

POLICY PLANS

2019-2020



32nd Board
Sociologisch EpiCentrum (SEC)

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Preface

Dear reader,

A new academic year, meaning a new board for SEC. In the past few years, the boards have been improving ever more. We have become a lot more structured and professional. This year we're expecting to be able to continue to grow.

The last board focused on the internationalization of the association with the new international students joining SEC. We will continue doing so, building on what they have established for us so far. A new batch of international students joining SEC, allows for us to try new ways to increase our active members, which would mean better visited events. The main challenge for us again is to prevent separation between Dutch and international students. To do so, we want to be encouraging of both parties to interact, which can be as simple as starting the conversation in English or making Dutch students more conscious of this. Throughout the whole year we will be organizing events for our members, which will hopefully allow them to indulge in both social and educative settings with their fellow students. Additionally, we will be focusing on organizing events that promote interactions between Dutch and international students as to help the integration of international students.

This year again SEC will be organizing many activities and events for our members. This entails a busy agenda, but more importantly lots of potential for both fun and education. We hope to be able to provide a year filled with borrels, lectures, trips, parties and so on.

In our policy plans, you will find all board member's personal goals for the upcoming year and how they plan and expect to contribute to our collective goals.

On behalf of the 32nd candidate board I would like to say we are honored that you are taking your time to read our policy plans and hope you will be able to agree with what we are planning for SEC. If there are any further inquiries, suggestions or comments regarding our policy plans feel free to voice them to us. I speak on behalf of the whole board when I say that we are looking forward to the coming year and that we will be doing our absolute best!

Kind regards,

Dewi Maten

Candidate Chair 2019-2020

Chair

My name is Dewi Maten and I will be the chair of SEC in the academic year of 2019/2020. The main tasks I will focus on are both the internal and external communication of the study association. Communication plays a significant part in making sure everything runs smoothly. Furthermore, I want to focus on the internationalization and reducing the segregation between internationals and Dutch students.

Communication

Internal

Within the association it's insanely important to keep communicating. As chair, I want to ensure an environment where open communication with each other is possible. If I can create an environment in which everyone feels free to express their thoughts and wishes, I think this year will be more educative and fun for all of us. To accomplish this, I will be checking up on my fellow board members, as well as planning some activities for us to do in a more casual setting. Here it will be easier to get to know each other on a personal level as well as bond with each other. Furthermore, I will maintain a critic view on what happens inside the association, but also what happens in the committees. I will take on an advisory role within our association and if there are any situations in which a decision cannot be made, I will tie the knot.

External

As chair of the study association, external communication is also very important. To achieve this, I will be attending meetings of the Program Committee, departmental meetings, meetings of the Kring Amsterdamse Sociologen, and the Landelijk Overleg Sociologie meetings. Not only with other sociological institutions, but also with our fellow study associations of the faculty. I think it's important to maintain good relationships with our brother associations, so that any possible collaborations will be feasible and will also go more smoothly. To do so, there is, of course, the FV-FMG, where all chairs from the study associations of our faculty come together and have meetings, in which I will be the secretary. Last but not least, there is the communication with our own members. I would like to continue the communication with the sociology students that has been established over the previous years, and hope that SEC will be able to provide an environment where fellow sociologists will be able to interact on a more casual level with each other.

Internationalization

This year I would like to focus on reducing the separation of Dutch and international students. This could be achieved by organizing events that promote socializing between the two, but I also want to encourage Dutch students to speak English when there are international students also in the room. Last year I found that especially the language barrier is a big obstacle that prevents Dutch and international students from socializing. This is because conversations easily switch to Dutch, which internationals obviously do not understand and they will become uninterested in the conversation. Thus, making it hard for them to mix.

Evaluation

Evaluations are an important part of the internal communication, which is why I think it is essential to have evaluations throughout the year. Evaluation will allow me to both receive and give feedback to my fellow board members and this will hopefully encourage growth within everyone in their positions. I will also be evaluating events that we host, again to see what we did well and where there is still room for improvement. In the end, I hope to be able to acquire enough insights and information to improve SEC overall.

