



BABYLON

STUDY ASSOCIATION

POLICY 2021-2022

ACCESSIBLE, AMBITIOUS, ABIDING

Foreword

Dear reader,

In front of you lies the policy of the thirty-third board of Babylon for the academic year of 2021-2022. This policy includes the goals of the thirty-third board of Babylon accompanied by explanations on how they will be achieved.

For the upcoming year, the thirty-third board aims to build on the foundations created by the previous boards of Babylon. One of Babylon's focuses throughout the past years has been on internationalisation. The hard work of previous boards has paid off as the thirty-third board is incredibly proud to have the first international member ever on the board of Babylon. For the upcoming year, the thirty-third board of Babylon will furtherly follow up on strengthening the bonds between all students of Babylon, so that Babylon will be a study association for all.

Another foundation created by the thirty-second board that the thirty-third board will build on this year is the topic of sustainability. The first small steps of the thirty-third board have already been taken by ordering sustainable promotional gifts. However, a lot of steps will still be made this year to make the carbon footprint of Babylon as small as possible.

Lastly, the preceding boards of Babylon have strived to maintain a professional reputation of Babylon. The thirty-third board will work on maintaining this reputation and improve it where possible. This also accounts for the bonds of external relations such as sponsors and companies, and internal relations such as lecturers and professors. The professionalism of Babylon will thereby be safeguarded.

The thirty-third board would like to thank the preceding boards of Babylon for their effort, knowledge and support that assisted them in writing this policy and their further guidance.

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Foreword

This policy for the academic year 2021-2022 is meant to provide an insight into the course that the thirty-third board of Babylon wishes to take during the upcoming year. In this document, the policy for the upcoming year is reported and the set goals will be discussed in order of priority.

First, the organisation and the mission of Babylon are described. Thereupon, the long-term goals of the association are discussed and split into short-term goals. Consequently, the goals of every functionary are explained followed by an overview of all committees and their function.

Policies of the preceding years have functioned as a base for the policy of 2021-2022, which contributes to the consistency of this policy and the recognition of Babylon.

1. Babylon

Babylon is the study association for students of Communication and Information Studies at the Faculty of Arts at the Radboud University Nijmegen. Babylon was founded in 1989 and currently has around 500 members. The study association is there for every student who seeks to enrich their student lives both study-wise and socially. Furthermore, the study association maintains strong bonds with the study programme's lecturers/professors, (contributing) graduates and other interested parties.

1.1 Origin and logo

The name 'Babylon' originates from the Bible. According to Genesis 11:1-9, the descendants of Noah wanted to build a city with a tower that reached up to Heaven. They gave this city the name Babylon, but the city was also called Babel. God perceived Noah's descendants' endeavour to build a tower of such height as an act of abominable, pagan foolhardiness. Therefore, He punished them – who up until then all spoke the same language – by confounding their speech and scattering them all over the world. Consequently, spreading their different languages.

The city of Babylon is still in existence today and is located on an important tributary of the Euphrates, about 90 kilometres south of Baghdad. In the second millennium BC, Babylon was the political, cultural and religious centre of southern Mesopotamia, which was also called Babylonia.

Mesopotamia was bordered by the Euphrates and the Tigris, which gave the country a crescent moon shape. This crescent moon can also be found in the logo of Babylon. The enlarged 'Y' represents balance (in communication) and exemplifies Babylon as a well-balanced, harmonised organisation. The bar beneath the logo refers to a strong foundation. The vibrant colours of the logo give Babylon a refreshing character. Furthermore, the colour blue symbolises quality, to which the association attaches great value.

1.2 Mission

Babylon aims to enrich the student lives of all Communication and Information Studies students at Radboud University in Nijmegen. Babylon does so by organising numerous enjoyable activities and activities pertaining to academics and business. Contact with the business world plays an important role in many of these activities. Babylon offers students the opportunity to gain experience in the field in an informal, laid-back setting and aims to function as a link between the business and student world. Furthermore, Babylon emphasises the importance of amicable bonds/friendships that come into

existence through organising and attending the activities organised by the study association.

1.3 Thirty-third board

The current structure of Babylon is characterised by six board positions: Chair, Secretary, Treasurer, Commissioner of Internal Affairs, Commissioner of External Affairs and Commissioner of Activities.

Every functionary shares the following tasks and responsibilities:

- Write a policy;
- Write a semi-annual report;
- Write an annual report;
- Run Babylon:
 - in compliance with the policy on both the long-term and short-term goals;
 - in compliance with statutes and house regulations;
- Maintain contacts with:
 - the students of Communication and Information Studies (members and non-members);
 - other study and student associations;
- Attend board and general meetings;
- Take care of open office hours at the Babylon Room (E12.09);
- Attend, coordinate and promote activities of Babylon;
- Manage the website (www.babylonnijmegen.nl);
- Have general knowledge about the financial status of the association.

2. Long-term goals

The four long-term goals of Babylon are as follows:

- *Strengthen the bond between the association and its members and attract new members*

The bond between Babylon and its members is of high importance to the association because the members of Babylon are the reason for its existence. To strengthen this bond, the thirty-third board of Babylon is planning to continue to organise both formal and informal activities for its members. To attract new members to the association, the thirty-third board endeavours to positively introduce Babylon during the Orientation Week as well as during the first few weeks of the academic year, so that many potential members consider joining and eventually join the association. In addition, the thirty-third board would like to increase involvement with international students and with upcoming second-year students who missed their chances to bond with the association in person during their first year due to COVID-19. Moreover, the thirty-third board will maintain involvement with (pre-)master students within Babylon.

- *Strengthen the bond between the association and external relations*

Babylon relies heavily on its external relations (i.e. sponsors, companies or other study associations). Therefore, the bond between Babylon and these external relations must be maintained thoroughly. Following the example of previous years, the thirty-third board plans to focus on strengthening external affairs again. The board aims to do so by focusing on personal contact (when regulations allow it, see chapter 6) with external relations rather than via email, telephone or online meetings.

- *Improve the professionalism of Babylon*

The thirty-third board strives to maintain and potentially improve the professionalism of the association through uniformity and consistency. The board will focus on organising study-related and career-related activities to enrich the education and professional skills of the students of Communication and Information Studies. The thirty-third board strives to improve formal activities in quantity and quality where possible. Furthermore, it is important to the thirty-third board to interact professionally and to always carry out a professional appearance, both to external parties and members of Babylon. Also, the professional identity of Babylon will be maintained in the association's communication (i.e. social media, the website, etc.).

- Improve and strengthen the image of Babylon

The image of Babylon is important for the association. Therefore, the thirty-third board will strive to maintain and potentially improve Babylon's image. The board would like to see members of the association contemplate Babylon as an association that enriches their student life by offering them a variety of formal and informal activities. In addition, the board would like to be seen as trusting and helpful, so that members feel comfortable approaching them with any problem or question they might have. Regarding the external image, the board would like any external relations, such as companies, sponsors and other study associations, to perceive Babylon as a professional organisation. Babylon aims to accomplish this through a clear structure and professional communication.

3. Short-term goals

3.1 Strengthen the bond between Babylon and its members and attract new members

This long-term goal is divided into short-term goals that serve as a common thread that contribute to strengthen the bond between the association and its members.

3.1.1 Bonding of members

The bonding of members will mostly be carried out similarly to the academic years before COVID-19. Last year, the thirty-second board had to organise most activities online due to COVID-19. Because of this, the new students did not have much chance to bond with Babylon in real life. Therefore, if COVID-19 allows it, the thirty-third board aims to not only focus on new first-year students, but also the second-year students. Therefore, a separate Second-Year Activity will be organised in September with the main goal of creating a tighter bond with the second-year students and Babylon. Additionally, by organising this activity the thirty-third board hopes to provide them with a nice activity as they, unfortunately, did not experience the normal Orientation Week last year.

Active membership will still be stimulated by organising a Committee Market in the second week of the academic year. The Committee Market will be held online due to the regulations regarding COVID-19. Two Active Member Evenings (AME) and one Active Member Activity (AMA) will remain part of the programme and are meant to thank the active members for their efforts. Furthermore, the Member of the Month and the Wall of Babylon will continue. The Wall of Babylon is located at the Babylon Room and consists of active members that earned the title of Member of the Month. The Member of the Month will be announced on Facebook, Instagram and the website. After the reveal, the new Member of the Month is invited to pick up a small present at the Babylon Room.

The thirty-third board consists of one second-year student, two third-year students, and three fourth-year students. Moreover, the thirty-third board consists of two CIW students and four IBC students, so it is nicely balanced. Every member of the thirty-third board has good English language skills and can communicate with international students without any difficulties. Therefore, no problems are expected regarding bonding with either CIW students, IBC students and/or international students. Moreover, the thirty-third board even includes an international student, which hopefully helps to attract even more international members. Furthermore, multiple board members follow different courses within the programme of Communication and Information Studies. During the

courses, the board members will aim to get to know the students and promote Babylon, so that Babylon and the board members are easy to approach.

Additionally, the thirty-third board wants to introduce a new kind of activity to enhance bonding between the different years of CIS students. The board aims to close this gap by organising the Babylon Festival. This will be a one-day event at the beginning of the academic year. The Commissioner of External Affairs will be in contact with different locations and try to negotiate the organisation of this event to be part of a contract. By organising the Babylon Festival, the board wishes to enhance the bonding of different year layers and stimulate a tighter bond between Babylon members. Moreover, the thirty-third board feels like the members of Babylon deserve a fun activity after the course of the last one and a half years.

If COVID-19 allows it, the majority of the third-year students will go abroad during the first semester of the academic year, which means that most third-year students will miss Babylon's activities. That is why the thirty-third board has planned to organise a Welcome Back activity for all third-years, which will be combined with the *borrel* in February. The Welcome Back activity will consist of a Pub Quiz since it is a fun and affordable activity. Moreover, it was well-visited during the academic year of 2019-2020 when the thirty-first board organised this activity.

3.1.2 Communication towards potentially new members

The Orientation Week is a very important moment for the thirty-third board to get in touch with the new students. Every member of the thirty-third board will participate in the Orientation Week as a committee member or as a mentor parent. They will all have an open and friendly attitude towards the new students, and actively approach as many new students as possible during activities. During the Orientation Week, the thirty-third board will introduce Babylon and themselves by means of a presentation. Besides an introduction to Babylon, the function and added value of a study association will also be discussed. Moreover, the possibility of becoming an active member will be promoted. By means of this presentation, the new students will get to know Babylon and know whom they can approach for questions. Moreover, the thirty-third board will thoroughly communicate Babylon's goals and values to the mentor parents during the mentor brunch. Because they are closely linked to the new students, they offer a big impression of what Babylon has to offer. Through their extra efforts in promoting the association, the thirty-third board hopes to see an increase in members in the upcoming academic year. Therefore, the thirty-third board will urge the mentor parents to share their best experiences of their time with Babylon in the hopes that this will excite the new students and motivate them to join Babylon.

Usually, all first-year students receive a “Babylon bag” in which some goodies are included. However, last year the thirty-second board decided not to hand out these bags during the Orientation Week since it was not financially feasible to buy the bags. Usually, Babylon buys the bags in cooperation with the Malle Babbe and both parties would pay half the price of the bags. For the academic year of 2021-2022, however, The Molenstraat will sponsor the T-shirts and the bag in its entirety due to the new contract.

3.1.3 Strengthen the bond between international members and Babylon

In previous years, the boards of Babylon took major steps concerning the internationalisation of the association by, for example, implementing English as the official language during activities and on the website. The thirty-third board strives to emphasise and project that international members are just as welcome to the association as Dutch-speaking students. To achieve this, the use of English in both spoken and written contexts will be promoted as much as possible. During previous years, presentations of external parties were already given in English, but the presentation slides were sometimes still in Dutch. The thirty-third board will keep an extra eye out to make sure that all forms of communication will be in English. The only documents that will be kept in Dutch are the statutes because the costs to translate these documents are very high. A member of the thirty-third board will assist international students that are interested in reading the statutes.

Furthermore, the board will insist on maintaining English as the main language during activities that are organised in cooperation with other study associations. Providing joint activities, such as the Congress, in English will hopefully lead to a higher involvement of international students in Babylon.

Moreover, the thirty-first board introduced the International Committee. This committee strives to optimise the accommodation of the activities to the international members and to involve them in the association as much as possible. The thirty-third board would like to focus on the future purposes of the International Committee (see 5.1.8) and the maintenance of the adjustments regarding internationalisation that were done in previous years. Moreover, the thirty-third board will continue to stimulate the bonding between both students of different years, as well as international and Dutch-speaking students. Whenever possible, committees will include members from different years and different nationalities to encourage contact with other students.

Based on the results of the annual survey it appears that internationals sometimes still feel a gap between the Dutch students and themselves. To reduce this gap between the

Dutch students and the internationals, the thirty-board is going to set up a Buddy System in which internationals will be paired up with a Dutch person who wants to help the international students accommodate the Dutch culture. By making a match between a Dutch student and an international student, the thirty-third board aims to improve the integration of internationals via the help of Dutch students and to reduce the gap between them and the Dutch students. The Buddy System will fall under the International Committee and its coordinators will be in charge of the programme. Moreover, the students will be connected through the interest they have listed when signing up to the programme. The board encourages the buddies to meet up in person at least once and after that they can decide how often they communicate and in which form. This means that the concept of the Buddy System is very informal as it should resemble a normal friendship. Furthermore, different activities will be suggested to the buddies, e.g., campus tour, studying, cooking together or a city tour. Additionally, a kick-off event will be organised in the beginning of the school year for all the buddies to get to know each other.

