



BABYLON

STUDIEVERENIGING

COMMUNICATIE- & INFORMATIEWETENSCHAPPEN

Concept Policy 2018 – 2019
Accessible, professional and energetic

Foreword

Dear reader,

In front of you lies the policy of the thirtieth board of SV Babylon for the academic year of 2018-2019. This policy includes the goals of the thirtieth board and these are accompanied by explanations of how they will be achieved during the upcoming year.

In the previous year, the twenty-ninth board of SV Babylon (2017-2018) has laid emphasis on the strengthening of the bond between (active) members and the association in combination with the acquisition of new members for SV Babylon. Thanks to their efforts and enthusiasm this board and the ones preceding them has accomplished to build up the association as it is today. Evidently, the thirtieth board wishes to contribute to this purpose. Just like last year, the board will put additional effort into bonding international CIS students to the association, because the number of international students increases every year. However, the thirtieth board will not put a focus on one group, but will equally pay attention to all members regardless their year or nationality.

The thirtieth board of SV Babylon aims to maintain the current image of the association and attempt to improve it where possible. This also accounts for the bonds with sponsors, companies, lecturers/professors and other external relations. The professionalism of SV Babylon will thereby be safeguarded.

The thirtieth board wants to thank the preceding boards of SV Babylon for their knowledge and support that assisted them in writing this policy and their further guidance after.

Suzanne Klein Wolterink	-	Chair
Susanne Luijff	-	Secretary
Maartje Slot	-	Treasurer
Eline Giesbers	-	Commissioner of Internal Affairs
Luuk van den Reek	-	Commissioner of External Affairs
Dominique Paulissen	-	Commissioner of Activities

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Introduction

This policy for the academic year of 2018-2019 is meant to provide an insight in the course the thirtieth board of SV Babylon wishes to sail 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 SV Babylon are described. Then, the long-term goals of the association are discussed and split into short-term goals.

Consequently, every board member phrases their goals for his or her function in a personal policy. Policies of the preceding years have functioned as a base for the policy of 2018-2019, which contributes to the consistency of this policy and the recognition of SV Babylon.

1. SV Babylon

The study programme Communication and Information Studies of the Faculty of Arts at the Radboud University is focused on the communicational processes within organisational environments in combination with acquiring a high proficiency in at least one of the following foreign modern languages; English, German, French and Spanish. SV Babylon was founded in 1989, when the study programme was still called Business Communication. The education programme has its own study association called SV Babylon.

The study association is there for every student who seeks to enrich their student lives both study-wise and socially. Furthermore, the study association has strong bonds with the study programme's lecturers/professors, (contributing) graduates and other interested parties. Currently, SV Babylon has around 465 members.

SV Babylon aims to make a positive contribution to the student life of her members. Firstly, the association strives to function as a link between the business and student world. This is realised by organising several activities, where contact with the business world plays an important role. The purpose of these activities is to offer students the opportunity to gain knowledge in both theory and practice. Secondly, SV Babylon places great value on the development of amicable bonds/friendships that come into existence through organising and attending the activities arranged by the study association. In conclusion, the association aims to enrich the student life in the professional and social field.

1.1 Origin and logo

In the name 'SV Babylon', 'SV' stands for student association. 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 all the way up to Heaven. They dubbed this city 'Babylon'. However, the city was also known as '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 one and the same language – by confounding their speech and scattering them all over the world. Consequently, spreading their different languages.

The city Babylon is still in existence today and can be found on the banks of an important tributary of the Euphrates, about 90 kilometres south of Baghdad. In the second millennium B.C., Babylon was the political, cultural and religious centre of South-Mesopotamia, also known as 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 SV Babylon. The enlarged 'Y' represents balance (in communication) and exemplifies SV Babylon as a well-balanced, harmonised organisation. The bar beneath the logo refers to a strong foundation. The vibrant colours of the logo give SV Babylon a refreshing character. Furthermore, the colour blue symbolises quality, to which the association attaches great value. Due the internationalisation of the study association, the thirtieth board would like to adjust the logo. It will be more accessible for all students and it will contribute to the more international image of SV Babylon. The change of the logo can only take place if approved by two third of the members.

1.2 Organisational structure of the association

SV Babylon's current organisational structure was introduced in 1997, following submission of the Working Group Introduction Structure Change (WIS) to the General Meeting. Former boards have made some changes in the structure of the association, regarding the removal of the Sponsorship Committee in the board of SV Babylon and the achievement of a more consistent division of activities for some committees.