I think that if my fellow board members and I strive to achieve our goals, that we will be able to have a wonderful year. I want to support and motivate my board in order to have a good and productive time, and have fun with our members as well.

Dewi Maten – Candidate Chair 2019-2020

Secretary

My name is Ilaria Monese and I am from Italy. I will be this year's secretary and hopefully be a point of reference for international students. In fact, my main reason to join the board was to further enhance the internationalization of SEC, as a way of reflecting the bilingual course and ever-growing presence of international students.

My position of secretary mainly revolves of keeping members updated on activities, events and ensuring good communication between the board, the members, other associations and UvA employees. Furthermore, I take notes of meetings and handle our social media outlets (mainly Facebook and Instagram) with our newest news about the association. companies and other (sociology) associations via mail, website and social media. Finally, I keep track of the membership file and handle most of the incoming emails.

In addition, this year I will help out in the organization of the FMG annual academic event. It will be a great opportunity to get to know other board members from our fellow associations and maybe create new ties for possible joint events together.

For me SEC represented a great way to “infiltrate” the university world when I first started in September last year. With the events and weekly borrels, SEC creates ways for members to get together and most likely get to know more people. This year I will strive to encourage international students to attend the events as much as possible. Last year, there were some occasions where I would find myself as the only non-Dutch speaking person in the room. And it was not always working out great.

Website

The website was updated and will be stay updated throughout the year with news and an up-to-date agenda. The design of the website won't be modified much since the secretary of 2017/18 did such a great job to develop a new website from scratch. However, I intend to use the website much more this year as it was barely used in the past. I believe it is a good outlet to post news, photos and events. We are also currently working to add a webshop so that members can sign up for events, buy tickets and maybe even goodies online.

Newsletter

For this year, I personally decided to stick with the mail template used by Nina. I added and fixed some things to make it a little more different and personal. In the first newsletter

members were asked what kind of content they would like to see more. I was thinking of suggestions about places to see and go to in Amsterdam and a section to learn useful Dutch sayings and words. This is mainly targeted towards international students who find themselves living in the Netherlands for the first time.

Social Media

The main social media outlets that I will use will be Facebook and Instagram. I believe prioritizing Instagram is a goal for this year as more and more people are stopping using Facebook. However, Facebook remains the main source for events and members.

We strive to post more pictures this year because it will make the accounts more personal and different.

I also strive to be fast in responding to possible messages, questions and comments left in our inbox.

Study Trip Committee

After taking part of the study trip committee last year, I decided to coordinate this year's committee. My experience and my love for traveling will come in handy when it will be time to plan and organize the next study trip for this year.

We still want to try to find a unique, rare location, away from the popular destinations. We will keep in mind that not everyone has a passport and getting a visa could be hard so a country within the EU would be preferred.

Promotion

Although I won't coordinate the promotion committee directly, I will take care of the designs and promotion on our social media with the help of Dewi. We strive to have clean and neat designs which still catch the attention of the viewer. Furthermore, I will add monthly agendas and promos of events in the monitor outside the association room. In this way, people passing by will always have an overview of what is going on within the association.

For the next academic year and the next board, I would like to brainstorm and maybe already conceptualized a new logo or design for possible goodies.

Membership file

The membership file has to be carefully monitored and stay up-to-date. I have been adding new members with their information and subsequently added them to Mailchimp. Each new

member will receive a welcome email and will be invited to follow us on social media to stay up-to-date.

Concrete goals:

- Accessible events to everyone
- Use of English for communications and posts on social media
- Bilingual website which will be used more this year
- Keep the members from all years interested and active
- Monthly newsletter which however will be different and will maybe provide more suggestions and stuff to do in Amsterdam
- With the study trip committee, we will thrive to organize an amazing experience for students
- Create pretty designs to promote our events, activities and trip

Ilaria Monese – Candidate Secretary 2019-2020

Treasurer

I will be the treasurer of SEC in the year 2019-2020. As treasurer my main responsibility is the financial policy of SEC. I will monitor the incomes and expenses of the association throughout the year. In this mission statement I will elaborate my plans and goals for the coming year.