3.1.4 Communication tools

The thirty-third board will try to strengthen the relations between (active) members and the association and stimulate the recruitment of new members by using the following communication tools:

- The website:

The thirty-first board introduced a new website: www.babylonnijmegen.nl. The thirty-third board will continue to improve it. The website will be checked and updated regularly. All information about the study association and its activities can be found there. The board would like members to check the website more often since this is a practical tool for communication with the members. In addition, the website is accessible for everyone and does not require a certain type of social media. Therefore, it is important to create awareness among members about the value of the website. The website is available in both Dutch and English.

The thirty-third board will improve some parts of the website. First of all, the homepage, since this is still a bit unstructured and words are crossing each other. The homepage should give a clear overview of what the website contains. Furthermore, the thirty-third board will improve the news page by keeping it up to date. This way the website will become more attractive to the members. Besides that, the thirty-third board will post the annual calendar on the website to give members an overview of when all the activities take place. This can ensure that members are already informed in advance and could

take these dates into account. Additionally, the thirty-third board will continue to post all vacancies on the website if the thirty-third board thinks they are relevant for the members of Babylon. The thirty-third board will also improve the page of the Babylon Crazy 100 (see 5.1.15). The intermediate positions of the competition and creative submissions of the Babylon Crazy 100 will be posted there to gain more attention for the website.

Members have to sign up for activities via the website as well. Furthermore, the monthly schedule of activities will be updated and posted on the website regularly. The banner with photos on the main page will consist of a suitable mix of photos of activities, information and/or other representative photos, taking into account the General Data Protection Regulation (GDPR). This is a regulation that gives individuals more control over their personal information. Members have to create a personal account for the website to enable all possibilities of the website.

- Social media:

The thirty-third board will use various social media platforms, such as Facebook, Instagram, WhatsApp and LinkedIn. These different types of social media will be kept up to date by the Secretary and the Commissioner of External Affairs. The social media pages of Babylon are important tools to keep in contact with members. The thirty-third board will, as introduced by the thirtieth board, use a 'Dutch follows English' format on all social media. However, the posts on Instagram will only be in English, to avoid long posts on this channel. Prior to posting, all content will be critically reviewed by all members of the thirty-third board to ensure error-free posts. Instagram will be used most often since, according to the annual survey, most members of Babylon follow the Instagram page. In addition, Facebook will also be used because the majority of Babylon members have a Facebook account. As for LinkedIn, about half of the members of Babylon use this platform. Therefore, it will be mostly used for external parties.

The Secretary will be responsible for the Facebook and Instagram pages of Babylon. Facebook will be used to provide members with information about study-related topics, vacancies and upcoming Babylon activities. The thirty-third board will continue to share upcoming events on the regular Facebook page of Babylon since this proved to be successful. Each month, an overview of all activities of that month will be used as a banner of the Facebook page of Babylon so that they can easily find the upcoming activities for that month.

However, not all members of Babylon use Facebook. Therefore, WhatsApp will be used to communicate interactively with members of Babylon. There will be WhatsApp groups for

first-years, active members and (pre)-master students to connect members of Babylon even more. Moreover, there will be a WhatsApp group for all the active members in which the thirty-third board will notify them about the activities of Babylon and the Babylon Crazy 100 (see chapter 5.1.15). The Secretary will create the group chat for the active members since she is responsible for most communication with the members of Babylon. Besides the group chat for active members, all board members will also make a group chat for the committees they coordinate. The WhatsApp groups will be made via an invitation link since the thirty-third board cannot make any WhatsApp groups without the permission of the members.

Instagram will be used to give members information about upcoming activities, things going on within the association and behind the scenes moments of the committees. The thirty-second board made a stylebook of Babylon on how to make sure the Instagram posts look clean and coherent. The thirty-third board will continue to use this. This way, members will recognise Babylon's post immediately and the Instagram page will have a more professional look. In addition, the thirty-second board started with the Friday Rubrics to actively involve members with the Instagram page. The thirty-third board will continue with these rubrics next academic year. Furthermore, Instagram stories will be used to promote activities and provide interactive content.

Communication with external contacts via LinkedIn will be the responsibility of the Commissioner of External Affairs. LinkedIn will be used to reach alumni, lecturers/professors, companies in the field of communication and students. On this platform, information about new developments and job/internship offers within the field of communication will be posted. Moreover, the board will post short evaluations of formal activities. This way, the speakers of these events will receive more attention which could attract potential speakers to attend the activities. The board plans to post something on LinkedIn approximately once or twice a month, depending on the number of published vacancies and formal activities organised that month. To promote the page of Babylon among members, a Facebook post and an Instagram post will be dedicated to the LinkedIn page at the beginning of the academic year. Later in the year, a few announcements of new LinkedIn posts will be made on the Instagram stories to remind members of the existence of the LinkedIn page, since Babylon's Instagram account has more followers than the LinkedIn page.

- (E)mail:

Every first day of each month (except for August), a newsletter, the *Babbel*, will be sent to all members of Babylon. The *Babbel* contains information about Babylon's activities, news and updates concerning the association. If all members will be informed about the

activities and news, activities will hopefully be better visited and members will feel more involved with the association. The thirty-third board will continue using the format introduced by the twenty-eighth board. The thirty-third board decided to continue with a Dutch version and an English version of the *Babbel*. The Dutch version will be sent to Dutch students and the English version will be sent to international students.

To make sure that the email addresses can be easily found, the bio of Babylon's Instagram should be adapted. On the Facebook page of Babylon, the email address and the website address can be found right away. However, on the Instagram page, it is not clear. There is a link that provides multiple options once you click on it. This is not straightforward enough for people who want to get in touch with us. Therefore, the thirty-third board will update the Instagram bio. There will be an email icon and a website icon with the correct addresses behind it. In addition, the current link that is present in the bio will still be used, but will be added with 'what's new →'.

- *Babylon Magazine:*

Four editions of the Babylon Magazine (BM) will be published. The thirty-second board decided to change the design and content of the BM. Instead of a square-shaped magazine, the BM is now rectangle-shaped. The thirty-third board will continue to use this format created by the thirty-second board. To make the BM accessible to all students and to go forward with the internationalisation of Babylon, it will continue to be completely written in English.

Furthermore, the thirty-third board decided to continue publishing the BM in a printed, paper format and an online format on the website. The online format on the website is only available if members log in to their accounts. Not sending the BM to all Babylon members' homes would be a sustainable choice, since it would mean that fewer magazines would have to be printed. The payments for the BM are made for a certain number of magazines that Babylon orders, for which Babylon makes quarter annual payments. However, regarding the results of the annual survey, most members of Babylon were not aware there was an online version of the Babylon magazine on the website. Moreover, most people who were aware of the online version did not read this version. Sending the BM to fewer members could also result in problems with current sponsors. In the contracts with them, it is stated that their logo will be in the BM. Based on the results of the annual survey and to avoid possible problems with sponsors due to the lack of exposure to the members, the thirty-third board has decided to continue publishing the BM in a printed, paper format. The thirty-third board has also decided to terminate the contract with BladNL. This has to be done 6 months in advance. This means that for the upcoming year, there will be still four printed editions. For the year

after that, the thirty-third board is talking to Luxor to come up with two editions; a winter book and a summer book. These editions will be more elaborate than the current BM. With regards to the sponsors, the new Commissioner of External Affairs can talk this over while deciding on the new terms of the contracts next year. The first summer edition will be made this year already. The Publication Committee will have enough people to make this goal achievable.

- Lecture talks:

The thirty-third board will continue giving lecture talks to reach members more directly. This way, students will see the 'face behind Babylon' and will be more involved in the association. Furthermore, it is an opportunity to draw attention and get members excited about activities Babylon organises. In case of an activity, the lecture talk will be provided by the responsible committee. In case of informational purposes, members of the thirty-third board will be responsible for the lecture talk. The thirty-third board will aim to give a lecture talk at the beginning of the academic year (2021-2022) to inform students about the possibilities Babylon can offer them with a focus on the committees and the upcoming Committee Market. Furthermore, a lecture talk will be given about the Babylon Festival, since this activity is new and thus requires extra attention. If other activities do not get many sign-ups, the thirty-third board might opt for a lecture talk to promote these activities.

3.1.5 Pre-masters and Masters

The thirty-third board of Babylon will try to maintain good contact with (pre-)master students. However, due to Radboud University's decision, pre-master students are no longer allowed to attend the regular Orientation Week. Therefore, the thirty-third board will put extra effort into reaching out and trying to bond with pre-master and master students. A separate Master Welcome Day is being organised especially for these students by the university. During this day, a current (pre-)master student will talk about his/her experiences with Babylon. Moreover, the Chair of the thirty-third board will tell something about Babylon and the study advisors will tell something about the study. Moreover, Babylon will organise bonding games so the pre-master students can already get to know each other better. In this way, the pre-master students will also already be in contact with members of the thirty-third board. Additionally, the Secretary will make a group chat on WhatsApp for pre-master students. In this way, the pre-masters can ask questions about Babylon and the study.

Furthermore, the thirty-third board wants to organise a (pre-)Master Activity, since they tend not to bond that well with Babylon. The board wants to organise an activity that lies more within their interests. The thirty-third board wants to organise a Pub Quiz about

general knowledge. The board believes this to be a perfect informal/formal combination. This will be called the 'Trivia Master Night'. It could be organised at Tappers. This activity will be hosted at the beginning of the academic year.

3.1.6 The recruitment of the new board

The board must be changed before the summer break (July). Therefore, the thirty-third board will start the application procedure together with the Application Committee (see 5.1.1) in February 2021. The candidates must send their application letter a week before the third exam week (14 March), to make sure that the entire procedure can take place in time. At the beginning of the year 2022, the potential candidates will be approached personally. A preference is that the potential candidates have experience with Babylon and are involved with the association. In addition, the Board Interest Lunch will be organised in February to provide potential candidates with the required information. International Babylon members also have the opportunity to sign up for a board position. However, they will only be able to apply for the position of Chair, Treasurer, Commissioner of Internal Affairs and Commissioner of Activities (see chapter 4).

There is a possibility that some third-year students will be abroad during the recruitment of the thirty-fourth board. Their stay abroad comes with some inconveniences in case they want to apply for a board year. However, the thirty-third board wants to give everyone a chance to apply for the thirty-fourth board. In general, the thirty-third board advises against going abroad during the second semester when someone is interested in a board year. However, if someone who stays abroad wants to apply, the thirty-third board will look for possibilities to help them. These possibilities depend on the return of the applicants and the position(s) they are interested in.

3.1.7 (Contributing) graduates and alumni

The thirty-third board of Babylon will maintain close contact with (contributing) graduates and alumni to make sure they remain involved in the association and to increase their willingness to support Babylon in any view. Contributing graduates are the so-called supporting members of Babylon and they will also receive a personalised birthday email to maintain the relationship with them and to emit appreciation and gratitude from Babylon. The easiest way to reach out to alumni is via LinkedIn. Via this page, the Commissioner of Internal Affairs will stay connected with the alumni. The alumni and contributing graduates could participate as speakers during CIS in the Field or the Career Event or they could give interesting workshops. In addition to this, the thirty-third board wants to introduce a new formal activity. This activity will include speed-dating with

alumni to increase their network. The speed-dating will take place one-on-one or with small groups so that everyone can ask the alumni questions. With this activity, the thirty-third board also aims to help the students of Babylon increase their network. Concerning the activities aimed only at alumni, the thirty-third board will continue with the guideline set by the thirty-second board and will leave organising separate alumni activities to Lustrum years. For that reason, the board will not organise an activity for the former board members and contributing graduates but will keep the former board members and contributing graduates up-to-date via the Babylon Magazine and LinkedIn. Additionally, the study programme also has its own alumni association called Alumni CIW IBC. Previous years showed that contributing graduates are excited to participate in activities and to be in touch with other graduates. In addition, when they are still feeling connected with Babylon and are kept up-to-date about the association, they will feel more comfortable and will be more willing to be present at other activities, such as the Congress or the Career Event.

3.1.8 Merchandise

Last year, there were six items in the merchandise of Babylon: a sweater, a T-shirt, a cap, socks, a hoodie and a Doppet. The hoodie is a new item that was created by the thirty-second board. The thirty-third board decided to keep all items in their merchandise. The caps and socks are still in stock, but they did not sell very well last year. Therefore, to promote the Babylon socks that are left, the thirty-third board will make a one-time bundle deal with the hoodie of Babylon. This way, the board aims to increase the sale of both items. After the current stock of Babylon socks and Doppets will be sold out, both items will be removed from the merchandise. The sweaters, hoodies and T-shirts are bought per order, which means there is no stock of them. The thirty-third board aims to place an order every two months for these items. Members are actively being asked if they want to buy anything before an order is placed to keep the time between order and delivery as short as possible. The merchandise will be promoted on the website, on social media (especially Instagram) and by word-of-mouth. Moreover, the thirty-third board will order Babylon merchandise as well and wear it in public, so that the merchandise is promoted.

3.2 Strengthen the bond between the association and external relations

Strengthening ties with external relations will be of vital importance for the thirty-third board of Babylon. The current ties will be evaluated and reinforced or tightened where necessary. In addition, the thirty-third board will actively look for companies that would

like to support Babylon and help facilitate its activities through financial and material sponsorships. The board will also welcome sponsored speakers, lecturers and other services. Due to the aftermath of COVID-19, the thirty-third board expects some difficulties in finding new sponsors next year.

3.2.1 Keeping in touch with sponsors

During the current crisis, it will be more challenging to stay in frequent contact with several sponsors. The Commissioner of External Affairs will make sure this contact will be maintained. At first, this contact will mainly be done online, as physical contact is not always possible. However, whenever possible the communication will (eventually) be physical. Furthermore, to stay in contact with the pubs, which are harder to stay in contact with than the regular sponsors, the board will regularly visit them to have some drinks. In this way, the board will support the pubs and maintain the relationship.