The prior led to the founding of the Working Group Adjustment Organisational Structure (WAO) in autumn 1999, to evaluate and adapt the current structure. The purpose of this structural adjustment is realising the improvement of the association from which a dual purpose of the WAO could be derived:

1. Ensure better cooperation between the board and committees.
2. Ensure a more proportional division of tasks within the various committees.

Afterwards, the WAO assessed the workload per committee and devised a new construction to improve the communication. This structure did not involve radical changes, but is just an adjustment of the old structure. One year after the introduction of the new structure, findings of the twelfth board (2000-2001) led to a review and completion of the WAO report.

The thirteenth board (2001-2002) then renamed the 'WAO report' to the file organisational structure SV Babylon, as the old name 'WAO report' was not clear enough and somewhat

dated. In this report, the last adjustments were processed by the fourteenth board (2002-2003) in cooperation with the twelfth board. This led to the possibility to improve the communication and cooperation within SV Babylon.

The nineteenth board of SV Babylon (2007-2008) has drafted a WAO report with a new board formation for 2008-2009. This proposal has been approved during the General Meeting. For 2008-2009 five board positions were administrated. The twentieth board of SV Babylon (2008-2009) consisted of five board members, but this board decided to draft three concepts to allow the twenty-first board to consist of five, six or seven executive board functions.

All proposals have been approved by SV Babylon's members during the General Meeting. Following the application procedure, the final formation of six board positions has been established. Although the formation of six board positions has been established, both the twenty-seventh board (2015-2016) as the twenty-eighth board (2016-2017) of SV Babylon consisted of five board members. The thirtieth board (2018-2019) will, just like the twenty-ninth board of SV Babylon (2017-2018), consist of the established formation of six board members. The next paragraph will explain the current structure.

1.3 Thirtieth board

The current structure of SV Babylon is characterised by six board functions: Chair, Secretary, Treasurer, Commissioner of Internal Affairs, Commissioner of External Affairs and Commissioner of Activities. The distribution is as follows:

- Chair	Suzanne Klein Wolterink
- Secretary	Susanne Luijff
- Treasurer	Maartje Slot
- Commissioner of Internal Affairs	Eline Giesbers
- Commissioner of External Affairs	Luuk van den Reek
- Commissioner of Activities	Dominique Paulissen

Every functionary shares the following tasks and responsibilities:

- Write a policy;
- Write an annual report;
- Run SV Babylon:
 - in compliance with the policy on both the long-term and short-term;
 - in compliance with statutes and domestic regulations;
- Maintain contacts with:
 - the D-team (professors) of Communication and Information Studies;
 - Communication and Information Studies students (members and non-members);
 - other study and student associations;
 - external relations;
 - (potential) sponsors;
- Attend board and general meetings;
- Take care of open office hours at the Babylon Room (E12.09);
- Attend and coordinate activities of SV Babylon;
- Manage the website (www.svbabylon.nl);
- Arrange book sales;
- Maintain the member database and the contact database.

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. The Vice-Chair of the thirtieth board is Luuk van den Reek. His tasks will be made explicit later on in the policy.

1.4 Lustrum

During the academic year 2018-2019, SV Babylon will celebrate their thirtieth anniversary, thus their sixth lustrum. Because of the anniversary, the Diesweek will be changed into the Lustrum Week. Every year for the past five years, €1,000 has been put aside by each board to finance the celebration of the lustrum. The twenty-ninth board has introduced the Almanac Committee and the Lustrum Committee to make a start with the preparations. These committees will proceed their tasks in the academic year 2018-2019. The tasks within the committees will be explained later in the policy.

The decision has been made to use €2,000 of the €5,000 budget for the almanac. The remaining part of the budget will, for instance, be used to finance the lustrum activities, free lunches and to arrange big speakers for the formal activities. This way it will be beneficial for every member. It is the aim of the thirtieth board and the Lustrum Committee to organise an unforgettable lustrum year. This will be achieved by organizing special and big events, which is possible due to the lustrum budget.

To celebrate the lustrum, a lustrum logo will be used throughout the whole year. It will be based on the original logo, but it will be adjusted to the theme of the lustrum. This way it will be clear to all members that it is a special year. Furthermore, a lustrum item will be added to the merchandise.

