus on reports, photography & conducting interviews for and with Off-Screeners. Off-Screen Live will be an essential part of the Reporter Committee, with the focus on consistent high-quality content accessible for all members. A goal within the Reporter Committee will be to improve the depth and quality of the content posted and generated by its committee members. Since last year was the first of Off-Screen Live, it is now time to learn from what didn't work. So, this year Off-Screen Live will focus on creating interactive yet informative content within the field of media. Committee members are free to have their own segment like '37 Questions...'. This was a monthly segment created by one of the members of the Yearbook Committee last year. Reviews about movie premieres or coming gadgets will also be incorporated. Michael wants the members of the Reporter Committee to have a portfolio with reviews, pictures, blogs, vlogs or other forms of reporter content at the end of their committee year. Which content the committee will produce exactly is yet to be decided. The goal is to give the reporters space to find their own niche in reporting. As head of the committee, Michael will steer them towards creating media-related content, but within that field the committee members are free to explore. The content created by the Reporter Committee is mostly aimed at the members themselves, so it will be casual.

Within the committee there will be a specific spot held open for our own Off-Screen photographers, if they were to apply. The amount of photographers will also vary depending on the applicants. Since photographs are a very essential part of the yearbook and our online presence, coming year there will be room for photography skills to be developed by our members. These Off-Screen photographers will have a platform to practice and enhance their skills within the field of photography with the yearbook as a way of showcasing part of their portfolio. They will be

responsible for making photographs at most Off-Screen's activities. They will be assisted by official party photographers, who will be hired to work at the parties. The yearbook itself will not only consist of these Off-Screen photographer's photos. The other photos will be a collection consisting of recreational pictures made by members themselves at Off-Screen events or shot by party photographers but quality and style within photographs will align through photo editing.

The yearbook itself will be a product of the collaboration between all committee members. The photos will be selected by each member themselves after which Michael will personally check all the photos to ensure most members are represented in the yearbook. For the yearbook there will be editors, creative directors and photographers. The committee members will fulfil both roles as reporters and photographers to fill the newsletter as well as the yearbook. The yearbook will have a little organization reminiscent of an official publishing agency. The functions given to the six committee members will be as followed:

- Editor in Chief: This role will be fulfilled by Michael himself as he is also the head of the committee. Everything in the yearbook will be run by Michael. As editor in chief Michael will also be part of every process within the yearbook to ensure cohesiveness.
- Deputy Editor: This role will be to ensure that deadlines will be met within the committee and for the yearbook. As a deputy, the focus is on supporting the editor in chief and substituting if the editor in chief is unavailable.
- Art Director: The art director oversees everything visual of the yearbook. From creating the layout and focussing on the overall aesthetic of the yearbook.
- Editors: The editors will be responsible for most of the content and each will have the possibility to support the other directors and editors in their own special role.

Newsletter

This year, the responsibility for the newsletter will shift from the Vice President towards the President. The reason for this shift comes with the combination of maintaining the newsletter with Off-Screen Live. Both complement each other very well and can stimulate each other's improvement. The aim of the newsletters is to make them for the members by the members. Members of the Reporter Committee will have monthly articles which will create some of the content for the newsletter. In the past years, content generated by Off-Screeners themselves has been very well received and continuing this trend would be very productive. To stimulate connections with partners such as Cineville, the newsletter serves as a very good and direct way to communicate with a large

group of the members of Off-Screen. Things as the already existing Cineville reviews will also appear in the newsletter as they consist of interests shared between members.

The newsletter will also be posted on multiple platforms to ensure reaching most of the members. The website will have its own header in which the newsletters will be archived and accessible for all members. The new newsletters will be sent through mail aside from Facebook. Through the mail those not active on Facebook or the website, will receive a notification of when the new newsletter is out.

Activities

Courses

Coming year, Michael will organize the Adobe editing courses that have been happening previous years. For these courses, there will be a tight cooperation between Off-Screen and the UvA, to ensure that the courses fit the requirements students must meet for their assignments. The content of the courses will be relevant for all study years next to the first years. By timing the courses around deadlines Michael and Willem Pool hope to achieve a bigger turnout than the previous years have shown. If the editing course proves to be a success, there is a possibility for a Photoshop course. Another course will also be organized by Berbe Maltha, Head of Media- and Educational Activities.

Summary

- Strengthening the relationship between UvA and Off-Screen
- Maintaining a positive vibe within the board
- Active personal contact with members
- Supporting and staying critical towards the board
- The newsletter: content by and for members, also sent through mail and Facebook
- Leading the Reporter Committee
- Off-Screen Live, revamped and quality consistently enhanced
- Creating the Yearbook
- Giving Adobe Courses (editing and possibly Photoshop)

3.2 Vice President

Asja Stam will fulfil the role of Vice President of the board during the academic year 2017-2018. As Vice President, Asja will be responsible for the administration and communication within Off-Screen, but also for external communication with other study associations, organizations and companies.

Asja will send out emails to the members and receives all emails from both members and external parties. She will either answer them or serve as an intermediary between external parties and the board by forwarding them to other board members. Her target is to answer all emails before the weekend and within three days at the most. She will answer in a friendly but professional way. If necessary she will act accordingly; for example when an email concerns changes in the membership file or sharing internships on the website.

Asja will maintain the membership file and process all subscriptions and unsubscriptions. In the first weeks of the year, until the member fees will be claimed, Asja will process the subscriptions and unsubscriptions daily. She will keep the membership file up to date and will send new members a confirmation email as soon as the registration has been fully processed. After the fees have been claimed and most subscriptions and unsubscriptions have been processed, Asja will keep up with them weekly. Together with Luke, Off-Screen's Treasurer this year, she will also search for another system to maintain the membership file so that next year, subscriptions and unsubscriptions will not have to be processed manually anymore.

Asja will also keep up with the board calendar and the corresponding side calendar -the calendar which contains the actions that have to be fulfilled to realize an activity. She will keep an eye on upcoming events and tasks. She will do this not only for the upcoming week, but for the upcoming months. This way, she will make sure that there is enough time to prepare for big events or promotional content. Because Asja keeps up with these calendars, she will have an overview on the tasks that other board members have to fulfil and together with Michael, Off-Screen's President, remind them of it. She will also write the Annual Report. Furthermore, Asja will notify all board meetings and General Assemblies and make up 'to do'-lists for the board members for every next meeting. After each board meeting, Asja will summarize her proceedings and send them out to her board members. She will do the same for her proceedings from General Assemblies and send them out to the Off-Screen's members.

Vision

Asja's vision is represented in the way she plans to conduct herself as Vice President and in her plans for the online platforms. She wants to further brand Off-Screen towards its members and external parties. She sees Off-Screen as a professional association and wants to maintain that by focussing on consequence and consistency. Asja wants Off-Screen to be a base where members feel affected to

during their student years. She wants to maintain Off-Screen's open ambiance as well and wants all members to always feel welcome and included into Off-Screen. She also wants to further professionalize the content that Off-Screen produces and wants members to develop themselves so that Off-Screen does not only contribute to their social lives, but also to their skills and portfolio. She will further explain her vision under the tabs 'Online Platforms' and 'Promotion Committee'.

Online platforms

Being the study association of Media Studies, Off-Screen is very active on social media. As Vice President, Asja will manage different social media platforms. She wants to maintain structure and unity within the online social platforms that Off-Screen uses. She wants it to be clear to members where they can find required content and for that content to be easily accessible. Right now, there are multiple platforms where Off-Screen content is gathered; the website, Facebook, Vimeo, YouTube and Instagram. Asja wants to divide the role of each platform within Off-Screen's portfolio. She wants to clean up those platforms, complete them where needed and reorganise them to create a clear archive with the content that Off-Screen has made during the years.

Besides structure within the online platforms, Asja wants to maintain consequence regarding the time of and in between posts. By means of that, she wants to optimize consciousness of the members. She will set deadlines for the maximum time it will take for photos or an aftermovie to be posted after an event. Asja has included these deadlines into a promotion calendar. She will follow these deadlines strictly and will keep an eye on her committee to ensure that they will do the same.