3.2.2 Recruiting new sponsors

The focus will not only lie on current sponsors, but the Commissioner of External Affairs also strives to find new sponsors during the upcoming academic year. As mentioned before, this search will most likely still be a great challenge due to COVID-19. Many companies might be damaged and might not be looking to enter a new sponsor relationship. However, the Commissioner of External Affairs will still try to look for new sponsors, preferably with a company that has not been affected too much by the current crisis. In addition, sponsor members of committees will also be looking for sponsors concerning their own committees.

Many of the committees will need to search for sponsors. To do so, in each committee that needs one, a sponsor member will be assigned. The Commissioner of External Affairs will provide sponsor training, to assure that the first contact between companies and the sponsor members will be professional and effective. This will contribute to the professional image of Babylon.

Furthermore, this year, the focus will be on finding a new, formal sponsor for Babylon. The Commissioner of External Affairs aims to find a formal sponsor that can be useful to the students. This formal sponsor will be a good addition to the current sponsors, which are currently a mixture between formal and informal. The Commissioner of External Affairs will start this process as soon as she takes up her position.

The thirty-third board strives to start using a document again to keep track of the companies that were approached by the board or by a committee to list if they were interested or not. This document can be useful for both the board and the committees.

3.2.3 Strengthen bonds with (sister) associations

Over the last few years, Babylon has strengthened its ties with the sister associations, which allowed the association to organise several joint activities. The former boards have strengthened the bonds with the associations in Amsterdam, Groningen, Tilburg, Utrecht, Wageningen, Enschede, Rotterdam and Nijmegen by attending their Constitution Drinks. The thirty-third board will follow this example and will attend as many Constitution Drinks as possible. The Sister's Day will be organised twice this year by a different association and the thirty-third board will attend these. The previous boards have also bonded with other associations in Nijmegen and the thirty-third board will try to maintain those ties and strengthen them wherever possible.

Moreover, the thirty-second board has worked on setting up a blog together with most sister associations. The blog will go live at the beginning of the next academic year and is meant for all students of the participating sister associations. New content will be provided twice a month to keep the website interesting but not too overwhelming. The Chair of the thirty-third board will be in charge of the articles that Babylon will post on the website.

3.2.4 Business gift

The thirty-third board decided to create a new business gift since Tony's Choclonely chocolate bars have gained negative attention in the news. Besides, they have been given to a lot of speakers already and therefore this gift is not original anymore. The board decided to go for a personalised piece of growpaper (recycled paper with flower seeds in it) combined with a personalised Babylon notebook. These are sustainable gifts, as well as enjoyable and practical to most speakers. In addition to the growpaper and the notebook, high-profile speakers at bigger events will also receive a bouquet of flowers.

3.2.5 Local pub

Due to an external party taking over the Malle Babbe, Babylon is forced to move to another pub. The thirty-second and the thirty-third board decided to move to the Stretto. The Stretto will be renovated and renamed and will get the same concept as the Malle Babbe.

Every month, a *borrel* (informal drink) is organised for all Babylon members in Babylon's local pub. Through different kinds of promotion, such as social media and word-of-mouth, efforts will be made to make members excited for these *borrels*. The thirty-third board will focus on sharing images of the *borrels* on Instagram stories to increase the attendance of members. A successful monthly *borrel* contributes to the commitment of members, which is why the board will be proactive and enthusiastic to all members at

these *borrels*. The thirty-third board strives to be accessible and would like for members to feel comfortable approaching them. Furthermore, the board will change the start time of the *borrel*. Instead of 9 pm, the *borrels* begin at 9.30 pm. This will cause the *borrel* to be better visited earlier after the start time. All board members and the members of the committee organising the event will be obliged to be present at 9 pm so that the *borrel* already starts well-visited.

3.3 Improving the professionalism of Babylon

The professionalism of the association shows through the association's communication and behaviour. It is important to come across as professional as possible because this will make the association more appealing to both internal and external partners, as well as to potential members. To achieve this, the thirty-third board will handle the matters as follows.

3.3.1 Professional communication

The thirty-third board of Babylon aims for professional communication towards both internal and external relations. This includes timely and clear communication to partners. It is of high importance that agreements and appointments are met. The board aims to be more informal to its members while staying professional and formal in their communication with external relations. The thirty-third board of Babylon aspires to express a uniform corporate identity in their internal and external communication which will contribute to the association's professionalism. Just like previous years, the thirty-third board of Babylon has decided to maintain the use of British-English in their texts and all English spoken internal and external communication. Moreover, the previous boards' format will be continued and the thirty-third board will make sure to inform all committees about the corporate identity through a committee script. This script will be actively used by the board and Babylon's committees to contribute to the uniformity of Babylon and to improve the association's professionalism. The agenda and minutes of every committee will be sent to the Chair, who will make sure that the style of the documents is consistent with Babylon's overall style. Furthermore, the thirty-third board will make sure all formal committees use the same PowerPoint layout in all their presentations. All informal committees are allowed to use their own format since they are used in informal settings. That way they can put their own creativity into the PowerPoint, as long as the Babylon logo will be used.

3.3.2 Privacy

On 25 May 2018, the privacy policy changed. The Commissioner of External Affairs will be the main person responsible for being up to date on this matter. Due to the new legislation, various changes have been made. Currently, Babylon has a safe, an external hard drive and a shredder to store and destroy confidential documents. Moreover, the board and committees cannot upload any personal information, such as birth dates or email addresses, onto the cloud. In addition to this, the minutes and agendas of board meetings and committee meetings will be shared via Word and WhatsApp.

The thirty-first board adjusted the privacy policy on the Babylon website. When registering as a member, the members must permit processing their data. The thirty-first board decided to create personal accounts for members so that they could view personal pages, photos and view and buy the merchandise. The thirty-third board will continue with this modification.

3.3.3 The Babylon Room

The Babylon Room is located at the Erasmus building, room E12.09. Babylon members can come to the Babylon Room during the open office hours every working day.

At the moment of writing this policy plan, the 1.5-meter distance measure is not in place anymore within the university. However, the university has decided on a maximum number of people per room. For the Babylon Room, this is 2. To ensure everyone's safety, the thirty-second board decided to open the Babylon Room only for members that make an appointment via the website. However, SOFv has created regulations for study associations regarding their reopening after COVID-19. The thirty-third board will follow these regulations and re-open the Babylon Room to its members once the regulations allow this. The board will try to make these open office hours as attractive as possible and make sure students can find their way to the Babylon Room and that they feel comfortable going there. The thirtieth board introduced longer open office hours (from 10.30 am until 4 pm). The thirty-third board strives to maintain those longer open office hours since they proved to be successful.

By cleaning the room weekly and keeping it organised, the room can be used optimally. All board members will carry out this task. A cleaning schedule will be used to make sure that the Babylon Room is clean throughout the week. This will contribute to the professional appearance of the Babylon Room. The thirty-third board of Babylon would like the Babylon Room to be a welcoming and accessible place for all members. Moreover,

the thirty-third board will put great effort into getting to know all the members and bonding with them during the open office hours.

The thirty-third board strives to attract more members to the Babylon Room by continuing to organise the monthly lunches. The board made a budget available for the lunches to keep them free. The lunches will be promoted via Instagram Stories, Facebook and the active member group chat to increase awareness among members. The board will make sure board and card games will be present at the Babylon Room.

3.3.4 Clothing

It is of big importance to maintain the professional and recognisable image Babylon has developed over the past few years. The clothing of the board, committees and members of Babylon plays an important role in this. However, the thirty-third board aims to remain as approachable as possible towards the members of Babylon. To warrant the professional image, as well as the accessibility of the board, the board will adapt their clothing to suit the activity attended. The board suits will be worn during the most formal activities, such as Constitution Drinks, the General Member Meetings and the Congress. The thirty-first board introduced dark blue blouses with the board year, name and position of the board member. These blouses have also been purchased by the thirty-third board. The blouses will be worn during formal activities, like workshops, the Career Event, company visits and other activities where external speakers will attend, but where members of Babylon wear their 'normal' clothes. The board T-shirts and vests will be worn during informal activities. The informal clothing will have the board year, name and function printed on the front and the logo of Babylon printed on the back.

Concerning the committees, the thirty-third board will request committees to purchase a committee T-shirt. This will contribute to the unity within and recognisability of Babylon. In previous years it has not been a problem getting the committees enthusiastic about purchasing a T-shirt. Therefore the board assumes that most committees will do so. However, the Graphic Design Committee, the Publication Committee, Advisory Board and the Application Committee do not need to purchase a shirt, because they do not have a public appearance. The Prom Committee and Career Committee will not purchase a shirt either, since they will wear a suit or a dress during their only public appearance. The thirty-third board advises the formal committees to purchase shirts in the colours of Babylon, so blue with orange. The informal committees can design their own shirts. However, it is obligated to print at least the name and committee on the t-shirt. Besides that, the Babylon logo will be printed on the back of the shirt.

3.3.5 Business cards

The thirty-third board of Babylon will order business cards to hand out to external parties. This way, the network of Babylon will be broadened. Moreover, the thirty-third board will be easier to contact. To save costs, it has been decided to design a general business card, which includes the contact information of the Chair and the Commissioner of External Affairs. The business cards will mainly be in Dutch since the primary language of Babylon's relations is Dutch. To show that Babylon is an international association, the positions will be mentioned in a smaller font in English under the Dutch title.

3.4 Improve and strengthen the image of Babylon

Over the past years, a lot of effort was put into strengthening the positive image external parties and members of Babylon have of the association. The thirty-third board will hold on to this. The board aims for a positive connotation of Babylon. This will, among other things, be achieved by improving and strengthening the bond with external contacts.

3.4.1 Companies and organisations

During formal activities such as the Career Event, the Congress and Company Visits, organisations and individual speakers will be spoken to in a neat and friendly, yet professional way. This will mainly be the responsibility of the Commissioner of External Affairs. This will improve the bond Babylon has built with different companies and it will improve the image of Babylon. Furthermore, a positive and professional image of the association contributes to the future of the students, because it will increase their chances of getting an internship, building a business network or finding a job.

3.4.2 Potential and current sponsors

Potential and current sponsors need to have a positive and professional image of Babylon. This will be realised by having personal contact with them, by keeping them up to date about the developments within Babylon, and by inviting them to various formal activities. Sponsors must know what Babylon is and what the association has to offer.

Similar to the previous boards, the thirty-third board of Babylon aspires to attract new sponsors. This year, the Commissioner of External Affairs aims to find a new formal sponsor, which is further explained in 3.2.2. The goal is to communicate as personally as possible, by visiting their offices instead of calling or emailing. Babylon should be aware of the company profile and will grant a business gift (see 3.2.4) when a new collaboration arises. It is of great importance that Babylon has a good first impression of potential sponsors.

3.4.3 Study and student associations

Good contact with other study and student associations is very meaningful because this could offer a fruitful collaboration in which associations can learn from each other through sharing experiences, ideas and visions. The contact between Babylon and other study and student associations will be managed by the Chair and the Commissioner of Internal Affairs. Positive partnerships will lead to a better image of Babylon. These partnerships can consist of organising formal and/or informal activities with other associations, in which the members of Babylon will get the chance to get to know students of other associations. The board will also send a birthday card when sister associations have their anniversary. The thirty-third board will employ its connections with other associations to start new collaborations. Also, connecting with other associations outside Radboud University might be beneficial for Babylon. When a strong, two-sided connection is made between relevant associations from the University of Applied Sciences (HAN) and Babylon, potential pre-master students for Babylon are within arm's reach. A relevant association for Babylon could be RUIS, which is the study association of Communication Studies. In the future, Babylon and RUIS may be able to organise an activity together. However, a strong bond has to be created first. Therefore, the thirty-third board will focus on establishing contact and creating a bond with them.

3.4.4 Members and other students

It is important for members and other students that they feel welcome to contact Babylon for questions and troubles. Therefore, members should think of Babylon as an association that can offer help if necessary. The thirty-third board strives to focus more on study-related activities to improve the professional image of Babylon. These activities might include a workshop and a Study Afternoon. Furthermore, the association must emit calmness and unity, as well as creativity and innovation. This will be achieved by working in an organised manner and being open for renovation, by both the association and its members. The Career Committee, the Congress Committee, the Committee of Formal Activities and the Education Committee are the pre-eminent committees to excel professionally to maintain this image.

3.4.5 Lecturers/professors CIS

It is of high importance that Babylon has a positive image across all lecturers/professors of Communication and Information Studies. They are very important to the association both professionally and financially as they are members of Babylon. The more mature and professional Babylon behaves, the more support they may expect. Focusing on study-related activities will improve the bond between Babylon and the

lecturers/professors. Furthermore, frequent personal contact and activities with and for lecturers/professors can be of great importance as well. The previous boards decided to organise the yearly Pub Quiz in which lecturers/professors participated together with students. Through the years, this event was well-received by them and the thirty-third board will carry on with organising this event. Moreover, the lecturers/professors will be invited to activities, such as study afternoons, guest lectures, National Day of Communication and the Congress, to let them experience the professional, friendly and competent environment Babylon operates in. The thirty-third board will continue doing this by word-of-mouth communication, in which the current lecturers/professors who are already members of Babylon will be asked to convince other lecturers/professors to participate in Babylon activities. The thirty-third board will strive to strengthen the connection between the association and the lecturers/professors by visiting them in person at the beginning of the academic year if the COVID-19 situation allows. These visits will be conducted by the Chair and the Commissioner of Internal Affairs. Additionally, all lecturers/professors will receive Christmas cards and a thank you card once retiring, which will be delivered to them personally whenever possible. Also, they will be put in the spotlight during the Day of the Teacher and receive flowers and a card from Babylon.