It is important to mention that the included budget is not the final version. It is a concept, that will be used to request subsidies at the University of Amsterdam.

Daily management

The daily management will remain mostly the same this year. Together with my board and the previous treasurer, I have created a temporary budget, which we will use to apply for subsidies from the College of Social Sciences and the Graduate School of Social Sciences. Throughout the year I will update my fellow board members about the financial status of SEC. I will be working together closely with our social coordinator, Charlotte, to keep an overview of the expenses of the different committees. To regulate the finances, I will be using budgets per event, which provides me with a quick insight in every committee's financial plan.

Just like last year I will be using Conscribo as my accounting program to collect contribution and monitor transactions. However, the previous Conscribo account was very unclear and because of that hard to check for the KasCo. Because of this, the previous KasCo and I have decided that I will be starting in a new Conscribo account to ensure that there is a clear insight into SEC's finances which can easily be checked by the KasCo.

I will also start keeping clearer track of SEC's income by making excel files with the income for different events.

Financial policy

Since this year is the second year that the sociology course is bilingual, we expect to have more SEC members than ever. Because of this, we will be investing more money into activities, just like last year. This way, activities can be larger and more people can come. We hope this will lead to a higher attendance of events.

Besides a higher subsidy request, which we justify by a higher number of students and an upcoming internationalization, we will also make some changes regarding our financial reserves. Last year we were obligated to decrease the amount of equity we had. Throughout

the year we noticed that we were not always liquid enough. Therefore, this year, we are planning on making neither a loss or a profit.

Acquisition

From the book sales, we get a percentage of the profit. This is a big part of SEC's income. But since book sales are declining each year, so is our income from it. Therefore, this year we will start looking for ways to compensate for this in the future.

The first way in which we will do that this year, is by not always spending all our buffers. Usually we make sure that all our buffers are empty at the end of the year. But this year we will only spend money out of the buffers when it is necessary. If at the end of the year there is money left from the buffers, we will save this for the future. This way we can save money without it affecting our members or activities. Obviously, this is not a long-term solution for the declining book sales, but it will provide for some extra savings in case of a financially bad year.

The second way to compensate for the declining book sales is by starting acquisition. This year we will be starting with acquisition. We hope that in the future this can become a new form of income to compensate for the book sales. Since we are just starting with it this year, we do not expect to acquire a lot of income from it yet this year, but we aim to set up a foundation for the next board to build on, for example by having some contacts with companies.

Additional tasks

As SEC treasurer I am part of the BVC-FMG, the book sales committee for the faculty of social and behavioural sciences. We are responsible for the contact between the associations and Athenaeum, we instruct the associations and monitor if the contract is well-executed. Aside from treasurer-related tasks, I am also the representative of SEC for the Landelijk Overleg Sociologie (LOS), together with our chair Dewi. Every sociology bachelor in The Netherlands sends one or two delegates to the LOS. Together we organize a congress with lectures related to sociological themes.

Academic activities committee

Besides my treasurer-related tasks, I will also be coordinating the academic activities committee this year. The academic activities committee organizes activities and events that

are an addition to the knowledge that students acquire during the regular lectures and tutorials, and informs students about their opportunities on the labour market.

Since we are starting with acquisition this year, we hope to have more contacts with companies, and with that be able to bring students and companies closer together, by for example for job vacancies on social media or informing students about companies.

Besides that, I am going to try to make the cooperation with study association Kwakiutl go smoother regarding the academic events, specifically the DAB (De Andere Blik). The study coordinator from Kwak and I are going to make one committee for organizing the two DABs. Two committee members from the academic activities committee will join that committee as well. This way, we hope to have closer contact in order to make the cooperation go smoother. The last change regarding the academic activities committee is that we will be organizing some different events from last year. We have taken out some of the lectures, and instead will be trying to organize an in-house day. By organizing more different events, we hope to get students more interested in the academic events and have a higher attendance at these events.