In the past few years, Off-Screen has worked with a guideline of one Facebook post per day. Asja thinks it is important to stay conscious about not overwhelming members, though she will loosen up this limit a little and is not afraid to become more active on social platforms like Facebook, Instagram and Snapchat. She will send out multiple posts in one day if needed.

Every year, Off-Screen gets a lot of requests from media related companies to share posts or events on the website or Facebook. Asja will make a selection of the most interesting posts for members and share them, if possible in exchange for something in return. Asja will keep opportunities for potential discount partners in mind. For example, she can share an event on Facebook or promote its banner on the website, in return for a discount for Off-Screen members.

To make sure that social platforms are accessible to all members, everything will be posted in English. A current problem is that most vacancies for internships are in Dutch. If Asja receives such vacancies, she will try to get them in English as well and if not, add 'Dutch only' to the website's 'Internship'- tab.

To maintain a professional appearance towards both companies and members, Asja will also make sure that inconvenient messages or comments will be deleted. Asja will try to respond to

messages as soon as possible. She will check Facebook messages and messages on the website daily and will also try to answer these messages before the weekend and within three days at the most.

Concerning the layout of certain online platforms, Asja wants to maintain unity by keeping one certain style. Donna Kersten, last year's Vice President, created a style in which you can recognize Off-Screen on every social platform. This style contains a certain font and way of editing photos. Asja wants to maintain this certain 'Off-Screen style' on platforms like Facebook, the website and Instagram to provide unity and a professional appearance.

Website

Last year, the website has undergone quite a metamorphosis. With a beautiful new look to start with, Asja will continue improving and completing the website. Asja wants the website to be the base for both new and old Off-Screeners and for companies where all of Off-Screen's platforms come together as one Off-Screen Archive. Last summer, Donna has completed Off-Screen's portfolio from the past four years on the website. Asja wants to continue this process and maintain the portfolio of the content that Off-Screen will make this year. This way, companies can see what Off-Screen members are capable of, new members see what Off-Screen has to offer and old members can look back on their great time at the association easily. Asja strives to complete Off-Screen's portfolio until at least five years back. Therefore, she will contact previous Heads of Promotion Committees and research Off-Screen's hard drive. The portfolio on the website is split into a poster and a video part, in which the videos are placed as a link to Vimeo. Asja will maintain this structure. Within the tab 'Off-Screen Live', Asja wants to add a subtab with links connected to all YouTube content produced by the Reporter Committee.

Off-Screen would not have been where it is now without our predecessors. Asja thinks it is important both to remember the people who brought Off-Screen to where it is now and to learn from the past. That is why, besides maintaining a clear portfolio/archive to dive into Off-Screen's past, she wants to add a 'History' tab on the website with information about Off-Screen and photos of previous boards and committees.

Asja wants the website, instead of Facebook, to be the home base platform for Off-Screeners by making sure that the website is always up-to-date and complete. The 'base' meaning that Off-Screeners can count on information being on the website, whether they want to check Off-Screen's calendar or watch promotional videos. The base where, as said before, history and portfolio come together.

Facebook

Where the website will serve as Off-Screen's base with all completed content and information, Facebook will serve as the platform which is used to reach people, to invite members for events, to make announcements and to share content. Unfortunately, Off-Screen's 'friend page' was deleted by Facebook last year. This makes it harder to invite members for events. Asja will try to reach as many members as possible, by inquiring invitation lists of previous events. Facebook will remain the place to share photos of Off-Screen's events. Also, under the tab 'promotional material', visitors of the page will be able to find links to videos on Vimeo. Asja will upload videos from the Promotion Committee straight to Facebook to reach more members than by just sharing videos from Vimeo or YouTube. To maintain structure, Asja will also upload all videos on either Vimeo or YouTube, so that members can easily retrieve them and the portfolio stay up to date.

Vimeo

Asja wants to use Off-Screen's Vimeo account to upload all content made by the Promotion Committee such as teasers, promotional videos and aftermovies. She also strives to complete this portfolio with the lacking items from at least the previous five years.

YouTube

The YouTube account will be used to upload all content produced by the Reporter Committee under the name of 'Off-Screen Live'. To maintain consistency and keep the division between *Off-Screen Promotion* and *Off-Screen Live* clear, Asja will remove certain promotional videos from YouTube and relocate them to a more suitable platform.

Instagram

Instagram will not serve as a part of Off-Screens archive but as a more playful environment used to keep members enthusiastic, for example to remind members of borrels and other activities. Asja believes that members like to see themselves and their friends on a platform like this. In order to make it appealing to all members, Asja will involve a wide range of members into Instagram. She will post content which is appealing to a wide audience and with members from all layers of Media Studies. Asja wants to further professionalize Off-Screen's Instagram feed by maintaining a certain style, which will differ a little from last year's style. One difference is that Asja does not want to use frameworks anymore. Asja also wants members to become more interactive with Off-Screen on social media. For example, she will ask its followers on questions or start photo challenges on Instagram where members can win small prizes such as tickets for events. She will also use Instagram to 'go live' to show members what we are up to.

Snapchat

In the context of 'going live', Asja wants to bring Off-Screen's Snapchat account back to life and use its 'story' to keep members constantly updated. This story will serve as a tool to show members what Off-Screen is up to, to make them excited for events or to show them where they are missing out on. Some quick snapshots of a Media and Educational Activity or a mini course for example, could trigger people to join such an activity next time. Also, discount partners can gain a little more attention due to promotion on Snapchat and 'making of' shots could serve as a sneak peak for promotional videos. Not only official activities, also fun and cozy moments at 't Hok for example could be displayed on Off-Screen's story. To remain open to all members, Asja will keep her stories appealing for a wide range of people by including all different kinds of Off-Screen activities and members from all layers of Media Studies.

Besides the promotional side of this idea, Off-Screen's Snapchat stories will serve as some sort of 'video diary'. Asja will combine all Snapchat stories together and make a little compilation called: Snap Recap. Asja's target is to make a Snap Recap about every two weeks. It will depend on the amount of activities that have taken place, but she will try to stay consistent. The Snap Recap is a vlog-like idea serving as a short video journal of what Off-Screen has been up to during the week. This way, people who missed out on certain 'stories', can still be updated on all activities or moments that Off-Screen has had in the past week. Depending on the amount and size of the activities of a certain week, the compilation can change in length, but the aim is for it to be no shorter than 30 seconds, and no longer than 3 minutes. The Snap Recaps will be posted on YouTube and will get their own tab on the website as well. This will create a video diary where members can quickly look back on Off-Screen moments. To reach more people, the Snap Recaps will be shared on Facebook as well.

Promotion Committee

Asja Stam will be the Head of the Promotion Committee in 2017-2018. Depending on their aim and length, activities will be promoted by a poster, teaser, promotional video and/or aftermovie afterwards. In the past, parties organized by the Social Activities Committee (SAC) have been promoted by a poster, a video, and usually an aftermovie. Asja will continue this habit. The same goes for nfor all trips organized by the Study Travels Committee (STC) and the Berlinale organized by the Media- and Educational Activities Committee (MEAC). Depending on the length of trips, the Promotion Committee will make a short teaser, promotional video or both; for example for big trips such as the annual Study Trip. In Asja's opinion, MEAC activities and extra activities like workshops or courses could use some extra attention this year. Therefore, they will be promoted and extra bit by short teasers. Since Off-Screen is the study association of Media Studies, Asja thinks it is important to deliver professional promotional material. Asja also thinks that within our association there are

plenty of creative and talented people and she wants that talent to be shown. She wants her future committee members to not only contribute to Off-Screen's portfolio, but also to their own. She wants them to experience the committee not only for fun, but to really develop themselves so that they really gain something out of it. Asja wants to form her committee based on different qualities. She will not only gather people who can contribute to the Promotion Committee with a good camera or skills they already have, but also people with passion: passion for photo- and video footage and the will to develop themselves. Because Asja thinks that people who are most eager to learn and develop themselves will, in the end, maintain their enthusiasm longer, therefore work harder and thus create the best content.