3.4.6 Sustainability

The thirty-second board of Babylon has set up a firm base for a more environmentally friendly study association and the thirty-third board will strive to furtherly reduce the carbon footprint of Babylon. Radboud University has already been focusing on sustainability for several years now, and Babylon would like to follow the university's developments regarding this topic. Therefore, the thirty-third board will invest time and effort in looking for sustainable alternatives throughout the entire year. Small changes have already been suggested by the thirty-second board, but due to COVID-19, they could not be implemented yet. This is why the thirty-third board will implement their ideas and e.g., change the plastic cups used in the Babylon Room to paper cups. However, the board would like to encourage the members to bring their own bottles or cups for the lemonade in the Babylon room. The thirty-second board intended to obtain waste separation in the room, however, it turned out not to be possible due to university regulations. The thirty-third board will continue using the waste separation bins outside the Babylon room and sort the waste there. Paper usage, in general, has been cut by previous boards and since last year, all the sign-ups have been filled up online through the Babylon website. Additionally, the amount of printed Babylon Magazines has been reduced to avoid paper usage.

The thirty-third board has come up with various ideas to continue improving sustainability within the association. Firstly, different kinds of activities can be organised. The thirty-third board has come up with a book exchange initiative for the Christmas break to promote recycling and is planning on a collaboration with one of Radboud University's sustainable student associations as well. Together with them, an activity or a competition between the associations could be organised. The lunches organised by the board will be fully vegetarian from now on to avoid additional meat consumption. Furthermore, in events organised by Babylon, the board will encourage the committees to provide the members with snacks that are not wrapped in plastic and, in general, reduce plastic usage. The Commissioner of External Affairs strives to accomplish sticker deals with companies connected to sustainability, e.g., Fabrics & More. Moreover, the board will encourage the Committee of Formal Activities to organise at least one company visit at a company that is actively involved in sustainability. Concerning the Study Trip, the board will strongly recommend the committee to consider the option of travelling to the destination by train. Although this often is a more expensive option, it is much more environmentally friendly. Therefore, there are possibilities to apply for subsidies from the university through which the university aims to financially support associations.

Also, the board has put aside a budget of €300 to invest in the sustainability of the association. This budget for sustainability will possibly be boosted when all sponsorship receivings are certain. Furthermore, the business gifts for companies of the thirty-third board are sustainable as well (see 3.2.4). The board wants to schedule quarterly meetings with the Green Office to keep exchanging ideas and to keep being inspired about possible steps towards being an environmentally friendly study association. The thirty-third board has chosen the Commissioner of Internal Affairs to be in charge of the communication with the Green Office. In this way, the board will spend the entire year looking for ideas and alternatives in the field of sustainability and strengthen the base set by the thirty-second board for future boards to build on.

- Cantus Codex:

The thirty-third board will introduce a new type of Cantus Codex to use during different Cantus throughout the years. The main reason behind this change is the unsustainable production of one-time Cantus Codices, which goes against Babylon's sustainability policy. Additionally, in this way, students can have a personalised Codex full of memories to remind them of their study time with Babylon. The election of the songs will happen partially with the collaboration of Babylon members. Ideally, the members can contribute their favourite Babylon songs through an Instagram poll/survey. This way the board can ensure that the favourite songs of Babylon members will be included in the Codex.

Furthermore, the original and traditional songs that are sung in every cantus, will be automatically included in the Codex. If during a Cantus, a specific song is requested by the organisers that is not in the Codex, it can be printed out if necessary. However, the board will urge the organisers to stick with the songs presented in the Codex to avoid unnecessary paper usage. The production costs of the new Cantus Codex will be around 3-4 euros, depending on the quantity of the order. The students can purchase the Codex for 4-5 euros and ideally stick with the same Codex throughout their studies, this way no paper is going to waste, which contributes to optimising sustainability. The Codex is usually updated every 2-4 years and a new version with updated songs will be made. A possibility would be to update the Codex for every Lustrum year.

Regarding the Cantus organised during the Orientation Week, no Cantus Codex needs to be purchased yet. The initiative of Cantus Codex will be implemented for the second Cantus and members need to purchase it in order to participate. Ideally, the board or the committee will collect the booklets after the Cantus and they can be picked up from the Babylon Room later on. This way, no student needs to carry on their booklet during a night out but can pick it up at a later point. Additionally, this will attract members to the Babylon Room. Hopefully, this way students do not lose their booklets and can keep their Cantus Codex safe.

4. Policies per functionary

This section discusses the individual policies of each board member. Should one or more board member(s) drop out, it is required that the remaining board members will take over their tasks and responsibilities. If the Chair drops out, the Vice-Chair will take her position. For the positions of both Treasurer and Chair, a Dutch level of at least B1 is required, whereas the positions of Commissioner of Internal Affairs and Commissioner of Activities do not require any proficiency in Dutch. To fulfil one of the other board positions (Secretary or Commissioner of External Affairs), the candidates have to be familiar with the Dutch language (C1 level) and culture.

Both short and long-term goals will be elaborated on and the tasks and responsibilities of each functionary will be described. The order is as follows:

- 4.1 Chair
- 4.2 Secretary
- 4.3 Treasurer
- 4.4 Commissioner of Internal Affairs
- 4.5 Commissioner of External Affairs
- 4.6 Commissioner of Activities

4.1 Chair

The position of Chair of the thirty-third board of Babylon will be fulfilled by Anna Bos. She will strive to execute her tasks adequately and in a professional way. The Chair aims to make the thirty-third board as well-functioning as possible by communicating clearly, by being accessible for every member and by making sure the atmosphere in the board is positive. Furthermore, she strives to maintain and strengthen Babylon's reputation.

One of the main tasks of the Chair is to carry ultimate responsibility for everything that is executed and published under the name of Babylon. This includes all formal and informal activities that are organised by Babylon; all communication with both internal and external parties; and guarding the identity and image of the association.

4.1.1 Tasks and responsibilities

An overview of all tasks and responsibilities that require to be executed decently can be found below:

- Bear the ultimate responsibility for Babylon;
- Lead and coordinate the board and Babylon in general;
- Supervise and check all Babylon's committees;
- Lead:
 - Board meetings;
 - Optional daily board meetings;
 - General Member Meetings;
 - Possible other Babylon meetings.
- Create and spread agendas for the meetings above amongst the concerned parties;
- External representative of Babylon (in cooperation with all fellow board members, especially the Commissioner of External Affairs);
- Attend the General Member Meetings of SOFv and LETO together with the Commissioner of Internal Affairs;
- Approve and monitor the budget estimates and the till (in cooperation with the Treasurer);
- Provide speeches/written pieces at certain activities and publications;
- Represent Babylon correctly and professionally;
- Coordinate the Active Member Evenings and the Active Member Activity (in cooperation with the entire thirty-third board of Babylon);
- Coordinate the Application Committee (see 5.1.1);
- Coordinate the Publication Committee (see 5.1.2);
- Coordinate the Babylon Band (see 4.1.6);

- Provide chair training to the chairs of all committees;
- Maintain contact with the sister associations;
- Create a script for the Chair of the thirty-fourth board of Babylon.

The Chair must always continue to coordinate and monitor all of Babylon's activities. Besides that, it is required that the Chair will function as a management body for her fellow board members while supporting their committees. The Chair will attend all activities and will help out if necessary. Plus, the Chair should always audit the fact that set targets are strived towards and that everyone who is an active member of the association executes their tasks by the policy.

4.1.2 Vice-Chair

Should the Chair unexpectedly be unable to execute her tasks, the Vice-Chair is meant to take over her responsibilities. This year, Rianne Zwarts will be the vice-chair of the thirty-third board of Babylon (see 4.5.7).

4.1.3 Supervise committees

It is the Chair's task to maintain the reputation of Babylon and to improve it wherever possible. Babylon stands for accessibility, ambition and abiding, which should return to the activities that are organised. This task will be carried out in cooperation with the coordinators and the members of the various committees. For this to work, the Chair must have general knowledge about what is going on in each committee. By keeping an eye on fellow board members and checking them regularly, a strong grip on the maintenance of quality will be established. In addition, the committees will be checked regularly. In order to do so, the coordinator of every committee will email the minutes of all the committee meetings to the Chair, so she will always have access to them. To make sure the minutes will be checked, the thirty-third board decided to implement this in the secretary training. That way, the secretaries know early on what the procedures are regarding the minutes. This way, the Chair can check these minutes whenever needed and can adequately monitor and support the committees. The Chair is thereby well-able to find solutions, should there be any complications within a committee. An objective overview will assist the Chair to keep an unbiased view on the course of events, which implies that everyone is treated equally. Also, the Chair will introduce herself at meetings of every committee, so active members know both their coordinator and someone else from the board. As a result, the committee members know they can also go to the Chair if there were to arise any problems within the committee they would rather not discuss with the committee's coordinator.

4.1.4 Confidant

This year, the Chair will be the confidant of the association together with the Commissioner of Internal Affairs. Members can approach them for a confidential conversation. At the beginning of the year, the Chair will introduce herself to the committees and let the active members know that they can always reach out to her or Sanni Granqvist in case of a problem or question that cannot be dealt with by their coordinator. It was decided to let Sanni Granqvist be a confidant as well so that internationals also have the option to approach a board member that has been in their shoes concerning living abroad. Moreover, committee members that have either Anna Bos or Sanni Granqvist as head of their committee have someone to talk to besides their coordinator.

4.1.5 Lead the board

The Chair will always realise that she is working towards a desirable outcome accompanied by her five board members. With the help of weekly board meetings, the Chair will ensure that every board member is involved in the decisions that are made. Every board member has equal rights to provide input and decisions are made jointly. In addition, the Chair will work on establishing a good and open atmosphere, which will make the board a team that functions on the highest level. The Chair strives to make her fellow board members feel confident and motivated to perform their tasks to their best ability. Problems that arise within the board of the association will be communicated to the board members so that they are aware of the situation and can offer support in finding a solution. If necessary, the Chair can intervene and give orders to the fellow board members.

4.1.6 Babylon Band

The Chair will serve as the contact person for the Babylon Band and will keep a close eye on them to make sure everything is going well. She will do this by visiting band practices frequently so that the band is aware they can always come to her in case of questions or issues. At the point of writing this policy plan, it is still uncertain which members of the Babylon Band want to continue with the band. In case new members are needed, the Chair will discuss with the Babylon Band how new members will be retrieved.

Anna Bos

Chair of Babylon 2021-2022

4.2 Secretary

The position of the Secretary of the thirty-third board of Babylon will be fulfilled by Imke Janssen. The position of Secretary includes a variety of tasks, for which the values of carefulness, precision and professionalism are important. Furthermore, enthusiasm and involvement with the association and its members are important parts of the Secretary's duties.

4.2.1 Tasks and responsibilities

The Secretary is responsible for the following tasks:

- Manage the member administration for all members of Babylon;
- Write the minutes of the board meetings;
- Process, spread and archive the minutes of the General Member Meetings;
- Read, distribute and reply to the mail received by Babylon;
- Daily read, process and forward mail and email;
- Inform the board members of the dates for Constitution Drinks and other related activities in the form of a Google Calendar;
- Create and send official messages to members and external relations (possibly in collaboration with the Commissioner of External Affairs);
- Send birthday cards in the form of an email to members, lecturers/professors, contributing graduates and other study associations;
- Send Christmas cards to members, lecturers/professors, contributing graduates and other study associations;
- Create and maintain the Committee handbook and Active Members Booklet in cooperation with the Treasurer;
- Coordinate the Graphic Design Committee (see 5.1.3);
- Update the various social media (Facebook and Instagram);
- Update Babylon's website (www.babylonnijmegen.nl);
- Provide a secretary training to the secretaries of all committees;
- Provide a promotion training to the promotion members of all committees;
- Create a script for the Secretary of the thirty-fourth board of Babylon.

By fulfilling these tasks and expressing the policy of the thirty-third board of Babylon, the Secretary will ensure that the goals of Babylon will be achieved in the upcoming year. The most important tasks of the Secretary will be further explained below.

4.2.2 The member file

The Secretary will ensure that all new members are included in Babylon's member file in Conscribo as soon as possible. Members should also be informed in advance whether

they would like to stay a member of Babylon for another year. They will receive an email at the beginning of the year as a reminder. If people would not like to continue their membership, they should also be unsubscribed. The Secretary attempts to keep the member file fully organised so that there will not be any misunderstandings about memberships and contributions. In addition, the Secretary is responsible for checking which members are contributing graduates (in cooperation with the Commissioner of Internal Affairs).

Students can become a member of Babylon throughout the whole year. However, the thirty-third board will pay special attention to the enrolment of new members at the beginning of the academic year and will emphasise the benefits of the membership during the Orientation Week.

Moreover, the Conscribo account was upgraded at the beginning of the last academic year. There is a plug-in connected to the website, which automates the registration of members. This way, the personal information of new members will automatically be added to Conscribo and no longer needs to be registered manually. Furthermore, a confirmation email will be added when new members sign up to make it clear that the registration was successful.

4.2.3 Minutes

It is the responsibility of the Secretary to write the minutes at the Board Meetings and the General Member Meetings. The Secretary must write, archive and spread the minutes as soon as possible after each meeting (officially within 48 hours after board meetings). When it comes to writing the minutes, Babylon's corporate style must be maintained to ensure unity and professionalism.

4.2.4 (E)mail

One of the main responsibilities of the Secretary is taking care of the contact between the association and the external relations. It is the responsibility of the Secretary to read and answer all emails sent to Babylon in general as soon as possible. In the year 2019-2020, the email addresses of both Babylon's board members, as well as the committees, changed. The previous email addresses still exist but are no longer used. These email addresses will be deleted.