Ilse van Engen – Candidate Treasurer 2019-2020

Coordinator Committees

This academic year I, Charlotte Takes, will be the coordinator committees. First of all, I want to say that I am very excited to fulfil this task this year. I will supervise the following committees: the promotion committee, the party committee, the borrel committee and the external activities committee. In the following paragraphs I will give further information on what my goals are and how I want to achieve them.

Main goal

Because of the two different aspects of my tasks I have two main goals. To begin, one of my main goals is to supervise the committees as best as possible.

First, all the committees that I supervise, need to have an open environment where the members can express their ideas and goals. I believe that an open environment brings out the most creative side of the members and so the best ideas. I want to achieve this through attending the first few meetings. When I attend these meetings, I will supervise the chair. I also look if people can speak freely. If not, I will try to let them speak. After I notice that everything is going properly, I can let the chair do his job without my supervision. I will attempt a few more meetings to make sure everything is still going properly.

Then I also want that the committees are functional. I want an open environment, but this can lead to a committee that does not function well. I think the committee will work best if we have a clear timetable. So, I will discuss this with the chair, then he or she can make it work. I expect a lot of the chairs, but I will supervise them throughout their time as chair.

Secondly, my main goal is that the activities are well organized and fun. I want to keep good contact with the chairs of the committees and with the other boards. I need to keep investing time in the communication with every party, but that is a part of my function I am excited about. Also, I need to be at the location far before the start of the event. I want to be earlier so that I can look if everything is ready and if there is space for any improvements.

Party committee

The party committee needs to take care of the performance night, end festival, FMG party and prom/ another activity. The performance night will be organized by SEC and Kwakiutl, this means that good communication is needed. What the members of the committee need to arrange with Kwakiutl are the decoration and location. Organizing the end festival means arranging activities, food, location, theme and decoration. We also have another FMG-party,

like previous year. This will be organized by all the associations in our faculty. This means there is a lot of communication needed, but less work than organizing the end festival. And finally, we want to organize a prom or another activity with the party committee. Organizing this will look like organizing the performance night or the end festival, depends on how the committee will shape the activity.

Borrel committee

This committee organises the themed borrels. We have five of them with Kwakiutl. Because this year we wanted better communication between the boards, we decided to make one committee with members of SEC and Kwakiutl. This way the information gets directly to the two parties. The borrel committee needs to take care of the decoration, themes and activities fitting the theme. It is not that much work and because of that a perfect committee for members who want to participate a little.

External activities committee

The external activities committee takes care of the December diner and the small trip. The interpretation of how these events need to look is up to the committee. The members need to organize the activity. Because we decided to do the small trip earlier, the board will decide where we are going. The board will also arrange the transport and accommodation. This means that the committee only needs to think about the activities. For this event the role of the committee is limited. This is not the case for the other event. There is a lot of freedom around the December diner. The theme, location, decoration and food can be decided by this committee. This makes it a larger event to organize than, for example, a themed borrel.

Promotion committee

This committee will take care of the promotion, like the name says. But this year we will do it differently than last year. Last year the committee needed to make the banners, posts and posters etc. We were with four people, which was in my opinion too much for this committee. This year I want the promotion committee to focus on posters, goodies, videos and flyers. If they come up with something else creative, we will make space to realize the plan. In the promotion committee will be three people.

My expectation of this board year is that I as a person will grow a lot and so will my fellow board members. I am looking forward to experiencing this growth.

Charlotte Takes – Candidate Coordinator Committees 2019-2020

Business budget

Business budget of study association SEC, 2019-2020				
Activity	Expenses	Income	Subsidy request	Profit/loss
Member contribution	€ 0,00	€ 3.100,00	€ 0,00	€ 3.100,00
Book sales	€ 0,00	€ 2.500,00	€ 0,00	€ 2.500,00
Acquisition	€ 0,00	€ 200,00	€ 0,00	€ 200,00
CS	€ 20.900,00	€ 17.000,00	€ 2.750,00	-€ 1.150,00
CF	€ 8.900,00	€ 6.100,00	€ 650,00	-€ 2.150,00
Association costs	€ 4.430,53	€ 0,00	€ 1.930,53	-€ 2.500,00
Total	€ 34.230,53	€ 28.900,00	€ 5.330,53	€ 0,00