Asja wants to maintain the high level of promotional content that Off-Screen produces, for the members as well as for external parties. To achieve this, she wants to focus on a few things:

- Asja strives for good collaboration between committees. Having been a SAC-member last year, Asja knows that when productions concern multiple committees, good communication is very important. Like last year, she wants two people from the Promotion Committee, or two members from the committee concerned, to join a meeting in which an activity or a trip's promotional material is being discussed. With good communication between committees, the Promotion Committee can fulfil the wishes of the other committees concerning their events, which will lead to good results.
- As soon as Asja has formed her committee, she wants to take little courses/ workshops with them in every program they will work with next year like Illustrator, Premiere Pro and Photoshop. After that, she wants to give her committee members little assignments, just to practice, so that every committee member can find out what he or she is best at and where their interest lies.
- Asja always wants to work with high quality equipment. It would be useful to accept people in the Promotion Committee who own some, but she also has contacts from which she might be able to borrow or rent from.
- Asja will set a limit on the length of promotional videos and aftermovies. Asja strives for all promotional videos and aftermovies to be no longer than two minutes, because she thinks that that is the best length for keeping people's attention.
- To maintain consequence, Asja will strictly work with a promotion calendar. Asja made a calendar with strict deadlines for posters, teasers, promotional videos and aftermovies. The Promotion Committee has to be willing to stick to these deadlines, even in busy times. With the promotion calendar in mind, Asja will try to spread the workload by working ahead in quieter times.

- Asja will split up her committee for different assignments, but will still let them all come together each week. It will keep the committee close and prevent the members from postponing their deadlines by having too much freedom.
- Finally, she will gather a committee from five or six members. In the past years, the Promotion Committee has usually had six members. Asja thinks a committee serves as a whole and depending on how the composition of people works together, she will decide whether she accepts five or six members into her committee.

Concerning the budget, Asja will try to produce promotional material as cheap as possible. She will try to find free locations and contacts to use proper equipment. On the other hand, she will put some money into promoting events or promotional videos on Facebook.

Summary

- Being responsible for administration and internal- and external communication
- Serving as an intermediary between members, the board and/or external parties
- Maintaining structure, unity and consequence within online social platforms
- Maintaining Off-Screen's archive and completing its online portfolio
- Being active on social media and stimulating interactivity with members
- Leading the Promotion Committee

3.3 Treasurer

Luke Dodge will fulfil the position of Treasurer during the academic year of 2017-2018. As Treasurer, it will be Luke's responsibility to set a budget for the coming year, the coming events and ensure that this budget is followed as much as is possible. He will also keep track of all the incoming and outgoing finances in his financial statement. Finally, he will also be leading the Acquisition Committee.

Even though the amount of applicants for Off-Screen seems to have risen slightly since last year, Luke has written his budget sparingly as the number of unsubscriptions is still unclear. He has tried to make reasonable predictions in regard to the incomes Off-Screen will receive in the coming year. These incomes have been divided amongst the committees and events based on last year's realisations and the experiences the rest of the board has had hosting these activities in their committees in the previous year. Luke will hold the rest of the board to the budget they have decided on as strictly as is possible without decreasing the quality of an event. This means that Luke will stay active in each event and encourage board members to find cheaper solutions in regards to expenditures such as location, hosts or DJs for example. As last year's income was lower than expected Luke has been careful in overestimating incomes. Thus, certain events have been budgeted for a lower amount than previous years.. If any events end up being more profitable than expected, these extra funds can be used in the later stages of the year. This could mean decreasing the prices or investing more in an event. In the previous three years Off-Screen has intended to add €1000, - to their equity each year. This was done so there was an emergency fund if it was ever necessary. This equity was also meant as a fund for the start of each year when the membership fee hasn't been collected yet. This trend was started three years ago and was meant to increase Off-Screens equity to €3000. As this goal hasn't been achieved in the previous year Luke would like to try and complete that goal this year. Luke would like to add €750 euros to Off-Screen's equity this year as it is important to have a safety fund in the event of a big loss. This would mean that the goal of €3000 would be achieved this year and a further €250 would be added. Luke has chosen to reduce the yearly goal of €1000 to €750 because this amount would be high enough to reach the goal of €3000 and any extra money would be more wisely invested in this year's events.

Regarding the accounting aspect of his task, Luke strives to keep his financial statement up to date at all times. This will ensure that there is always a clear and up to date picture of Off-Screens current financial status. The method of accounting that is currently used means that the Treasurer manually files all the in- and outgoing activities within an Excel-document. Luke would like to pursue the possibility of purchasing an accounting programme for Off-Screen as fast as possible. Since the purchase of an accounting programme would be an investment, the main goal of this programme should be the increase in precision, not merely a way of decreasing the Treasurer's workload. Investing in a basic and cheap accounting programme would ensure that Off-Screens accounting

would be done in a professional, precise and digital way. The current system allows too much room for human error.

Vision

Luke's vision regarding the core words will mainly apply to his activities with his committee. The word openness means that Luke wants the members to be aware of the partnerships available to them so they can be used effectively, therefore he would like to expand on the existing map on the website with extra information so the students know exactly which discounts they should be getting. The word Base is close to the word Openness in regards that Luke hopes that if the discounts are clear they can be used by members together and increase their bond with Off-Screen. Furthermore Luke would like to use the Acquisition Committee to help students to network themselves. Luke hopes this will increase the extent in which students see Off-Screen as a platform for professionalism.

In regards to development Luke will try to maintain all the discount partners Off-Screen has had the previous year and add to this list during the year with his Acquisition Committee. He also sees the goal to invest in an accounting programme as development.

Acquisition Committee

Regarding the Acquisition Committee Luke would like to expand on its responsibilities and ask more from its members. Luke hopes this will allow the members to learn more from their experience and give them a motivation to work hard. In the previous year the Acquisition Committee had five members, Luke would like to reduce this number back to four, as had been done in the past, as a smaller committee will ensure that members have to work closely together and have a workload that is high enough for them to feel challenged. Luke will start the year by having the committee members work on building a standard format for the e-mails they will be sending to prospective partners. He also feels that for each member to learn from their year in the Acquisition Committee there should be plenty of moments for them to discuss each other's work and give feedback, this will allow them to learn more from their experiences and work more effectively. This will also be used to make the Acquisition Committee look more appealing. Not just as a committee in which students learn about sales, but as a committee in which students will learn about networking, approaching businesses and working together. Another way in which Luke wants to keep his members motivated is by choosing students based on whether or not he thinks they will work well together, he would also like to choose students who have shown enthusiasm for Off-Screen so they feel motivated to work for the betterment of the association as a whole. This means that Luke would like to have a

balance between older and first year students in his committee. This will hopefully create a dynamic in which there is experience and a fresh outlook.

With the Acquisition Committee Luke wants to try and keep all our current partners and where necessary refresh our partnerships. For them it should feel like a partnership in which Off-Screen is capable of being a serious partner. The fact that Off-Screen should have something to offer is another thing that Luke would like to achieve with his committee. To increase the brand awareness of Off-Screen Luke would like to set up a system with his committee in which members can be brought into contact with businesses that are in need of skilled students. As Off-Screen has many talented students with a wide variety of skills, Luke would like to offer these students the chance to present their CV's on the Off-Screen website within a database. Luke will try to approach businesses with his committee who would be interested in the member's skills. For example, the acquisition committee could connect with clubs and tell them that if they're ever in need of a photographer they could contact Off-Screen. Off-Screen could then send a message to the photographers in their database to see if anyone is available. This will allow the students to gain experience within the work field, and present Off-Screen as a serious organisation.

Off-Screen partners

Studystore

As Off-Screen still has another year left on their contract with Studystore, Luke will be continuing the book deal Off-Screen currently has with them. Due to a change in policy from Studystore Luke will be using their LML-system. This system allows Luke to upload all the books necessary into Studystore's computer system with a prognosis for the amount of books that need to be ordered. This will ensure that Studystore will order the books necessary for the students. This system also allows room for students to sell their secondhand books to Studystore, however this is still something Luke is working on. Luke has contacted Studystore to see if it would be possible to get a pin machine for the coming year. Luke has looked into the option of renting a cheap alternative if this isn't possible.