It is important to make sure that the communication of Babylon is as professional and efficient as possible. Also, the distinction between communication to members and communication to external relations should be made clear. For example, communication to members can be more informal and open, while communication to external relations,

like companies, should be more professional and formal. Just like previous years, the thirty-third board will continue to use Mailchimp as the provider for emails that have to be sent to many members at once. Also, the Secretary will be consistent with the expression of courtesy forms (via email and/or letters) and unity in all forms of contact with members, lecturers/professors, contributing graduates, alumni, other (study) associations, sister associations and external affairs.

4.2.5 Website and Social Media

The Secretary of Babylon is responsible for updating and maintaining the website. The professional and appealing look and content of the website are of high importance. This professionalism will be safeguarded by checking all written texts from last year on the website and by updating all posts on the website when necessary. In addition, the Secretary will also make sure all references and links on the website work properly. The Secretary will be responsible for the member accounts of the website. She will ensure to check and accept the new member accounts and will remove the member account immediately when people end their Babylon membership. Since the academic year of 2016-2017, the website of Babylon has been available in both English and Dutch, which will be maintained this year. The primary language of the website will be English. However, there is a possibility to switch the language to Dutch.

The social media channels that are the responsibility of the Secretary can be found in 3.1.4. The Secretary will make sure that these social media pages will be maintained consistently and that they are useful for students. However, those channels should not be updated too often, because that could be conceived as spam and would lower the effectiveness. Moreover, the Secretary will have to be connected on Facebook with as many Babylon members as possible, to be able to invite them for Babylon activities. The Secretary will make an effort to invite as many members as possible to events on Facebook.

4.2.6 Babylon Magazine

In previous years, the coordinator of the Publication Committee, the Graphic Design Committee and the final editor of the Babylon Magazine (BM) was the Secretary instead of the Commissioner of Internal Affairs. However, the thirty-second board decided not to continue with this division. The Secretary was responsible for the Graphic Design Committee, whereas the Commissioner of Internal Affairs coordinated the Publication Committee. This way, the tasks were more equally divided which led to both committees getting the right amount of attention and coordination. The thirty-third board will keep this deviation, however not the Commissioner of Internal Affairs but the Chair of the

board will be the coordinator of the Publication Committee. The Secretary will still be the final editor of the Babylon Magazine, just as in previous years. The Publication Committee and the Graphic Design Committee create the Babylon Magazine together. Given the fact that the Secretary does not coordinate both committees anymore, clear communication between the Secretary and the Chair about the production of the Babylon Magazine will be necessary. Both board members will ensure that the Babylon Magazine will be published four times a year in a perfect state, both visual and textual. This perfection is of great importance for the image and professionalism of Babylon since the magazine will not only be read by students but could also be read by lecturers/professors, alumni, sponsors and possibly other people that are interested. To achieve that perfection, the two committees will have to work closely together to feel the shared responsibility.

Imke Janssen

Secretary of Babylon 2021-2022

4.3 Treasurer

The Treasurer, along with the Chair, is responsible for the financial affairs within Babylon. He will make sure that the expenditure does not exceed the revenue and that the association's money is spent in a way that is beneficial to its members. The function of Treasurer will be occupied by Job Coehorst with much energy, enthusiasm and ambition in the year 2021-2022.

4.3.1 Tasks and responsibilities

The tasks mentioned below belong to the Treasurer's responsibilities:

- Manage the association's financials;
- Make the budgets for the whole academic year;
- Maintain the budgets during the academic year;
- Manage the cash registers;
- Create cash registers for activities;
- Archive cash forms;
- Manage the declaration forms;
- Manage the advance payments forms;
- Manage the debtor's ledger management;
- Pay invoices;
- Collect the members' contribution and money for activities;
- Make the financial annual report;
- Check the committee's budgets and when necessary support a committee's treasurer;
- Check the finances of the committees and maintaining contact with the committee's treasurers;
- Create and maintain the Committee handbook and Active Members Booklet in cooperation with the Secretary;
- Coordinate the Study Trip Committee (see 5.1.4);
- Coordinate the Prom Committee (see 5.1.5);
- Provide treasurer training to the treasurers of all committees;
- Create a script for the Treasurer of the thirty-fourth board of Babylon.

4.3.2 Budget

One of the most important tasks of the Treasurer is to make the annual budget. The Treasurer will start making a budget for the upcoming year in May. It will be updated with every change in the months leading up to the next academic year. This budget is based on the financial annual report of the Treasurer of the previous board of Babylon and the

policy and goals of the thirty-third board. The budget will be finished in September so that the contribution of the Department of Language and Communication can be requested in time for the upcoming year.

The budget is important for the association in multiple ways. Firstly, the budget is based on the policy that the thirty-third board has planned for the year 2021-2022. The budget is adjusted to the (financial) long- and short-term goals the thirty-third board will try to achieve in the coming year. The thirty-second board has made more money available for the formal activities committee. The thirty-third board will continue with this policy. Secondly, the thirty-third board has introduced a new slot in the budget for sustainability. This money will be used to make Babylon more sustainable and will also be spent on initiatives that support sustainability. The budget serves as a way to guide Babylon's committees. Each committee will get its budget and the freedom to spend this budget in a way that is beneficial for Babylon's members. For each committee, a standard budget will be made, which is based on the previous years' committee budgets. The treasurer of each committee is expected to update this budget throughout the year. The Treasurer will help all committee treasurers through treasurer training and will assist and supervise all committee treasurers with their budgets whenever necessary.

In previous years, the boards of Babylon have chosen to update the budget after six months, to get a more detailed view of Babylon's actual financial situation. This procedure will be changed in the coming year. Instead of doing a semi-annual check up, the Till Committee together with the Treasurer have decided to do a quarterly check up. The revised budgets will be made in advance of the quarterly check ups. The Till Committee can base their advice upon these updated budgets. This measure helps to keep financial stability and serves the purpose of having a keen eye on the financial situation throughout the whole year. In addition to this, the Treasurer will give a monthly update to the Till Committee about the finances in the form of a text message so that they know what is going on and can interfere if necessary.

Apart from the budgets, the Treasurer will also compile a financial annual report. This annual report will include all revenue and expenditure of the past year. The Treasurer of the thirty-third board can base the next budget on the financial annual report of 2020-2021.

4.3.3 Payment methods

The thirty-third board has chosen to proceed to a certain extent with the thirty-second board's payment policy. Payments below €10 will be paid for in cash or through Rabo payment request and payments above €10 will be paid for by card. Large transactions

can be made through iZettle, through this device members can pay with their debit cards. It is safer because there is less cash in the cash registers at the Babylon Room. However, for each payment, 1.95% of the paid amount is held by iZettle. This supplement will be added to the price and will be paid by members. iZettle will not be completely replaced in the coming year, but instead will only be used for the down payments for large activities such as the Ski and Study Trip. For smaller activities, the thirty-third board will continue using Rabobank payment requests and cash payments.

The thirty-second board of Babylon has used Tikkie for payments last year, with very few problems. However, international students were not able to pay via Tikkie, and therefore, a Rabobank payment request may be an even better option. The thirty-third board will not continue using Tikkie for payments. Rabobank payment request works the same as Tikkie but is also available for international students. The Rabobank payment requests seemed to have worked well for the thirty-second board and the thirty-third board will continue with this method of payment.

Furthermore, Babylon will make use of direct debits for certain payments, such as the contribution, payment for the Ski Trip, the Study Trip, Family Day and DIESweek participation. With the launch of the new website by the thirty-first board, they implemented the payment method of iDeal to the website. Currently, it is being used for the purchase of Babylon merchandise. The thirty-third board will continue using it for this purpose. Below, you can find a summary of which payment methods apply for which transactions.

As introduced by the thirty-second board another alternative method of payment is the Ticketkantor. Through this method, a maximum number of tickets can be set (i.e. max participants for an activity). Once all tickets are sold it is no longer possible to sign up. This solves the problem of having double sign-ups for popular activities and saves the board time spent on going over the sign-up list repeatedly. The most noticeable feature it has for Babylon is that the payment for the activity can be done in advance. This would save time having to send other payment requests and checking if the members have actually paid. Ticketkantor charges a fee of € 0,80 for every ticket sold. This fee can be included in the price of the event and will thus cost nothing extra for Babylon.

Cash/Rabo payment request	Lunches and activities	Below €10,-
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Online payment methods (iDeal/Rabobank payment request)	Signing up for activities, Study Trip, Ski Trip, Merchandise, etc.	Above €10,-
Direct debit	Contribution, Ski Trip, Study Trip, Family Day, participation in Diesweek, Weekend etc.	
Direct debit (iZettle)	Signing up for activities, Study Trip, Ski Trip, Merchandise etc.	
Ticketkantoor	Congress/Prom, and other activities that require a ticket or advance payment	

4.3.4 Treasurer procedures

The treasurer of each committee will be well-informed about the treasurer procedures. These procedures concern the following matters: budgets, declaration forms, payment methods and advance payment forms.

As the Treasurer of Babylon, it is important to stay in good contact with the committees and their treasurers. The treasurers must know what is expected from them and which revenue and expenditure they will be faced with throughout the year. They will get clear instructions on how to make a budget for their committee from the Treasurer.

In previous years, the Treasurers have chosen to make general budgets for all committees. The specification of these budgets is the Treasurer's responsibility. By doing this, the Treasurer can check the finances of all committees, while giving the committees the freedom to spend their money in their own way. The thirty-third board will continue with this policy.

The treasurers of all committees will be provided with a starting kit, consisting of a handbook in which all procedures will be explained. After receiving this starting kit, the treasurers will be personally trained by the Treasurer. During this training, the committee treasurers and the Treasurer will go through all procedures and the Treasurer will explain the tasks for the coming year in more detail. It will be made clear that in the case of financial problems, the treasurers should contact the Treasurer.

The following four procedures will be maintained:

1. Budgets

Budgets will be made by the committees' treasurers, in collaboration with the Treasurer if needed. For bigger activities, such as the Ski Trip and Study Trip, a revised budget will be made during the study year to get a better overview of all costs and incomes. It will be emphasised that the budget has to be maintained as precisely as possible.

2. Declaration forms

Committees and members can declare some expenses for their activities. Only declaration forms that are filled in and provided with a receipt, are considered for either a cash return or a refund through an online payment request. Committee members can hand in their declaration forms within two weeks after the expense was made. When a declaration form is handed in correctly, the Treasurer will transfer the amount of money to the respective committee member within a week.

3. Payment methods

Each committee can use iZettle for debit card payments, provided they have communicated this to the Treasurer in advance. The treasurer of the respective committee is expected to do this three days prior at the latest. The committee has to provide an application form in the Babylon Room. The members who participate in the activity have to pay immediately when they sign up for the activity, which has to be noted on the application form. This way, it is easy to trace who has already paid for the activity. For smaller activities, it is also possible to book a cash register. The thirty-second board found Rabobank payment requests to be a very helpful and easy payment method. Therefore, the thirty-third will continue to use Rabobank payment requests for both small and large payments. For payments on the website, the thirty-first board implemented iDeal on the website. This payment method has many benefits, such as both parties having a clear overview of the made payment, as well as the speed of the payment. This prevents any form of miscommunication to occur in the form of payments in arrears.

4. Advance payments forms

It can occur that a committee has to make a large expense for an activity. To do this, committee members can request an advance payment. The committee members have to request this one week prior at the latest. When applying for an advance payment, it will be emphasised that an invoice or receipt should be handed to the Treasurer immediately after purchase. In some cases, it is easier when the Treasurer pays for this large expense directly. The reason for this is that the payment can be paid with the Babylon bank card/credit card directly. Also, this way the Treasurer can check whether the payment is made correctly.

4.3.5 Print

Babylon has worked with different companies, regarding the printing of the Babylon Magazine. The current company that prints the BM is BladNL. Due to a new deal with copyshop Luxor, the BM will be printed there after the contract with BladNL has ended.

4.3.6 Bookkeeping

In the previous years, increasingly more aspects of bookkeeping have been carried out by using Conscribo, a bookkeeping application. With this application, direct debits can be fulfilled (such as the Study Trip, Ski Trip, contribution, etc.). These direct debits can then be imported into Rabobank Internet Banking, whereupon direct debits can be fulfilled quite easily. The application is simple to use. In addition to the digital administration, an accounts book and a paper administration will be managed, due to the upgrade that the thirty-second board made in Conscribo i.e. the feature of scanning receipts helps digitising the bookkeeping.

The financial year of Babylon runs from September through September, which means the Treasurer of the thirty-third board will continue to work in the financial year of the previous Treasurer. The thirty-third board has chosen to not alter the financial year, because of the volatility of the study programme, whereby the moment of the board change could change over the coming years. The activities that take place after the board change, but which are still being organised by the 2020-2021 committees, fall under the financial year of the Treasurer of the thirty-second board. This includes the Orientation Week and CIS in the field. In September, a Financial General Member Meeting will be organised, in which the financial annual report will be presented and (dis)approved.

4.3.7 Financial plans

The thirty-second board of Babylon has rounded up their board year in a financially stable way. With Babylon being financially stable, the thirty-third board can start their board year without any financial hindrances. For the upcoming year, the Treasurer will make the annual budget as usual in previous years.

- Lustrum savings

In 2018-2019, Babylon celebrated its sixth lustrum. To celebrate these lustra, each board plans to save a certain amount of money that will be used for organising special activities for members during a lustrum year and in the Lustrum Week. If there will not be major financial setbacks during the year the thirty-third board plans to save €1000 for the seventh lustrum which will take place in 2023-2024, just as previous boards have done before.

- Revenue

Babylon gets its revenue from contribution, sponsoring and a contribution from the Department of Language and Communication. Because the thirty-third board of Babylon has a Commissioner of External Affairs, there will be extra attention for maintaining contacts with current sponsors and looking for new sponsors.