1.5 Committees

There are fifteen committees that function within SV Babylon. Coordination is divided among the six board members. A list of the committees can be found below:

- Chair
 - Lustrum Committee
- Secretary
 - Publication Committee
 - Graphic Design Committee
- Treasurer
 - Study Trip Committee
 - Almanac Committee
 - Till Committee
- Commissioner of Internal Affairs
 - Education Committee
 - Committee of Formal Activities
 - Study Programme Committee
- Commissioner of External Affairs
 - Congress Committee
 - Career Committee
- Commissioner of Activities
 - Sports Committee
 - Prom Committee

- Committee of Informal Activities
- Orientation Week Committee

Within every committee a chair, secretary, treasurer, sponsor member and a promotion member is assigned. The tasks and responsibilities of these different roles are listed below:

- Chair
 - lead and coordinate the committee;
 - lead committee meetings;
 - make agendas for committee meetings;
 - attend at least one chair training;
 - has ultimate responsibility for the committee;
 - is present at the Semi-annual General Meeting.
- Secretary
 - receive and answer (e-)mail;
 - attend at least one secretary training;
 - writes and spreads minutes.
- Treasurer
 - keeps track of the financial status of the committee;
 - establish budget estimate(s) in cooperation with the treasurer of the board;
 - attend at least one treasurer training;
 - has ultimate responsibility for the finances within the committee.
- Sponsor Member
 - maintains the sponsor database of the committee;
 - maintains contact concerning sponsors with the treasurer of the board;
 - attend at least one sponsor training;
 - has ultimate responsibility with regard to sponsoring.
- Promotion Member
 - sets up a promotion plan;
 - attend at least one promotion training;
 - has ultimate responsibility regarding promotion.

2. Mission

SV Babylon aims to enrich the student lives of all Communication and Information Studies students at the Radboud University in Nijmegen. SV 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. SV 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, SV Babylon emphasises the importance of amicable bonds/friendships that come into existence through organising and attending the activities organised by the study association.

3. Long-term goals

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

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

The bond between SV Babylon and its members is of high importance to the association. To strengthen this bond, the thirtieth board of SV Babylon is planning to continue to organise both informal and formal activities for its members. To attract new members, the thirtieth board strives to introduce SV Babylon in a positive way during the Orientation Week, so that many potential members consider and actually join the association. It is important to get the internationals, the pre-masters and the first-year students more involved with SV Babylon.

- Improve the professionalism of SV Babylon

The thirtieth 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 of the students of Communication and Information Studies. Furthermore, it is important for the thirtieth board to communicate to the external parties in a professional way and to always carry out a professional appearance. Also, the professional identity will be maintained in the association's communication (i.e. social media, the website, etc.).

- Improve and strengthen the image of SV Babylon

The image of SV Babylon is important for the association. The thirtieth board will try to maintain and improve SV Babylon's image. The board wants members to view SV Babylon as an association that enriches their student life by offering both formal and informal activities. Moreover, they want to be seen as an association where they can get help if they have any problems or questions. The thirtieth board wants external relations, such as companies, (potential) sponsors, lecturers/professors and other study associations, to perceive SV Babylon as a professional organisation. SV Babylon aims to accomplish this by being structured and by communicating in a professional way.

- Strengthen the bond between the association and external relations

SV Babylon relies heavily on its external relations (i.e. sponsors, companies, lecturers/professors or other study associations), so it is important that the bonds between SV Babylon and these external relations are maintained. This year, the thirtieth board has a Commissioner of External Affairs. Therefore, the thirtieth board is planning to focus again on making external affairs stronger. The board aims to do so by focusing on personal contact with external relations instead of just having contact by e-mail or telephone.

4. Short-term goals

4.1 ***Strengthen the bond between SV Babylon and its members and attract new members***

Strengthening the bond between (active) members and the association has gained a lot importance by the thirtieth board. The members of SV Babylon are the reason for its existence, which implies that a strong connection between them and the association is essential. This long-term goal is divided in short-term goals that serve as a common thread that contribute to this goal. These short-term goals will be discussed more deeply.

4.1.1 *Bonding of members*

The bonding of members will be carried out mostly in a similar manner as the previous boards have done this in the preceding years. Active membership will be stimulated by organising a Committee Market in the second week of the academic year. The Committee Market will be combined with a free lunch to attract more people. The Active Member Evenings (AME) and Active Member Activity (AMA) will remain part of the programme and are meant to thank the active members for their efforts. The twenty-ninth board has organised two AME's and one AMA. The thirtieth board will maintain this amount of activities. Furthermore, the Member of the Month and the Wall of Babylon will be continued with. The Wall of Babylon is located at the Babylon Room and consists of active members that earned the title of member of the month. Consistently, the member of the month will be announced on Facebook by the end of the month and (s)he is invited to pick up a small present at the Babylon Room.