Discount Partners

Luke has contacted all the existing discount partners to renew the standing deals and discuss how our current partnership can be improved if necessary. He will also use his committee to try to find new partnerships that will benefit Off-Screen's members. Currently, there is an interactive map on the Off-Screen website where the members can see the partners. Luke would like to expand this map by adding more information like which discount each location offers. Luke would also like to create a partnership like the one Off-Screen had with Pathé a couple of years ago. This was a partnership in

which students would get to see movies for a discounted price during the week. Partnerships like these are valuable to the media students Off-Screen exists for.

Activities

Parent Borrel

The Parent borrel is a borrel that is hosted each year to give the students' parents a chance to see what the student life is like. This year this event will be organised by the Treasurer. The reason for this is that Media- and Educational Activities Committee has a very busy schedule and Luke would like to assist the commissioner. Furthermore, Luke believes hosting events will help motivate his committee. As has been the case in previous years, Luke and his committee will ensure that this event has guest lecturers that are a clear representation of the lectures the students receive during the year. Luke would also like the 'borrel' afterwards to be in a similar format to the usual 'borrels'. This will give the parents the opportunity to have a clear idea of what a week in their children's lives is like.

Thesis Pitch

The Thesis Pitch will be a combined effort of the Treasurer and the MEAC Commissioner. As was the case last year they would like to organise this event in collaboration with our sister association in Utrecht, AKT. They would also like to expand on the format that was used last year and focus on the aspect in which students can use it as a platform to receive feedback on their dissertation. By selling it as an opportunity to improve upon their dissertation Luke and Berbe hope to attract more participants and help them with the process of writing their dissertation. As was the case in previous years the event will still be open for students who have finished their thesis. Luke would like to divide the pitch in a part for students who are finished and students who still need feedback. He would like to offer prizes for both parts.

Summary

- Writing a budget for the year 2017/2018
- Keeping track of Off-Screen's finances in a financial statement
- Leading the Acquisition Committee
- Setting up a CV database for Off-Screeners
- Maintaining contact with Off-Screen's discount partners
- Maintaining contact with Studystore
- Hosting the Parentborrel and Thesis Pitch

3.4 Head of Media- and Educational Activities

Berbe Maltha will be Head of the Media- and Educational Activities Committee (MEAC) during the academic year of 2017-2018. She will be responsible for all the activities which embrace the growth and the development in the media landscape. With help from her committee she wants to set up events that are entertaining, relevant and educational.

Vision

Berbe will be focusing on the shifting balance between Film-, Television- and New Media Studies. Most of the events that she will be organizing will focus on one discipline. For example: make a video that goes viral, write a screenplay or visit a television broadcast. By organizing these events the MEAC wants to provide informative and entertaining activities which are in relation with all aspects of Media Studies. The media landscape is changing and so are the courses given by the department of Media Studies at the University of Amsterdam (UvA). Berbe thinks that a stable cooperation between the MEAC and the UvA can be of great value for the media students. Off-Screen and the UvA should adapt to each other's needs. Berbe has applied for the Board of Studies (*Opleidingscommissie*) to retain the partnership between Off-Screen and the UvA, also Michael applied for the Board of Studies.

Openness will be very important for the MEAC events. The events need to be inviting and stimulating for all Off-Screen members. She will achieve this by organizing most events in the centre of Amsterdam, so these are easily accessible, and by organizing workshop with a limited amount of people, so there is enough space for every student to share their thoughts or concept. Berbe's intention is to have low prices for attending events. When Off-Screen gets a free invitation from an external party, Off-Screen members won't need to pay for admittance. Also Study Sessions with Off-Screen will be for free, because Berbe thinks that Off-Screen should be motivating the students to complete their study successfully.

Off-Screen should feel a familiar and safe, with traditions but room for renewal. Berbe thinks it is nice to continue some traditional events, such as the Berlinale or Off-Screen Film Festival. In this way Off-Screen will stimulate the feeling of unity, open to it's newcomers and true to it's members. If we see Off-Screen as a Base, then the study association can be a foundation on which our students can build and develop their talents. Therefore, media students can grow into proficient media experts. The MEAC events will be concentrating on the newest media and technology, such as Virtual Reality. Next to the Berlinale and the Off-Screen Film Festival Berbe will organize small events with a clear aim. Every event will be focusing on a specific profession, which is related to Film, Television or

New Media. Berbe's intention is to show the wider spectrum of media. That makes it possible for members to orientate and find their interests in the far-reaching media landscape.

There will be some traditional, some upgraded and a lot of new MEAC-events this year. Berbe is planning on charging €3,- for workshops and daytrips, visiting the Berlinale would be a similar price as last year's €69,-. Studying with Off-Screen and visiting a television broadcast will be for free. The reason why she will charge €3,- for the workshop is to provide more professional lectures and to minimize last-minute cancellations. She thinks the price is still low and won't hinder members to sign up for events.

Media- and Educational Activities Committee

Berbe is planning on changing the formation of the MEAC-committee. This year she will be working with five committee members, instead of six. The reason for this adjustment is that it will be more efficient to work with a smaller committee. Berbe has been in the MEAC committee for two years already, and from her own experience it seemed unnecessary to be in a committee with six members. Being a committee member of the MEAC involves contacting professionals and locations, realizing new events and developing organizational skills. Berbe thinks it will be more effective if the committee members have a clear function at every event. For example, one member should be in contact with the professionals and one member should be in contact with the location. The other members should focus on the content of the event. The committee members need to take responsibility to make it work. The main activity for the committee members will be the production of an event. This includes setting up a programme and contact external parties. Having too many committee members will slow things down and can cause confusion when approaching external partners. It can be easily done by five people instead of six. Berbe hopes it will improve the dynamic and balance within the group.

Berbe wants to make room for her committee to develop different skills. The MEAC committee members will learn to write a professional letter to companies or external parties. They might need to negotiate about prices for more opportunities, but always in an appropriate manner. While visiting the Berlinale they will be leading a bigger group and they will be in charge of the programme. The MEAC agenda is already full with set events, this planning will help to get things done in time and it will provide a diversified program. Berbe is aware of this full agenda, but leaves space to her committee to organize the events their own way and she takes control when needed.

Activities

Some of the upcoming MEAC-events for the year 2017-2018 will sound familiar to Off-Screen members and some of them will be totally new. Berbe wants to keep the events which were a success last years:

Study Sessions with Off-Screen | Blokken met Off-Screen

Berbe will be continuing the Study Sessions with Off-Screen (*Blokken met Off-Screen*). The first semester the MEAC will be focussing on the first-year students. They might like to have some help with studying for their first exams. There will be a Study Session for the Media & Information (MI) students and the Media & Culture (MC) students. There will be more Study Sessions during the study year and not only for first-year students. The MEAC will offer tutoring in courses that are considered most difficult. Berbe will improve the contact with Bijlesbureau Media Studies and will try to set up a collaboration. Looking back on last years Berbe knows that this event is not always a popular one, but she thinks that it could be really helpful for first-year students, especially before their first exam week. The sessions will be given by a teacher or another professional and they will be practising exam questions with the students and ways of answering them.

DocLab | IDFA

Last year the MEAC visited DocLab organized by IDFA. At this event visitors could experience multiple virtual reality simulations. DocLab is all about innovation in media. Berbe wants to repeat this event because of its success last year.

Berlinale

The Berlinale is a traditional annual event of Off-Screen. The MEAC organizes a trip to Berlin to visit one of the biggest film festivals: the Berlinale. Off-Screen will be staying there for the weekend and visit multiple cinema's or film houses to see films from all over the world. The movies will be the main event, but the MEAC will provide a programme full of other activities.

Film Factory: Screenwriting

To invoke the enthusiasm for the Off-Screen Film Festival the MEAC will be organizing the screenwriting workshop again. This workshop was already organized last year and it was a success. In combination with an editing course organised by Michael it will be part of the Film Factory. These courses will be in line with the assignments given by the UvA for the first-year students. They will offer a possibility for students to work on their own films and motivate the students to submit them to the Off-Screen Film Festival.