- Expenditure

The expenditure of Babylon concerns the long- and short-term goals of the association. Babylon contributes to some of its committees to ensure that these goals are achieved. The following committees will get a contribution from Babylon:

- Committee of Formal Activities
- Study Trip Committee
- Prom Committee
- Career Committee
- Orientation Week Committee
- International Committee
- Education Committee
- Congress Committee

These committees will get a contribution because of the importance of that specific committee to the association as a whole. The Committee of Formal Activities, the Career Committee, the Education Committee, the Congress/NDC Committee and the Study Trip

Committee are aimed at organising (semi-)formal activities and providing career opportunities for students. To stimulate this, they get a contribution from Babylon. The Orientation Week also gets a contribution because of the importance of attracting new members. The Prom Committee will receive a contribution because the Prom will be organised in collaboration with other associations. Therefore, the contribution is needed to be able to cover the costs. The International Committee will also get a contribution. The exact contributions will be presented in the budget of 2021-2022. The amount of money the committees receive is based on the budgets and annual reports of the previous boards. It is important to note that the contributions are dependent on whether the money is necessary; if a committee can contrive with less money, the contribution will be lowered.

As previously done in preceding years, the thirty-third board of Babylon will offer board members from other associations one free drink at the Constitution drink.

4.3.8 FC Babylon

This year, the same as the previous year, the Treasurer will be responsible for the continued existence of the football team FC Babylon. Due to already being part of the team this seemed like the most logical way to continue with FC Babylon. FC Babylon is a great asset for Babylon. The team gives new members of Babylon (both players and supporters) an easy opportunity to get to know members from different tracks and different years. The Treasurer will keep an eye on this, by making sure there is a team captain and a social media captain at the beginning of the year. These captains will be chosen from the existing members of FC Babylon to ensure they already have some experience with FC Babylon. The team captain will try to make sure there are enough players every game, arrange the application of the team and contact the opponents. The social media captain will promote the games and keep the social media pages of FC Babylon up to date.

Job Coehorst

Treasurer of Babylon 2021-2022

4.4 Commissioner of Internal Affairs

The position of Commissioner of Internal Affairs of the thirty-third board of Babylon will be fulfilled by Sanni Granqvist. She will ensure close connections between the study programme, lecturers/professors and members with dedication and enthusiasm. She will also be responsible for the book sales, the Education Committee, the Committee of Formal Activities and co-ordinate the International Committee with the Commissioner of External Affairs. Furthermore, she will take part in the Study Programme Committee and be the second confidant of the thirty-third board (see 4.1.4).

4.4.1 Tasks and responsibilities

Aside from the general board tasks, the Commissioner of Internal Affairs will focus on the following position-related tasks:

- Consolidate the link between Babylon and the study programme;
- Maintain good relations with (contributing) graduates;
- Take care of books sales via StudyStore;
- Coordinate the Education Committee (see 5.1.6);
- Coordinate the Committee of Formal Activities (see 5.1.7);
- Co-ordinate the International Committee (see 5.1.8);
- Maintain contact with the Study Programme Committee;
- Maintain contact with LETO;
- Attend every SOFv and LETO General Member Meeting together with the Chair;
- Create a script for the Commissioner of Internal Affairs of the thirty-fourth board of Babylon.

Due to some complaints of students from previous years and the results from the annual survey the thirty-first board conducted, the thirty-third board, and thus the Commissioner of Internal Affairs, strives to organise more formal activities to find a better balance between formal and informal activities. The formal activities will be organised by formal committees, e.g. the Education Committee and the Committee of Formal Activities. A new formal activity, which includes speed-dating with Alumni, will be introduced next year (see 3.1.7).

4.4.2 Consolidate the link between Babylon and the study programme

To achieve a good collaboration between the study programme and study association, first and foremost, the relation between Babylon and its lecturers/professors needs to be positive. This relation must lead to more synchronisation between Babylon and the CIS

study programme. Strengthening that relations will be of great importance during the upcoming academic year, as the COVID-19 pandemic has kept the students and lecturers/professors physically apart throughout the last year. The lecturers/professors will be visited in person by the board, if possible, on several occasions. For more information about the visits and the relationship between lecturers/professors and Babylon, see 3.4.5. The Commissioner of Internal Affairs will take into account that some teachers are not interested in personal contact and personally contacting them should not occur too often because that can be bothersome.

The most important link between the study association and study programme are the study advisors. In the last few years, the relationship with the study advisor was really good and the thirty-third board will continue to build on this contact. However, this year the contact person will be Jamie van Aert. The study advisor is in touch with lecturers/professors, new students, current students and alumni and she knows exactly what is going on in both the study programme and the study association. Because of this, she is of great importance to Babylon.

4.4.3 Maintain contact with (contributing) graduates

Contributing graduates are Babylon members who have already graduated but still pay their contribution to support the association financially. For more information about contact with the (contributing) graduates, see 3.1.7. Besides this, the Commissioner of Internal Affairs will fill in the thirty-third boards' contact information to the list with contact information from former boards, created by Eline Giesbers (the Commissioner of Internal Affairs of the thirtieth board). This list can be used when, for example, searching speakers for events such as CIS in the Field.

4.4.4 Maintain contact with the Study Programme Committees

The Study Programme Committees (former Education Programme Committees) consist of several student members and five teacher members who try to ensure and improve the quality of the study programme CIS. The Commissioner of Internal Affairs will sit in the Study Programme Committee during the academic year 2021-2022.

There are two Study Programme Committees: one for the Bachelor programme and one for the Master programme. Contact between Babylon and the Study Programme has improved much during the last years and the Commissioner of Internal Affairs of the thirty-third board will try to continue this and, where possible, improve this relation. It is of great importance that Babylon, and especially the Commissioner of Internal Affairs, is

up to date on all study-related issues to be able to improve the synchronisation between the study programme and study association.

4.4.5 Maintain contact with LETO

The Commissioner of Internal Affairs will try to improve contact with LETO. Gained contacts could be of use since multiple study associations have shown interest in working with Babylon. Being more active in LETO will create goodwill from other associations, which strengthens the image of and relations with Babylon. Improving contact with LETO will be done by being actively involved during LETO General Member Meetings and inviting them for the Career Event.

4.4.6 Attend every SOFv and LETO General Member Meeting

In addition to improving contact with LETO, the thirty-first board decided that it was useful for the Commissioner of Internal Affairs to be present at every SOFv and LETO General Member Meeting because useful information about the studies and other study associations is given. The Commissioner of Internal Affairs will attend those meetings together with the Chair and, if necessary, other board members. The Chair and the Commissioner of Internal Affairs of the thirty-third board decided to continue to attend every SOFv and LETO General Member Meeting.

4.4.7 Take care of book sales via Studystore

This year, Babylon will, again, collaborate with StudyStore for its book sales. This way, CIS students can also sign up as a member in exchange for a discount on books. Two years ago, the thirty-first board modified this system because it was possible for students to receive the discount on books without being a registered and contributing member of Babylon. Now you need to be a member of Babylon to receive the discount on the books. StudyStore will abide by the contract agreed on together with Boekenservice.nl. The Commissioner of Internal Affairs will work closely together with Frank van Meurs and the contact person at StudyStore during the construction of the book list and the sale of the books. Since last year, GAG, InTenS, USA and OSK will join the contract Babylon has with StudyStore. This is a result of the fact that Babylon had a more profitable contract than they did. However, this did not change anything for Babylon.

4.4.8 Summaries

The results of the annual survey by the thirty-second board yielded that additional study support was needed by the students. Hence, the thirty-second board started offering a discount for Stuvia summaries to the CIS students again after a break of two years.

However, the thirty-third board decided to discontinue the collaboration due to complaints from professors/lecturers and the Department of Language and Communication. It has been advised by the department that no such collaboration should be started in the future as this can cause friction between the professors/lecturers and Babylon. This will be communicated thoroughly to the future boards of Babylon.

Sanni Granqvist

Commissioner of Internal Affairs of Babylon 2021-2022

4.5 Commissioner of External Affairs

The position of Commissioner of External Affairs of the thirty-third board of Babylon will be fulfilled by Rianne Zwarts. She aims to conduct all her proceedings professionally and accordingly. The Commissioner of External Affairs is approachable for external relations, as well as all CIS students. Despite the current situation surrounding COVID-19, she will try to initiate new, favourable relationships for Babylon, as well as safeguard existing relationships with much dedication. This year, the Commissioner of External Affairs will coordinate the Career Committee, as well as the Congress Committee and she will co-coordinate the International Committee with the Commissioner of Internal Affairs.

4.5.1 Tasks and Responsibilities

Besides the general board duties within Babylon, the Commissioner of External Affairs will also perform her specific tasks and responsibilities connected to her function. These tasks will contain:

- Guarantee the corporate identity of the association is properly used and maintained;
- Appropriately welcome speakers and companies, and providing them with a comfortable stay during formal activities;
- Maintain contact with all external relationships in person, by telephone or by email;
- Manage the social media page on LinkedIn;
- Keep the business file and manage contracts;
- Be responsible for the privacy regulations and comply with these rules;
- Coordinate the Career Committee (see 5.1.9);
- Coordinate the Congress Committee (see 5.1.10);
- Co-coordinate the International Committee (see 5.1.8);
- Give sponsor training to (new) sponsor members;
- Ensure and transmit the professional identity of Babylon to all external relations;
- Look for potential new relations and/or sticker deals;
- Create a script for the Commissioner of External Affairs of the thirty-fourth board of Babylon.

4.5.2 Image

The Commissioner of External Affairs will be the main contact for all external relations of the association, and she will ensure to maintain a professional working climate between Babylon and all its external relations. She will ensure a professional appearance by transmitting Babylon's corporate identity on all occasions. In addition, the Commissioner of External Affairs will see to it that external relations such as speakers or contacts from companies are welcomed accordingly during formal events organised by Babylon (in

collaboration with partnering associations). By establishing smooth and professional contact at all times, being present at physical meetings in a professional and approachable manner and being reasonable and precise during contract matters. This increases the chance that current sponsors maintain existing relations with Babylon and that possible sponsors enter new agreements. In addition, she will support other board members during meetings with external relations, such as the meetings of the Commissioner of Activities with the Molenstraat.

4.5.3 Contact with external affairs

To ensure smooth collaboration between Babylon and its external relations, it is crucial to maintain frequent contact. In addition to physical meetings, communication with external relations will be done through phone and email. The Commissioner of External Affairs will manage the account for LinkedIn as another way of staying in contact with external relations. One way to do this would be by sharing a post after every formal event, in which the speakers that were present are mentioned. With this, she hopes to maintain positive contact between the associations and the speakers, as well as with the rest of Babylon's online network.

4.5.4 Sponsor Members and Contact File

The Commissioner of External Affairs will be training, guiding and supporting the sponsor members within the committees for the academic year 2021-2022. At the beginning of the year, the sponsor members will have a meeting with the Commissioner of External Affairs in which they will receive sponsor training. During this training, they will gain the necessary skills to appropriately approach a possible sponsor. Additionally, the Commissioner of External Affairs will create a group chat on WhatsApp with all the sponsor members so she can contact them easily and they can help each other out.

All members of the Orientation Week Committee will receive this sponsor training in February or March 2022, since all members of this committee will be searching for sponsors. During these meetings, the Commissioner of External Affairs and the sponsor members will share their experiences. In addition, each sponsor member will have a consultation session with the Commissioner of External Affairs, in which their experiences are shared to tailor the amount and depth of advice to the needs of individual members. After this session, members will be provided with a handout that includes a case to which members can refer later on.

To support the sponsor members as adequately as possible, the Commissioner of External Affairs intends to keep a file indicating which sponsors have already been approached, and which of them have shown interest in certain activities or would like to engage in a sponsor agreement in the (near) future. This aims to help sponsor members

to find the right company for the right situation more quickly. Although the Commissioner of External Affairs remains responsible for the file, all sponsor members will be allowed to use and adjust this file. In addition, she will keep a contract file that consists of important contacts that have an ongoing contract with Babylon. Only the Commissioner of External Affairs and other board members may use this file.

4.5.5 Vacancy policy

Because there was a large increase of companies that sent requests to share job openings on the Babylon website and social media channels, the thirty-first board implemented a vacancy policy that consisted of 4 different packages ranging from €30,- to €100,-. The thirty-second board changed the options from 4 to 3 different options. The thirty-third board decided to adapt this policy to a more accessible one since the current policy was not used often. All requests fitting the study that are sent to the board will be posted on the website. The following packages serve as an option for extra promotion for the vacancy or company. Therefore, the thirty-third board expects to make more use of it. This policy exists of the two packages stated below:

- **Package A. €30,-:** Posting the vacancy on the website* and LinkedIn (350 connections). The company may post a second vacancy on LinkedIn and the website at a later time.
- **Package B. €45,-:** Posting the vacancy on the website*, LinkedIn (350 connections), Facebook (900 likes) and Instagram stories (750 followers). The vacancy will be saved in the story highlights on Babylon's Instagram page. The company may post a second vacancy on the social media channels of Babylon at a later time.

*A new plug-in was installed on the website so the number of visitors to the website will be included in the vacancy policy as well.

4.5.6 Membership Benefits

Every year, Babylon has a new Babylon sticker that can be put on the members' university cards. These stickers may provide a discount in several places or guarantee a lower entrance price at events such as BaMyPo and Inglorious parties. Members can pick up the Babylon sticker at the Babylon Room. Last year, the Commissioner of External Affairs of the thirty-second board added three sticker deals to the list of membership deals. The Commissioner of External Affairs of the thirty-third board will put effort into expanding the benefits members receive from these stickers. The Commissioner of External Affairs will actively search for new deals, preferably one that can be very useful in the life of a student, such as bike stores, barbers, bars, etc.