Academic Activities Committee (CS)				
Activity	Expenses	Income	Subsidy request	Profit/loss
The Other Perspective	€ 200,00	€ 0,00	€ 200,00	€ 0,00
Movie nights	€ 500,00	€ 0,00	€ 500,00	€ 0,00
Easter lunch	€ 300,00	€ 0,00	€ 300,00	€ 0,00
Career/Master activity	€ 400,00	€ 0,00	€ 400,00	€ 0,00
Company visits	€ 300,00	€ 0,00	€ 300,00	€ 0,00
Landelijk Sociologie				
Congres	€ 150,00	€ 0,00	€ 150,00	€ 0,00
Memberweekend	€ 2.700,00	€ 2.000,00	€ 400,00	-€ 300,00
Study trip	€ 16.100,00	€ 15.000,00	€ 500,00	-€ 600,00
Buffer	€ 250,00	€ 0,00	€ 0,00	-€ 250,00
Total	€ 20.900,00	€ 17.000,00	€ 2.750,00	-€ 1.150,00

Committees Partys and Activities (CF)

Activity	Expenses	Income	Subsidy request	Profit/loss
Introduction weekend	€ 4.200,00	€ 3.700,00	€ 0,00	-€ 500,00
Theme Borrels	€ 200,00	€ 0,00	€ 0,00	-€ 200,00
Decemberdinner	€ 700,00	€ 250,00	€ 250,00	-€ 200,00
Party 1	€ 700,00	€ 700,00	€ 0,00	€ 0,00
CEA activities	€ 600,00	€ 350,00	€ 0,00	-€ 250,00
Prom	€ 700,00	€ 700,00	€ 0,00	€ 0,00
End of the year festival	€ 1.300,00	€ 400,00	€ 400,00	-€ 500,00
Association room events	€ 100,00	€ 0,00	€ 0,00	-€ 100,00
Open mic night	€ 100,00	€ 0,00	€ 0,00	-€ 100,00
Buffer	€ 300,00	€ 0,00	€ 0,00	-€ 300,00
Total	€ 8.900,00	€ 6.100,00	€ 650,00	-€ 2.150,00

Association costs

Activity	Expenses	Income	Subsidy request	Profit/loss
Bank costs	€ 250,00	€ 0,00	€ 250,00	€ 0,00
Transaction costs pin	€ 60,00	€ 0,00	€ 60,00	€ 0,00
Accounting program	€ 188,03	€ 0,00	€ 188,03	€ 0,00
Internationalization	€ 250,00	€ 0,00	€ 250,00	€ 0,00
Landelijk Sociologie				
Congres	€ 150,00	€ 0,00	€ 150,00	€ 0,00
Office supplies	€ 300,00	€ 0,00	€ 300,00	€ 0,00
Websitehosting	€ 125,00	€ 0,00	€ 40,00	-€ 85,00
Association representation	€ 600,00	€ 0,00	€ 300,00	-€ 300,00
Trainings	€ 130,00	€ 0,00	€ 130,00	€ 0,00
Board sweaters	€ 165,00	€ 0,00	€ 0,00	-€ 165,00
Membership ASVA	€ 12,50	€ 0,00	€ 12,50	€ 0,00
CLU's (commissieleden uitjes)	€ 800,00	€ 0,00	€ 0,00	-€ 800,00
Contribution FV-FMG	€ 100,00	€ 0,00	€ 100,00	€ 0,00
ALV's (General Assembly)	€ 150,00	€ 0,00	€ 150,00	€ 0,00
Constitutionborrel	€ 500,00	€ 0,00	€ 0,00	-€ 500,00
Board costs	€ 150,00	€ 0,00	€ 0,00	-€ 150,00
Board transfer	€ 300,00	€ 0,00	€ 0,00	-€ 300,00
Buffer	€ 200,00	€ 0,00	€ 0,00	-€ 200,00
Total	€ 4.430,53	€ 0,00	€ 1.930,53	-€ 2.500,00