Off-Screen Film Festival

This festival is also a classic MEAC-event. For our media students, this is the time and place to shine and show their own work for an audience. All media students can send in their self-made movie, in groups or alone. These films will be shown on the big screen and they will be judged by a professional jury. The films must be short movies and can not be longer than ten minutes. Berbe and her committee will invite professionals to take place as jury members, such as film directors, screenwriters, actors and producers. At the end of the evening the jury will pronounce a winner who wins the Golden Duck and the MEAC will also hand out a public award. There are multiple prizes to win.

Pub Lectures

For now, there is one pub lecture planned this year. There could be more, but that will depend on the success of the first one. Berbe wants to plan these pub lectures on Mondays to combine it with the regular Borrels, because she thinks that it might be a bit much to organize a second borrel in the week. This must be organized in consultation with the SAC-committee. In de Richel Off-Screen has the location for itself and won't be bothering other guests. Berbe wants to make sure that the pub lectures are entertaining and relevant, by responding to actuality or populair media objects.

Next to the already existing events, Berbe also has ideas for new events:

Dutch Film Festival | Nederlands Filmfestival (NFF)

This event takes place in the first few weeks of the new study year. Berbe wants to set up a collaboration with AKT, the study association from Media and Culture in Utrecht, to organize this in Utrecht. Berbe has set one date, so it will be a daytrip. We will visit two films, meet AKT-members and maybe have drinks afterwards in Utrecht.

Media Start-Up Workshop

This will be a workshop in which a young professional will explain how to build a media start-up. The professional will illustrate how you can turn your passion into a product and explain how to get people to buy it. This product could be anything, it doesn't have to be media related, but it certainly can be. He will teach the students how to use media to sell their own content, because media is the key in a start-ups. It will be an interactive lecture with the aim to motivate the students to create their own content and show them how easily you can put up your own start-up.

Pauw Academy

Berbe is in contact with the producer from the talk show Pauw. They invited our members for their Pauw Academy. Students can learn how to present a talk show by using the Pauw studio and their equipment. This workshop will be given by the Pauw crew and will be followed by the Pauw broadcast where the students can join the audience. This will be a Dutch spoken event.

Viral Challenge

Berbe wants to organize a challenge to go viral. This event was on the calendar for last year, but it didn't work out to find a suitable date. Nevertheless, Berbe thinks it can work this time. The idea is to combine a workshop with a game. The MEAC committee will set up strict game rules, to make it a fair and safe game. The focus will be on the use of new media.

MEAC Open Event

In May, there will be room for the MEAC-committee to create and set up their own new event. This could be anything, big or small. The committee will have to work closely together and use all their organizational skills they have achieved until then. This will be the big MEAC surprise of the year.

Summary

- Showing the wider spectrum of the media landscape
- Making the MEAC events open en likeable for all Off-Screen members
- Applying for the Board of Studies
- Charging €3, - for workshops and daytrips organized by Off-Screen
- Changing the formation from six to five committee members to work more efficiently
- Working on different organizational skills with her committee

3.5 Head of Social Activities

Danaë Verstegen will be head of the Social Activities Committee (SAC) during the academic year of 2017-2018. Social activities are not only very important for keeping the members enthusiastic but also for new members to feel welcome and get to know more people. The last couple of years the SAC has come up with a lot of activities. Danaë wants to build further on these existing event-formulas and also create new ones.

Vision

Danaë wants to make all the members of Off-Screen feel welcome to a social activity, so she will make sure that Openness is a must to think about while planning all the events. The word Base is a very important keyword for Danaë, because she wants her activities, especially the borrels, to feel like a base where everyone can always come back to. Development is a keyword with which Danaë wants to describe her committee. She wants to make sure her committee really learns something from a year as a SAC committee member.

One of the biggest things Danaë wants to focus on this year is the collaboration between committees. She thinks there is a lot of potential for activities or smaller projects if the committees would be working together more often. The Promotion Committee and the SAC have always been working together, but Danaë wants to bring them even closer together. To do this she wants to visit each other's meetings regularly and make a shared Facebook group for promotion and party ideas. But she thinks it is also important that the Acquisition Committee, the Media- and Educational Activities Committee, the Study Travel Committee and the Reporter Committee work closely together to create new events. Examples would be to organize the pub lecture at a borrel and more borrels and events at the locations of the discount partners.

The other thing Danaë wants to focus on are the internationals. They are foreign students who aren't all that familiar with the Dutch culture and language. She wants to make the borrels and parties as accessible as possible for these students, for example by organizing themed borrels focused on the internationals, by making sure all of the events are in English, and stimulating speaking English at the borrels.

Danaë wants to look at the possibilities to work together more closely with other study associations. This is meant to build a relationship with other associations as well as the possibility to organize bigger events. Off-Screen has coped with decreasing membership numbers and lower turnout at the parties. Last year the party 'Some Like It Hot' was an event that combined the associations SES (the study association of European Studies), Kleio (the study association of History and Art History) and Off-Screen, and it was a success. This year Danaë wants to continue this concept because it can be seen as an extension of the Off-Screen base and can extend our network.

Social Activities Committee

Danaë needs a committee who loves to (and wants to learn how to) organize and take the social activities to the next level. She will look for people with a lot of creative ideas, good communication skills and/or a good network in the party scene of Amsterdam. She expects her committee to be active and be able to come up with creative themes, locations and other possibilities. She wants her committee to feel free to come up with ideas for smaller activities or borrel and party themes. Danaë thinks it is important to look for a committee in which the members work well together and inspire each other. Danaë wants to make sure her committee members learn as much as possible in the coming year and wants to give them the freedom to organize events. This is important to her because she wants to keep the committee members active so that when the year is over, they learned new skills, expanded their already existing talents, and are proud to be a SAC-er.

Activities

Borrels

This year there will be a change concerning the borrel. The Atrium, our previous borrel location, will be no longer available to Off-Screen. Since Danaë is the head of Social Activities, she has been on the lookout for a new borrel spot. She thinks it is very important that the next spot offers the same qualities the Atrium had, like a good atmosphere, possibility for decorations, easy accessibility and low drink prices. The new borrel location will be Theater Café de Richel.

The borrel will start at 21:00 instead of the usual time of 20:00. The reason for this change is that when Danaë was a part of the Social Activities Committee last year, the members usually arrived between 21:30 and 23:00. By starting the borrel at 20:00 we would need to host a weekly event one hour earlier which only drives up the costs since the location isn't at the UvA anymore but at a bar, and bars are set on making profit.

The SAC has used the coaching system for a couple of years. It is a system where a committee member and a board member have the responsibility to make sure the guests at the borrel behave themselves and don't cause any inconveniences for neighbours and others. At our new location Theater Cafe de Richel she will implement the same rules of one committee member and one board member per borrel.

This year there will be regular borrels, but also a couple of themed borrels. Some of the themes have become classics over the years, such as the *Mexicano*- and *Pub Quiz* borrel. Because these themes have been so popular and a success in the last couple of years, they will also be a part of the themed borrels upcoming year. There also will be three committee borrels. These borrels are organized by two committee members of the SAC. Organizing these borrels teach the

committee members how to organize a borrel and to handle them responsibly. At the same time, they function as a themed borrel. During the upcoming exam weeks, there will no longer be borrels because of their very low turnout and to allow students to focus more on their exams. The exam week borrel does not need to vanish completely, but the first two exam weeks there will be no borrel to see if it is a change that should remain permanent. At the same time, these open spots are possibilities for new events.

Parties

Danaë will organize several parties where a club will be rented for the evening and Off-Screen will be in the spotlight. Before last year, the usual formula was to have a boat party as the first party of the year. The previous board changed it up to the fourth and last party of the year. Because the last party of last year and the first party of this year are close to each other, Danaë will move the boat party to later in the year. For the first party, Danaë will focus on the first year- and senior students connecting with each other. This party is mostly to show the first year students how Off-Screen is an association that has quality. Danaë will consider the possibility to work together with another association at this event. Working together will mean access to bigger locations and more attendants, which portrays a better image.