4.5.7 Vice-Chair

Should the Chair unexpectedly be unable to execute her tasks, the Vice-Chair is meant to take over her responsibilities. Within the thirty-third board, Rianne Zwarts will take on this position. The tasks of the Vice-Chair are as follows:

- The Vice-Chair is supposed to be informed at all times about the things the Chair is busy with. There will be a moment during which the Chair briefly informs the Vice-Chair about this once every two weeks so that a dropout is anticipated at all times;
- Lead board meetings whenever the Chair cannot attend;
- Take over speeches if the Chair is not able to do this;
- Carry out the board evaluation talk with the Chair;
- Perform the application procedures for the consecutive board in cooperation with the Application Committee.

Rianne Zwarts

Commissioner of External Affairs of Babylon 2021-2022

4.6 Commissioner of Activities

The position of Commissioner of Activities of the thirty-third board of Babylon will be fulfilled by Nathan Miango. He aims to conduct all his proceedings professionally and accordingly. The Commissioner of Activities is responsible for organising our monthly *borrels*, the Ski Trip, the Study Trip, the Orientation Week and other informal activities within Babylon. He will make sure to give Babylonians a wonderful academic year.

4.6.1 Tasks and Responsibilities

The Commissioner of Activities has the following specific tasks and responsibilities:

- Create the annual planning;
- Organise the Committee Market and compose the committees;
- Coordinate the Committee of Informal Activities (see 5.1.11)
- Coordinate the Sports Committee (see 5.1.12)
- Coordinate the Weekend Committee (see 5.1.13)
- Coordinate the Orientation Week Committee (see 5.1.14)
- Maintain contact with the Molenstraat;
- Organise Babylon's activities for "Stichting RAGweek";
- Create a script for the Commissioner of Activities of the thirty-fourth board of Babylon.

4.6.2 Annual planning

The Commissioner of Activities is responsible for the annual planning of all the activities organised by Babylon. Since everything is going in the right direction regarding COVID-19, the thirty-third board hopes that all activities can be organised physically.

To ensure the planning throughout the year will not be too dense, the thirty-third board of Babylon will keep the total number of activities more or less the same. Some previous boards of Babylon indicated they had too many activities in some months, which caused low attendance for some activities. This was kept in mind when creating the annual planning for 2021-2022. However, there will still be a majority of informal activities due to events like the monthly *borrels* and larger parties such as BaMyPo and Inglorious. The Commissioner of Activities will continue with the plan of the thirty-second board: organising one formal activity every month. This could, for example, be in the form of a workshop or a company visit. Just like last year, the Committee of Formal Activities will focus on company visits. The Committee of Informal Activities (CIA) will keep on organising the Pub Quiz. Moreover, the thirty-second board decided to let the CIA organise only one free activity, which is different from last year when they got to organise two free activities. In this way, the thirty-second board strives for a better

balance between formal and informal activities. Also, the thirty-third board would like the Sports Committee to only focus on the Ski Trip during the first semester and therefore gave them only one free activity to organise at the end of the academic year. This enables the committee to organise one large(r) free activity and the Batavierenrace in the second semester. Lastly, the Commissioner of Activities of 2021-2022 made space in the annual planning for the International Committee to organise three activities, as the thirty-second board also did. There are two at the beginning of the year and one later in the year. In this way, this committee will be taken more seriously and will not be squeezed in between other activities.

The thirty-third board of Babylon strives to carry out a professional image for which the formal activities are very important. High attendance at all formal activities will comply with the professionalism that the thirty-third board wishes to express towards its members and external relations. Therefore, the Commissioner of Activities will take the schedules of all the students into account, to make sure that the attendance of all the activities will be as high as possible.

4.6.3 Organising the Committee Market and composing all committees

In the first week of the academic year, the Commissioner of Activities is going to organise and coordinate the Committee Market. At least two enthusiastic members, among which preferably the chair, of each committee of 2020-2021 will represent their former committee and they will try to make members excited to join a committee. The International Committee will especially be important since this committee can enthuse international students about joining a committee.

Just like the thirty-second board, the thirty-third board would like to promote the committees before the Committee Market, using posts on Instagram. Two committees will be introduced per post. The posts will contain a video about the committees, filmed by one of the committee members, and a short overview of the relevant activities. Moreover, the information about the committees will be further elaborated on the Babylon website. As a result, the thirty-third board strives to already make students enthusiastic about the committees before the Committee Market takes place. Therefore, the Committee Market will mostly function for final questions about the committees. The Committee Market will take place physically.

Furthermore, the Commissioner of Activities will be responsible for composing the committees. This responsibility starts right after the Committee Market. The committees will be composed based on the preferences and experiences of the applicants. Next to that, the Commissioner of Activities will try to add students of different years to each

committee, to stimulate the contact between different years. He will also try to divide the international students equally over the committees.

4.6.4 Contact with the Molenstraat

The Commissioner of Activities is the contact person of Babylon with the Molenstraat. The committee members are not allowed to contact the Molenstraat, to avoid miscommunication or confusion. The contracts with the Molenstraat will be drafted by the Commissioner of Activities in collaboration with the Treasurer and the Commissioner of External Affairs from the thirty-second board. The Commissioner of Activities will try to schedule meetings with the managers of the Molenstraat together with the Commissioner of External Affairs from the thirty-third board. Just like the thirty-second board, the thirty-third board will organise borrels that start later (9.30 pm instead of 9 pm).

During the year 2019-2020, many members attended the monthly *borrels*. However, it appeared that many members visited the borrel late, which resulted in a well-visited *borrel* later in the evening, but fewer attendees at the beginning. The thirty-third board strives for more members visiting the *borrel* earlier. Therefore, the board will provide members with a free keg of beer at the beginning of a certain number of borrels. The exact number of borrels with a free keg of beer is yet to be determined, depending on the contract with the Molenstraat.

Furthermore, during previous years, members of Babylon received an email that granted a free cocktail during the next *borrel*. However, this email was often taken advantage of by using it multiple times. Therefore, a list will be used that is kept by the Secretary. On this list are the members who have had their birthday since the previous borrel and are allowed to pick up their free cocktail. This is agreed upon with the Molenstraat.

4.6.5 Organising activities for Stichting RAGweek

The Commissioner of Activities is also responsible for organising activities to collect money for Stichting RAGweek. This year, just like two years ago, the thirty-third board would like to participate in the hallway lunch of the Faculty of Arts and make a board photo for the 'Sexy met Stijl Bestuurskalender'. The Commissioner of Activities will think of at least one other way to support the RAGweek in the upcoming year.

Nathan Miango

Commissioner of Activities of Babylon 2021-2022

5. Committees

5.1 General information

In 2021-2022, there will be sixteen committees that operate within Babylon. The coordination of these committees is divided among the six board members. Two committees operate without coordinators. A list of the committees can be found below:

- Chair:
 - Application Committee
 - Publication Committee
- Secretary:
 - Graphic Design Committee
- Treasurer:
 - Study Trip Committee
 - Prom Committee
- Commissioner of Internal Affairs:
 - Education Committee
 - Committee of Formal Activities
 - International Committee
- Commissioner of External Affairs:
 - Congress Committee
 - Career Committee
 - International Committee
- Commissioner of Activities:
 - Committee of Informal Activities
 - Sports Committee
 - Orientation Week Committee
 - Weekend Committee
- Others:
 - Till Committee
 - Advisory Board

Within most committees, a chair, secretary, treasurer, sponsor member and a promotion member are assigned. In some committees, there will be other roles that relate to that specific committee.

People that are going to study abroad in the second semester may want to join a committee next year. They can then apply for the following committees:

- Graphic Design Committee; has fewer meetings and all the work (Babylon Magazine, banners and Instagram posts) is done remotely in one's own time.
- Publication Committee; meetings can take place online and the articles are written in one's own time.
- Sports Committee; they can be involved in planning the Ski Trip, and might be back in time to organise the second activity of the Sports Committee. However, they might miss the Batavierenrace.
- International Committee; they can be involved in giving the Dutch lessons in the first semester and participate in the activities.
- Committee of Formal Activities - they will contact speakers online, so they can fulfil their job from abroad.

The thirty-third board strives to provide students with the right information regarding the responsibilities that come with a committee. Therefore, the board would like to provide members interested in joining a committee with a clear overview of information about the committees as the thirty-second board did last year. A document providing this overview will be presented on the website of Babylon. In case the Committee Market takes place in a physical form, the board will, in the context of sustainability, create a QR code that attendees can scan, which will lead them to the document.

5.1.1 Application Committee

The Application Committee was introduced by the thirty-first board of Babylon and first used in the academic year of 2019-2020. The Application Committee carries out the application procedure of the prospective board of Babylon. In previous years, the new board was chosen by the current board of that year. The thirty-first board created the Application Committee to make the process more fair and unbiased. The thirty-third board will proceed with the use of the committee and continue its duties. The Application Committee will consist of 5 people: the Chair, the Vice-Chair, a former board member, one member of the Advisory Board and one external (ex-)board member. The committee is responsible for the entire application procedure. This includes reading the motivation letters, resumés and conducting the interviews. After the whole procedure, the committee will give their advice on candidates of the prospective board to the current board. The current board still has the final say about the prospective board.

5.1.2 Publication Committee

In contrast to last year, when the Commissioner of Internal Affairs was responsible for this committee, the thirty-third board has decided to pass the Publication Committee on to the Chair. This way, the Commissioner of Internal Affairs can focus on her committees, including the International Committee which the thirty-third board decided to add to her responsibility. Moreover, the Chair already has experience with the Publication Committee as she was chair of the committee last year. Moreover, besides the Publication Committee, the Chair only is the coordinator of the Application Committee. Therefore, the thirty-third board has chosen to move the Publication Committee under the responsibility of the Chair to make an equal division of the committees.

The committee members are the writers of the articles that will appear in Babylon Magazine. They will write both formal and informal articles, of which the formal articles can be scientific. This makes the magazine worth reading for all target groups. Moreover, this guarantees the professionalism that the association tends to achieve. It is of great importance that the Publication Committee members check each other's articles with great care to be able to publish every single article as correct as possible. Moreover, after all articles are checked by the committee itself, the thirty-third board will critically check all articles to make sure they are appropriate and grammatically correct. The checking of the articles will be done through a shared Google Drive.

The Chair will lead the Publication Committee to ensure the content's quality. The Publication Committee will continue to use the format and design introduced by the thirty-second board. The Secretary and the Chair will work closely together since the Graphic Design Committee and the Publication Committee are responsible for creating the Babylon Magazine.

5.1.3 Graphic Design Committee

The Secretary will be responsible for the Graphic Design Committee. One of the main tasks of this committee is the design of the Babylon Magazine. In addition, the committee is responsible for the main part of the communication material of Babylon. The Facebook banners for nearly all activities are designed by the Graphic Design Committee. After the committees are formed, the Secretary will organise a workshop for all Graphic Design Committee members to get acquainted with the software Babylon uses for the BM. This way, members will be able to design more professional communication material, which contributes to the professional image Babylon aims to project. Via digital order forms, other committees can ask for help with promotional material. This digital form will be placed on the website, under the tab 'Members'. This order form needs to be

sent to the Graphic Design Committee at least two weeks before it needs to be finished. The software that is being used as well as the order forms are already in English. This will ensure the successful integration of international students.

5.1.4 Study Trip Committee

Similar to previous years, the Treasurer will coordinate the Study Trip Committee this year. The Study Trip will take place during the Spring break (2 May until 8 May 2022). During this trip, CIS students are provided with a variation of both formal and informal activities. Apart from entertaining and cultural activities, Babylon must pay a visit to universities and/or companies during this trip. These organisations should be approached by the Study Trip Committee next year. The professionalism of Babylon must be passed on when approaching these organisations.

Babylon gets a contribution of €25 from the Department of Language and Communication per attending student once every two years if the destination is an English-, German-, French- or Spanish speaking country. However, this is not yet certain as it will still have to become clear from further contact with the Department Board. Since the COVID-19 regulations are being eased more and more at the moment of writing, the board hopes the Study Trip can be organised in an orderly fashion.

5.1.5 Prom Committee

The Treasurer will also be responsible for the Prom Committee this year. Since the Prom Committee involves a serious amount of financial transactions, the thirty-third board decided that it is practical to make the Treasurer the coordinator of the Prom Committee.

Babylon used to organise the Prom in collaboration with Postelein, Mundus and BOW. However, Mundus and BOW decided they do not want to continue with Babylon. Therefore, the thirty-third board aims to collaborate with Postelein and a possible other study association for the year 2021-2022.

It will be quite a challenge to organise a Prom with only Postelein and Babylon budget-wise. However, the coordinators are working on two possible plans. The coordinators are looking for a new association that is interested in organising a Prom together. It will be hard to find an association to organise the Prom with for the upcoming year, but it is important to look at a new association for the future. Just like in the past years, two members can join the Prom Committee.

5.1.6 Education Committee

The Education Committee will be coordinated by the Commissioner of Internal Affairs. The tasks of the Education Committee consist of organising informative activities for Babylon members and the study programme of Communication and Information Studies. It is important that this committee has an equal division of IBC and C&O students so that both tracks are represented. This committee works closely with the study advisor because she receives questions from prospective students. Since international students will of course also have questions, but visiting Orientation Days is harder for them, they will be put in contact with helpful CIS students who can answer all of their questions. This can be done through the committee members, student ambassadors and possibly the newly introduced buddy-system (see 3.1.3). Contact with the study advisor also makes it easier to organise Orientation Days on a small scale, which ensures the quality of these days for scholars as well as for involved students and lecturers/professors.

Activities that are organised by this committee are the following: Orientation Days, the Family Day, the Study-Choice-Check and CIS in the Field. The thirtieth board started organising five so-called 'Study Afternoons'. These were well-visited by students. The thirty-third board strives to organise one Study Afternoon for every year layer, every period. These preparation hours will be aimed at specific subjects that are generally experienced as difficult or hard to pass. Due to many teachers organising their own 'question hours', the thirty-third board has decided to do these afternoons without a teacher's presence. The idea is to let the students study together, for example by doing preparation exams or asking questions from their peers. The committee could also organise an APA and/or SPSS workshop as it seems that students often struggle with these matters and as a study association Babylon can provide help to its members. Rooms will be reserved by the Commissioner of Internal Affairs for the students because the university library is always very crowded just before and during exam weeks. This type of event could also be organised online if necessary. The Education Committee must be professional and recognisable during every activity. Therefore it is obligatory for its members to always wear their committee t-shirt during their activities.

Furthermore, the Education Committee will help the Communication Department with the Student-for-a-day programme. In the upcoming academic year, just like last year for the first time, the Communication Department is going to match the prospective students with the current students instead of the Education Committee like in previous years. The Education Committee can help the Communication Department with recruiting students who are willing to mentor the Student-for-a-day Programme when needed. It turned out that personally contacting students works well when trying to find more students who are

willing to help. Therefore, this will be done immediately when there are not enough sign-ups, especially in the Dutch track of the studies. Since the study advisors benefit from the Student-for-a-day Programme, they are also willing to help to contact students.

5.1.7 Committee of Formal Activities

The Commissioner of Internal Affairs is responsible for the Committee of Formal Activities (CFA). By organising formal activities, members will get the opportunity to experience different aspects of business life. The thirty-second board decided that, during the academic year of 2020-2021, the CFA will only organise company visits since organising a company visit costs a lot of preparation time and work and should be started timely. The thirty-third board will continue with this policy.

The Commissioner of Internal Affairs will keep an extra eye on the active counselling of the CFA to make them think outside the box, to organise well-visited and outstanding activities. The expectations are that formal activities will be visited (more) frequently when members feel a connection with the association. This is why the committee will try to reach interesting and relatable companies for CIS students.

5.1.8 International Committee

The thirty-first board introduced the International Committee. This year, the Commissioner of Internal Affairs will coordinate the committee with the support of the Commissioner of External Affairs. The reasoning behind this is that the Commissioner of Internal Affairs is an international student herself and the thirty-third board of Babylon saw it to be logical for her to coordinate the committee. The Commissioner of External Affairs is mainly there to help and support with the Dutch lessons as the Commissioner of Internal Affairs does not have a sufficient level of Dutch to do this.

The main goal of this committee is to help international students to integrate into the Netherlands. On top of that, the committee strives to increase the number of (active) international members in Babylon. In addition, last year's committee came up with the following vision and mission: *"Our main goal is to organise activities to help international students integrate more easily in Babylon and the Netherlands. The committee would like to show that Babylon is an internationally oriented study association. To accomplish this, the committee needs more dedication. In addition, personal contact is also one of the key elements of accomplishing this."*

Although the main goal and vision were set, many members of Babylon mentioned they did not know what the purpose and goals of the committee were. To make this purpose

of the International Committee clearer for both the members of the committee and other members of Babylon, the thirty-third board decided to follow several specific goals/tasks for the committee, inspired by the thirty-second board. These are as follows:

- Advise the board about what international students want and need, and how the thirty-third board can adapt to that;
- Help international CIS students integrate more easily in the Netherlands and Babylon by involving and enthusing them for all activities;
- Be a point of contact for internationals that is available to help with any questions or issues that may arise;
- Organise an information session at the beginning of the year, in which (new) international students will be informed about the most important things that come with studying in the Netherlands;
- Organise unofficial activities (such as City Trips or a trip to a Dutch cultural attraction) during weekends, as most internationals will stay in Nijmegen during the weekends;
- Organise (mainly formal) activities that attract both international and Dutch students, so they can get to know each other (such as a Babylon Festival);
- Organise Dutch Lessons for international students that are interested in learning Dutch; there will be beginner Dutch Lessons and advanced Dutch Lessons. This will be done to improve their Dutch in an adequate way. One's Dutch is better than the other, so the board wants to make sure the lessons are useful for everyone.
- Manage and regularly post in the WhatsApp group called Internationals of Babylon that were both created by the thirty-first board.

This year, the committee will consist of five or six members, at least half of whom will be international students. One or two first-year students can join the committee after the information session, as this will take place at the beginning of the academic year 2021-2022. The board strives to have one or two members before the start of the academic year, so they can help the new international students from the beginning. The thirty-third board decided to ask one member from the previous committee to join again this year, as they will already have some experience and know what to do.

5.1.9 Career Committee

The Career Committee is under the responsibility of the Commissioner of External Affairs. This committee is responsible for organising the Career Event, as well as multiple workshops to increase interactivity. The next Career Event will be organised at the end of April 2022. Through presentations, personal conversations with employers and the

aforementioned workshops, students will be able to paint a better picture of the companies and concretise where their interests reside within the job market. On the other hand, companies can take the opportunity to present themselves to students and (almost) graduates. Finally, the Commissioner of External Affairs will be closely involved in organising the event and will help to look for and to recruit sponsors. Besides the Career Event, the Career Committee will also organise at least one guest lecture and several workshops (e.g. a workshop for sustainability).

5.1.10 Congress Committee

The Commissioner of External Affairs will be coordinating the Congress Committee during the upcoming academic year. The goal of this committee is to organise a Congress with a specific topic within our study field. During the Congress, lectures, presentations and workshops will be given by experts in the working field, scientists or acknowledged companies. Being able to plan is an important quality in this committee.

5.1.11 Committee of Informal Activities

The Committee of Informal Activities (CIA) is responsible for organising all informal activities, such as the monthly themed *borrels* and several other informal activities throughout the year. The CIA is free to organise one of these activities again or to come up with another idea for an informal activity. They will also organise the Pub Quiz. The CIA is also responsible for organising the DIESweek. The DIESweek will be held during the second week of March. During the DIESweek, the CIA will organise an activity every evening from Monday until Thursday. The CIA can use some of the ideas from past years for the DIESWeek, but the committee is also free to think of other activities itself. The *borrel* will be organised on the Monday of the DIESweek, and preferably another party will be organised on Thursday evening. Like that, the week starts and ends with a party. The Cantus is a standard activity during the DIESweek.

The Committee of Informal Activities is going to be active the whole year and therefore it is important to start as soon as possible. Ideally, this committee will consist of six members. The Committee of Informal Activities has two subcommittees as well:

- BaMyPo Committee: two members of the CIA will also be a member of the BaMyPo Committee. In collaboration with committee members of the study associations Mycelium and Postelein, they will organise four BaMyPo theme parties;
- Inglorious Committee: one committee member will be chosen to be a part of the Inglorious Committee as well. This subcommittee is responsible for organising

three Inglorious theme parties, in collaboration with study associations ESV, GSV, SVN, Mycelium and Postelein.

The Commissioner of Activities will be part of the subcommittees as well. To enhance the attendance of both the BaMyPo and the Inglorious parties, the dates on which these parties are held will be more favourable for members to attend. In previous years, it was often the case that these parties took place shortly before the exam weeks, which possibly led to the lower attendance of the parties. The Commissioner of Activities will aim for a pleasant atmosphere and especially much enthusiasm among his committee members. As a result, the committee members will spread their enthusiasm to the members who will attend their activities.

5.1.12 Sports Committee

The biggest event of the Sports Committee is the Ski Trip, which is supposed to take place from 27 December until 3 January 2022. However, this is still up for debate, since the Department of Language and Communication will not and cannot give us permission to book the trip. At the moment of writing, the thirty-third board is in discussion with the department to see what the possibilities are. The location of the next Ski Trip is still up for debate. The location will be kept secret until the reveal before the sign-up. Because the Ski Trip is a large undertaking, and the committee is mostly responsible for the programme of the week, the Sports Committee will only focus on arranging everything for the Ski Trip during the first half of the academic year. Furthermore, Babylon usually participates in the Batavierenrace. Last year, this was not the case due to COVID-19. The thirty-third board hopes this will not be the case in the upcoming academic year, so Babylon can participate in the Batavierenrace again. The Batavierenrace will take place on the weekend of 29 April. The idea for the Batavierenrace this year is to constitute a team with just Babylon members, instead of mixing with Mycelium like in past years. The Sports Committee will ideally consist of seven or eight members. Moreover, The Commissioner of Activities will maintain existing relationships with locations where the Sports Committee organised its activities over the past years, such as the Beach Factory. Furthermore, he will establish new relationships to ensure that the activities of the Sports Committee will be fun, unique and accessible to all members.

5.1.13 Weekend Committee

Two years ago, the thirtieth board organised the Lustrum Weekend, which was a great success. This is why the thirty-first board of Babylon continued to organise yearly Babylon Weekends. The Weekend Committee was responsible for organising a Weekend during the second weekend of April in 2021 (9-11 April). However, the Weekend couldn't be organised properly due to COVID-19. The Weekend was moved to the 22nd of May

and only consisted of one day. This year, however, the thirty-third board hopes to organise the Weekend the right way. This weekend will consist of various informal activities such as a Cantus and sports games. The committee will start organising the Weekend in September to make sure that it will be a well-organised and great weekend for the lowest cost possible.

5.1.14 Orientation Week Committee

The Orientation Week Committee is responsible for organising the Orientation Week for the soon-to-be Communication and Information Studies students. The Orientation Week takes place from the 22nd to the 28th of August. At the moment of writing, the Orientation Week can be organised physically with no problems. The only measure taken due to COVID-19 is having mentor parents sign-up in pairs instead of groups of four. The goal of the Orientation Week is that the participants create a bond with their future fellow students. Since the board will change in July, the upcoming Orientation Week will already be the responsibility of the Commissioner of Activities of the thirty-third board. Therefore, he has already joined the Orientation Week Committee full time.

The Orientation Week Committee of the next academic year will be composed directly after the Committee Market, but will not become active until the second semester of the academic year. The organisation of the Orientation Week takes a lot of effort and, therefore, experienced members of Babylon must join this committee. However, first-year students, and especially the international students, are of great value as well, due to the experiences they gained during their Orientation Week. The committee will consist of at least eight members.

5.1.15 Babylon Crazy 100

The thirty-third board wants to change the format of the Weekly Challenges. The thirty-second board noticed that not that many committees participated in these challenges, so the thirty-third board came up with a solution: the Babylon Crazy 100. Every month, committees have to complete ten challenges. These challenges will be organised in a way that the thirty-third board can attract people to several activities (e.g. show up with X members to the *borrel*, come to have a drink at the Babylon Room, etc.). The thirty-third board believes this takes less time to organise and will be more effective than a Weekly Challenge.

6. COVID-19

Mentioning COVID-19 is inevitable as it has and may continue to have a major impact on Babylon. During the academic year of 2019-2020, the thirty-first board has had to cancel many activities, among which the Weekend and the Study Trip, due to the (inter)national measures taken to limit the further spread of COVID-19. Similarly, the thirty-second board had to cancel big activities and had to organise mostly online activities. However, at the moment of writing the Policy Plan, things seem to be going in the right direction. More and more COVID-19 regulations are being eased.

While things seem to take a turn for the better, COVID-19 still comes with challenges. For example, the involvement of students in Babylon. Last year, the thirty-second could not involve first-year students as much as they wanted to. Since the Orientation Week can be organised in an orderly fashion, it is important that the thirty-third board makes sure to enthuse first-year students to join Babylon. From the experiences of the thirty-third board, the best way to reach first-year students is through their mentor parents. The students look up to them, so the thirty-third board will organise a moment where they explain how to promote Babylon to their best abilities. Furthermore, the Babylon Festival will be organised to strengthen the bonds between the different academic years (see 3.1.1). The thirty-third board assumes that most students will be vaccinated by the time of the Babylon Festival. If there are still regulations, the thirty-third board could require the members to do a test with the newly introduced Testen voor Toegang and have the test result in the Corona Check application before coming to the event.

To ensure that Babylon will not suffer from COVID-19 too much, it is important for the thirty-third board to be creative and to think in possibilities rather than limitations. Accordingly, the thirty-third board strives to organise every activity in a manner that is as successful as possible. On the other hand, the thirty-third board needs to ensure the safety of Babylon members and others. This can be done by encouraging people to stay home when they show symptoms of COVID-19, and by making use of Testen voor Toegang.

The board will observe the government regulations and guidelines at all times. Since these may be adjusted regularly, the thirty-third board will make sure to always be aware of the latest developments regarding COVID-19. Furthermore, we will stay in close contact with the Department of Language and Communication. They are there to give us advice regarding COVID-19 regulations. In agreement, the board will always take responsibility and have the final say on the form of every activity of Babylon and whether or not to proceed.

7. Summing up

In this policy plan, the origins and the mission of Babylon, the long-term goals, the short-term goals, the policies per functionary, the committees and COVID-19 are described in detail. The thirty-third board of Babylon hopes that all readers have a clear overview of this board's goals and vision after reading the Policy Plan.

Every member of the thirty-third board has great expectations and is looking forward to the academic year of 2021-2022 with a lot of excitement, energy and enthusiasm. The thirty-third board strives to be **accessible**, **ambitious** and **abiding** throughout the entire year. In addition, the board aims to be clear and transparent to all its members. Every member of the thirty-third board has actively committed to the association and its members before. All gained knowledge and experience will come in handy and will be used wisely. The thirty-third board of Babylon will do everything in its power to make the year 2021-2022 an unforgettable year for every member of Babylon.