The second party of the year is around Christmas so there will be a gala theme.

Most years the gala party has been with an included dinner for some members and this is also the plan for the upcoming year. Danaë is considering the possibility of combining the gala with the boat party, with dining at a restaurant in advance. The third party of the year has always been a party where the committee members will get all freedom to do the organizing and planning. Danaë thinks this is very important because the SAC members will really learn how to organize an event. For the last party, Danaë wants to keep all options open. She will look into the possibility to bring Focus-festival - a festival organized by Off-Screen - back, working together with another association or to do something completely different.

SACtivities

Besides the big parties there are also the SACtivities: the smaller activities for a limited number of people. Successful activities like *Off-Screen Crashes* - an event where Off-Screen 'crashes' an already existing event organized by another party- and the *Kingsnight Boat* are on the calendar, but new this year will be *the Winter Efteling*. With a group of around 20 people, we will visit the Efteling in November. This year Danaë wants to bring back *Off-Screen Eats*. *Off-Screen Eats* is an older event where Off-Screeners make a dish at home and bring it to the location of event. There, all the food can be shared and it is a fun way to discover new dishes or learn something about another culture.

This year, Danaë wants the focus of this event to be on the international students more than in previous editions. She will look at the possibilities to combine *Off-Screen Eats* with a theme borrel that 'gives a shout out to the internationals'.

Off-Screen's Got Talent

The former 'Open Podium' will also make a reappearance this year with the name: Off-Screen's Got Talent. Off-Screen's Got Talent is an event which shows the wide range of talen Off-Screeners have to offer combined with a competition. The event will be held at a theater where two presenters will host the evening. The show will end with a voting by the public and the winner will win an amount of money.

Summary

- Making the new borrel location our new base
- Working closely with the other committees
- Organizing a few smaller SACTivities
- Letting the committee members learn as much as possible
- More openness regarding the international students
- Working together with other study associations
- Proceeding to organize the parties at a high standard

3.6 Head of Study Travels

Josephine Hoendervangers will be Head of the Study Travels Committee (STC) during the academic year of 2017-2018. She will organize five trips with the support of her committee. The trips will also be focused on all three core words: Openness, Base and Development, in which fun and education will be the core aspects.

Vision

All the trips are known for their ability to bring people together. The goal for each trip is for students to have an opportunity to get to know the city and each other. Spending days together can provide valuable friendships which previous Off-Screen trips have shown. These friendships and memories will form a base that the students can still count on when they return to Amsterdam. After every trip, members of Off-Screen will experience development on various levels. Every trip will be an opportunity for personal growth through development of friendships, knowledge and experiences. During this year, Josephine wants to let members of Off-Screen develop themselves in another way as well. She aspires to let members bond with students or citizens from the places that we will visit, besides getting to know fellow members. She wants to create media-related projects in which both the students from Amsterdam and the local students can work together on a trip, maybe even for a couple of days in a row. After a project like this, the Off-Screen members and the locals have made something together, which can lead to useful contacts. By doing this, Off-Screen members will not only have the memory of being together, but also of making friends or contacts abroad which can be useful for the students that want to study or do an internship abroad. On top of that, by getting to know local students, the members will have a more defined view of the countries and cities that they will be visiting.

Josephine wants to maintain the quality of structure and communication of last year when she was member of the Study Travel Committee. This also includes a consistent format with information about the application, the payment deadlines and the program of the trip that the members can look up easily. The members will always know what they can expect, as well as all the people that Josephine and the STC will contact while organizing the trips and during the trips. As of last year, the arrangement of the rooms and other groups for games were made beforehand, which Josephine wants to continue doing. By doing this, there will be a mix between students that know each other and students that have never met, as well as a mix between board/committee members and regular members. This refers to both Base and Openness. Members do have the possibility to give their preference, after which Josephine can give them a suitable room. Josephine also would like to have a common space where the members can meet each other during the trip, because she

noticed that worked very well in previous trips when she was in the STC herself. A common space reduces noise in the hotel, and most of all brings people together.

Josephine wants to maintain good cooperation with the Promotion Committee to hype members for upcoming trips. A way to do this is to make sure that at least one of the STC-members attends the meetings in which the promotional material for trips is being discussed. Well thought-out promotion is essential to keep attracting enough members, since Off-Screens membership level is shrinking. Josephine wants to maintain the low prices of the trips as much as possible. It is going to be a challenge to make members wanting to join each trip every time, mostly because there is less money available for the trips, meaning students will have to pay more than they had to some years ago. Adjusting the payment deadlines to the monthly study loan is something we want to maintain to ensure that members do not have to cancel. Josephine also aims to select unique locations, even though Off-Screen has visited a lot of special places. With fewer members, money and locations, creativity is going to be an essential aspect to make members willing to join. Creativity in the sense of searching for activities that are inexpensive or even free, such as visiting universities or musea. A project with students abroad such as the one mentioned earlier is another way to give the members a unique experience for a low price.

The trips must be accessible for all the members, including the international members. Josephine wants to show the importance of speaking English during a trip through games or tasks. Not only for the improvement of the English speaking skills of Dutch students, but also for the improvement of the quality of the trip for international students. Last year, the formal communication towards the participants of the trips was completely in English. Even though members knew that there were international students among them, it proved problematic to speak English at all times. By reminding the members consistently, Josephine hopes that games and activities can lead to a natural way of speaking English during a trip, which will give international students a chance to create a base of Dutch friends as well.

Study Travels Committee

Josephine wants to entrust responsibilities to committee members who can come up with inventive ideas or solutions for all sorts of situations that can occur during a trip, whereby assertiveness will be a necessary quality. She also wants to make sure that her committee members have an affinity with travelling or organising events. When selecting the STC, Josephine will look for members with a variety of personalities and qualities who can get along with each other as well to create a close team.

Activities

Introduction Weekend

The first trip, which will focus on the first year students, will be on a camping farm in Friesland this year. Josephine wanted a spacious location at which there is the possibility to do a variety of activities and games. The students will be encouraged to work together in games that take them out of their comfort zone. This will hopefully make them feel confident in a new group of people. Josephine wants to make Openness an important aspect of this weekend. Previous years, new students who were not able to go on this trip because of the spots available were missing out on the first trip. It forms a base of friends in the beginning of the year. Therefore Josephine has chosen to give the new students the opportunity to camp on the location if they end up on the waiting list, instead of sleeping in a bed. By doing this, there will be some more spots available than previous years. Josephine still wants to set a maximum of around sixty students, but the exact amount depends on the amount of applicants. The first year students attending the event, even though they would have been on the waiting list, will pay slightly less money since they will not have a spot on the bus back to Amsterdam. Josephine also wants to start a bit earlier in the day with the activities in comparison to last year. The focus of this weekend is to get to know each other, which Josephine wants to accomplish by being active during the games.

Winter Wonder Weekend

During this trip of four days, Josephine and the STC will look for a city that is reachable by bus or train. Josephine is aware of the fact that there will not be a bus available when going by train. By setting up a well thought out plan for public transport this problem can be solved. This event is for all students, in which first-year students and senior students can meet each other by spending a long weekend together. Besides getting to know other students, this trip is about getting to know the city. Josephine wants to look for events that are related to both the city and its media-life. Josephine's intention is to look for experienced people in the media-industry who can show the students what the city has to offer besides the buildings and the nightlife.

Off-Screen on Piste

The ski-trip will be organized in cooperation with Husk again. The connection with this travelling company has been pleasant in previous years, which is why Josephine has chosen to continue working with them. Josephine has chosen a location where experienced skiers or snowboarders will be challenged, and where the inexperienced or less talented winter sports enthusiasts will feel safe as well. Besides that, Josephine wants to go to a village that is not too known among tourists, which means that the prices will be lower than at other destinations. A balance between unknown and

known is a focus point as well, since she knows that Off-Screeners likes to come together in bars or clubs at the end of the day. Unfortunately, this is very rare in hotels which is why Josephine and the STC will look for a pub or another spot to still make this possible. On this event 35 students will be able to attend for 349 euros (equipment excluded). Last year the fixed amount of participants was lowered from 44 to 35. Josephine wants to maintain this amount, since this lowers the financial risk for Off-Screen, who has to pay for the spots that are not filled.

Study Trip

Off-Screens biggest trip is the Study Trip, which is organised each year at the beginning of April. Josephine would like the students to go to two cities during this trip; a well-known city and a lesser-known city. Going to two cities worked very well in previous years. A well-known city is a good way to draw members, and a lesser-known city can give the trip a more mysterious and adventurous feel. Josephine wants the cities to be a guarantee for having a broad spectrum of film, television, new media and social activities. She hopes to find a destination where there are special national or annual events taking place which will get them closer to its culture. Josephine thinks that the Study Trip is the best opportunity for the members to really interact with local students or employees in the media-industry, because of the length. All these aspects will lead to the trip that will combine all points of Josephine's vision in one week.

Hitchhiking Weekend

The final trip of the academic year will be just before summer. The Hitchhiking Weekend will be accessible for two parties as well; the adventurous travellers and the travellers that just want to chill will both be considered, while the trip does not end when the location is reached. Josephine does not want to go to a big city this weekend, but rather to a smaller city where there is plenty of space for activities. During this weekend, the members can look back to a year full of memories and friends. The Hitchhiking Weekend will be a grande finale of the academic year, which Josephine hopes to let as many members as possible be a part of. With the small budget this trip has been given Josephine hopes to be able to host a small activity at the location. This extra activity could be a trip to a museum nearby or a sports activity such as canoeing.

Summary

- Creating friendships during the trips which will lead to a trustful base in Amsterdam
- Getting members in contact with local students, who have knowledge of the local media-industry, through a project together

- Maintaining the quality of structure and communication towards both the members and the parties abroad
- Offering unique locations to deal with the decreasing amount of members
- Achieving a natural way of speaking English by the Dutch students through special events, aiming at Accessibility for and Openness towards international students.

4. Board Activities

4.1 Board of Advice

For every board, there is a Board of Advice. They will help and support the board in their times of need. We have chosen for a five-headed board of advice. The Board of Advice consists of old-board members who have experience within Off-Screen and the struggles one might face during her or his time being part of the board. The Board of Advice is chosen out of applicants who apply by writing a short motivation.

The Board of Advice 2017 - 2018:

Emma van den Berg	- Vice President 2015 - 2016
Jasper van Tilburg	- Treasurer 2015 - 2016
Laura Nelissen	- President 2016 - 2017
Milan Peters	- Head of Media- and Educational Activities 2015 - 2016
Rutger van Lier	- Head of Study Travels 2016 - 2017

4.2 Application Committee

The Application Committee is the committee in charge of selecting the new board of Off-Screen. Applicants can apply with a motivational letter followed by interviews and a group assessment to fully analyze the skills of all applicants.

Application Committee 2016 - 2017:

Job Wessels	- President 2015 - 2016
Lisa van Dijke	- President ALPHA 2016-2017
Milan Peters	- Head of Media- and Educational Activities 2015 - 2016
Noa Selles	- Head of Media- and Educational Activities 2016 - 2017

4.3 Board of Finance

The Board of Finance is a committee that exists to check the treasurer's financial statement for mistakes and embezzlement. The Financial Committee will be consisting of two discharged treasurers.

Board of Finance 2017 - 2018:

Jasper van Tilburg - Treasurer 2015 - 2016
 Jurre Ham - Treasurer 2014 - 2015

4.4 Merchandise

Asja and Luke will be working together to create merchandise for the members. They would like to continue with the items that were popular in previous years, like sweaters in the winter and T-shirts in the summer. They believe that a basic clean look will attract the most people and achieve the most sales. Just like previous years they will consider the option for beanies and socks. Asja will allow her committee the chance to brainstorm for further options in regard to the merchandise. To create a product that Off-Screen members will be willing to buy they will use surveys to see whether a riskier design would be viable. Asja and her Promotion Committee will handle the design aspect while Luke and his Acquisition Committee will handle the sale aspect.

4.5 't Hok

't Hok is the home base of Off-Screen. Every day during the week 't Hok will be open for all members to hang out, visit or ask questions. There will always be a board member present to ensure order. 't Hok will serve as the official office of the board. We would like 't Hok to remain a home as it has been for a lot of Off-Screeners during the years. It is an open place where new and old members will always be welcome. 't Hok will be open from 11.00 – 15.00 every weekday.

4.6 ASVA and ALPHA

Coming year Michael will mostly be responsible for the contact between Off-Screen and the associations ASVA and ALPHA. ASVA is the umbrella association for study and student associations of the UvA and HvA. ALPHA is the umbrella association for all study associations of the faculty of Humanities which also include Off-Screen. Good communication and coöperation between Off-Screen and these associations is key for strengthening and optimizing productivity.

4.7 Collaborations with other Associations

It's valuable for Off-Screen to be in good contact with other associations. Off-Screen can organize bigger events in collaboration with other associations. The budgets can be combined and the amount of participants will increase. The different boards can also share their experiences concerning events or trips.

Danaë is planning to stay in contact with Kleio and SES as mentioned before. Events can improve when associations combine their ideas and thoughts, she knows from experience.

Berbe has a well established connection with the board of AKT. Off-Screen will be organizing an event around the Dutch Film Festival in cooperation with AKT. Off-Screen has a lot in common with AKT, because of the similar course of study. Berbe thinks that both associations can learn a lot from each other and help each other if needed.

4.8 Constitution Borrel

Like past years Off-Screen will also host a Constitution Borrel (CoBo) for boards from other associations, previous boards from Off-Screen, and committee members. The CoBo serves as a way of unwinding but also establishing and improving relationships with other associations. The CoBo will take place on Wednesday the 1st of November.

5. Services and Activities for Members

5.1 General Assembly

The General Assemblies (GA) are the meetings in which members can speak their minds and give the board tips and critiques, what might help to better the association. To ensure a higher turnout we want to emphasize the importance of the GA's by keeping it mandatory for our committee members and making the GA's more appealing. This year there will be five GA's with one having the sole purpose of discussing the board for the year 2018 – 2019. The reason for this extra GA is because past years have shown that the voting for the new board is quite a time consuming event. By having a separate GA only for the new board, we can ensure that everybody's opinions will be heard and carefully discussed.

Data of the General Assembly's

- GA #1: 9th of October
- GA #2: 22nd of January; Selection of the Application Committee 2017 - 2018
- GA #3: 9th of April
- GA #4: 11th of June; Selection of the Board 2018 - 2019
- GA #5: 18th of June

5.2 Activities

<i>Adobe Courses</i>	p11	
<i>Berlinale</i>	p25	
<i>Borrels</i>	p27	
<i>DocLab/IDFA</i>	p25	
<i>Dutch Film Festival (NFF)</i>	p26	
<i>Filmfactory: Screenwriting</i>	p25	
<i>Hitchhiking Weekend</i>	p35	
<i>Introduction Weekend</i>		p34
<i>MEAC Open Event</i>	p27	
<i>Media Start-Up Workshop</i>	p26	
<i>Off-Screen Film Festival</i>	p26	
<i>Off-Screen's got Talent</i>	p31	
<i>Off-Screen on Piste: Ski-Trip</i>	p34	
<i>Parent Borrel</i>	p22	
<i>Parties</i>	p30	
<i>Pauw Academy</i>	p26	
<i>Pub Lectures</i>	p26	
<i>SACTivities</i>	p30	
<i>Study Sessions with Off-Screen</i>	p25	
<i>Study Trip</i>	p35	
<i>Thesis Pitch</i>	p22	
<i>Viral Challenge</i>	p27	
<i>Winter Wonder Weekend</i>	p34	

6. Calendar

Month + week	Date	Activity
August		
34	24-08	Senior Borrel
35	28-08 - 02-09	Intreeweek
September		
36	04-09	Borrel @ Amstel 54
37	11-09	First Borrel @ Theatercafé the Richel
38	18-09	Committee Information Borrel
	22-09 - 24-09	Introduction Weekend
39	25-09	Borrel
	26-09	Dutch Film Festival
	27-09	23:59 Deadline motivation letter committees
October		
40	02-10	Mexicano Borrel
	02-10 - 06-10	Committee Applications
41	09-10	Announcement committees + General Assembly #1
	09-10	Borrel
	11-10	First Party 22:00-04:00
42	16-10	Borrel
43	23-10	No Borrel

	23-10 - 27-10	Exam Week 1
44	30-10	Halloween Borrel
November		
	02-11	Course Web design/App design
45	06-11	Off-Screen Eats + Borrel
	09-11 - 12-11	Winter Wonder Weekend
46	13-11	Borrel
47	20-11	Borrel
	15-11 - 26-11	IDFA Virtual Reality (DocLab)
	24-11	Committee Triptivity 1
48	27-11	SAC Borrel 1
	28-11	Winter Efteling
December		
49	04-12	Sinterklaas Borrel
50	11-12	Borrel
	13-12	Second Party: Gala
51	18-12	No Borrel
	18-12 - 22-12	Exam Week 2
52	23-12 - 07-01	Christmas Break
January		
02	08-01	New Year Borrel
	10-01 - 18-01	Ski-Trip

03	15-01	No Borrel (Ski-Trip)
	22-01	General Assembly 2; Selection Application Committee
04	22-01	Borrel
	23-01	Editing Course Day 1
	24-01	Editing Course Day 2
05	29-01	Borrel
	29-01 - 02-02	Exam Week 3
February		
06	05-02	Brothers and Sisters Borrel
07	12-02	Valentine Borrel
	15-02 - 23-02	Berlinale
08	19-02	Borrel
	21-02	Film Factory: Screenwriting Course
09	26-02	SAC Borrel 2
March		
	02-03	Parent Borrel
	05-03	Start Off-Screen Goes Viral
10	05-03	Borrel + Annoucement Study Trip
	07-03	Off-Screen's Got Talent + Off-Screen Crasht
11	12-03	Buddy Borrel Highschool House + Winner Off-Screen Goes Viral
12	19-03	Borrel: Pub Lecture
13	23-03 - 29-03	Exam Week 4

	26-03	Borrel (Optional)
April		
14	02-04	Easter Borrel
	04-04	Third Party
	09-04	General Assembly 3
15	09-04	Borrel
	11-04 - 19-04 or 13-04 - 21-04	Study Trip
16	16-04	No Borrel (Study Trip)
17	23-04	Borrel
	26-04	Kingsnight Cruise
18	30-04	SAC Borrel 3
May		
	02-05	MEAC Activity
19	07-05	Borrel
20	14-05	Scriptiepitch + Borrel (+AKT)
	16-05	Off-Screen Film Festival
21	21-05	Pentecost: Karaoke Borrel
22	28-05	No Borrel
	28-05 - 01-06	Exam Week 5
Juni		
	01-06	Extended Committee Triptivity
	01-06 - 03-06	Announcement New Board by Application Committee

23	04-06	Study Career Day + Borrel: Pub Quiz/Alumni
	11-06	General Assembly 4: Selection of the New Board
24	11-06	Borrel
	15-06 - 17-06	Hitchhiking Competition
	18-06	General Assembly 5
25	18-06	Borrel
	20-06	Final Party
26	25-06	Borrel
	25-06 - 29-06	Exam Week 5
Juli		
27	02-07	Yearbook Borrel

7. Budget

There is a separate file containing financial details of the coming year. This will be forwarded to all members through email.

Epilogue

We would like to thank everybody for reading our Policy Plan for the coming study year of 2017 – 2018! We can not express how excited we are as a board to strive towards a year that is enjoyable and fulfilling for all our members. For any questions or suggestions our doors and ears are always open. We may stand at the head of this association right now, but without you, our members, we would never have had this chance.

Even though some of our events only exist in our minds at the moment, we can't wait to bring them into the real world and give you the chance to attend them. We would like to live up to the trust you have given us.

*Thank you,
The Board 2017 – 2018*

8. Contact

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9. Attachments

Regulations

The internal organisation of Off-Screen:

The association consists of six committees and a number of *organs*. There is a board, and each board member has a committee to help with the organisation of activities. Besides the board there is an Application Committee who is tasked with choosing the prospective board, a Board of Advice who advises the board, and a Board of Finance who checks 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 as decided in the General Member Assembly (GMA). The board is able to express 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 spend at least two workdays a week for the needs of Off-Screen, this is excluding attendance at events.
4. The board will attend every Off-Screen event, exceptions can be decided on in a board meeting.
5. The board will present their policy plan and a budget in the first GMA following the GMA in which they were voted in. The members must vote on the policy plan and the budget.
6. Halfway through the year the board will present their results alongside any changes in their policy plan.

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 GMA.
4. The BoA consists of 3 to 6 members.
5. The BoA consists exclusively out of previous board members, this is not restricted to the previous year.
6. The BoA has at least one member of the previous BoA.
7. Previous board members can apply for the BoA by sending an application letter.
8. The BoA for the next academic year will be chosen before the end of the previous 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 BoF each year.
2. The BoF consists of 1-3 members.
3. The BoF will check the treasurer's financial statement once each quarter.

Application Committee

Article 4

1. The Application Committee (AC) consists of at least 3 members with a maximum of 5 members.
2. At least one member of the AC is from the previous board.
3. At least one member of the AC is not from the previous board.
4. At least one member of the new AC is a member of the previous AC.
5. It is desirable that at least one member of the AC is from outside of Off-Screen.
6. Members of the AC can not apply for a position in the new board.
7. The new AC will be presented at a GMA by the previous AC.
8. The new AC must be voted in during the GMA before they can start the application process.
9. The AC will receive an application letter and resume from every applicant. After the preliminary round the AC will invite all applicants to one or more interviews.
10. The AC 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 AC will report to no one on candidates that were not nominated. The AC 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 AC has two weeks to nominate a new board.

Committee Members

Article 5

1. Committee members are chosen by the board member in charge of the committee based on an interview.
2. A committee consists of 6 members at most.
3. Committee members are expected to apply themselves for their committee.
4. Committee members are expected to be present at the committee members unless another arrangement is decided on.
5. Committee members are expected to be present at their committees activities 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.

Transfer of knowledge

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.
2. The previous board will ensure that each new board members understands their tasks and is trained for their office.

‘t Off-Screen Hok

Article 8

1. ‘t Off-Screen Hok is Off-Screen’s office at Turfdraagsterpad room 0.10.
2. ‘t Hok is opened at weekdays from 11:00 to 15:00.
3. During these times at least one board member has ‘hok duty’.
4. All board members have at least one ‘hok duty’ a week.
5. Anyone that has used ‘t Hok will ensure that they leave it clean and useable after they leave.

Extra Articles

Article 9

1. Changes in the House Rules will be recorded in this document
2. A member of a body can be a member of another body unless this is expressly forbidden.

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

Regulations for Official Warnings and Suspensions

An official warning will be given to any Off-Screen member in the case of disruptive behaviour at an Off-Screen event. This behaviour can be the result of alcohol or drug abuse, but also whilst sober. 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 expressed the need for a warning can’t be involved in the decision making process. The responsibility belongs to the board.

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 reason for giving an official warning. It should be made clear why the behaviour in question was unacceptable. It should also be made clear that any further misbehaviour will result in a suspension for a definite amount of time. It’s up to the board and the committee concerned to handle the situation with discretion.

An official warning is effectual for the duration of a year. From the date on which the behaviour has occurred up until the same date a 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 another incident that is deemed unacceptable 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 three months.

Specifications in regards to transitions 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 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 doesn't decrease during holidays. If the new board chooses to maintain a decision then the suspension will recommence when the academic year starts again.

The person responsible for the misbehaviour will sign below to show he or she understands the consequences of his behaviour. The document will adapted and reflect the situation which is applicable for the situation.

Ik heb bovenstaand reglement aandachtig doorgelezen en begrijp en accepteer de gevolgen van mijn actie(s).

Name:

Signature:

Signature

Commissioner: **President:**