The thirtieth board consists of five fourth-year students and one pre-master student, which means that it will take more effort to attract the first-year students, compared to other years. Therefore, the Orientation Week is a very important moment for the thirtieth board to get in touch with the new students. The entire thirtieth 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 approach as many new students as possible during activities to get to know them. Furthermore, Suzanne, Maartje and Dominique will follow several first-, second-, and third-year courses, which will contribute to getting to know more students from different years.

On the other hand, the fact that the thirtieth board consists of older students is an opportunity to involve more pre-master students in the association. In the preceding years, it turned out that the pre-master students are not really interested in becoming a member of SV Babylon. However, they are more than welcome to become a member as well. Two members of the thirtieth board will be mentor parents of the pre-master group during the Orientation Week. This means that they can already promote SV Babylon and explain the benefits of becoming a member. Especially, the formal and more professional side of SV Babylon will be emphasised, since the pre-master students seem to care more about the formal part than the informal part.

With regard to the fact that the majority of third-year students will be absent during the first semester due to their term abroad, the thirtieth is planning to organise a Welcome Back dinner for them, which will be combined with the *borrel* (informal drink) in February. This dinner and *borrel* are meant to give them a warm welcome back to our country and to our association.

4.1.2 *Communication towards potentially new members*

Communication towards potential members will especially take place during the orientation period. Firstly, all participants of the Babylon Orientation will receive a booklet with plenty of information about SV Babylon. Furthermore, there will be two flyers attached to the goodie bag that is handed out. One of these flyers explains briefly what a study association is and what SV Babylon can offer to its members. It will also display upcoming events, so the flyer functions as promotion material for those activities. This flyer has been in the goodie bag the previous years as well. In addition, there will be a second flyer in the goodie bag this year, that contains information about the different committees of SV Babylon. Secondly, the board will provide a small lecture talk during the University Day for both the first-year students and the pre-masters. This talk is dedicated to the introduction of the board and promotion for active membership. The talk for the pre-master students will especially emphasise the formal and professional activities that SV Babylon organises, like the Career Event, and underline the benefits of becoming a member. The thirtieth board will also make an "interest list" for the pre-master students who do not have interest in informal activities and trips, but may want to attend SV Babylon's formal activities. They will receive an e-mail as an invitation for these activities. The extra efforts that are made, might contribute to the consideration of becoming a member.

Apart from the previous ways of communication, the Orientation Week is meant to convey a positive image of the association. During the week, the additional value of being a member will be emphasised. The thirtieth board will approach potential members personally through their own network, but also via the network of group mentors and yet existing members. The fact that the entire thirtieth board participates in the Orientation Week, promotion for SV Babylon is well accounted for. The Orientation Week is fully English, which contributes to mutual understanding and eliminates exclusion of certain (international) participants. The thirtieth board is required to be visibly present during the whole week and will try to establish a sense of trust amongst (potential) members of SV Babylon.

After the orientation period, efforts will be made to acquire new members, especially in the first two months (also second and third-year students). During the first semester, most third-year students will be gone on their term abroad or an internship. Their absence will not remain unnoticed, which needs to be balanced by acquiring new (active) members.

Furthermore, the first *borrel* of the year will be replaced by the special opening party of the lustrum year. The promotion of this party is very important, since the success of this party will attract members and encourage them to attend more *borrels* and other activities. Therefore, the entrance will be free for members and there will be offered a free drink. The Lustrum Committee has already made plans and preparations for this party and will continue doing so during summer.

The thirtieth board of SV Babylon will remain to lay emphasis on formal activities. This is carried out by making sure that the money that has been made available for formal activities will be fully spent by the concerning committees. By adequately promoting interesting guest lectures, workshops and all other more formally-oriented activities, the thirtieth board wishes to enthuse both members and non-members to take part. The reasoning behind this is that CIS students who are not a member of SV Babylon may not have interest in informal activities and trips, but may want to visit SV Babylon's formal activities, like the pre-master students. The Career Committee and the Committee of

Formal Activities will both play a significant role in increasing the positive outlook on formal activities.

Lecturers and professors of the CIS programme are also involved in the association. They will be approached in a personal manner and will be sent a membership letter with information about SV Babylon.

In order to acquire new active members and to gain attention for the committees that belong to SV Babylon, a Committee Market is organised at the beginning of the academic year. The Committee Market will be made attractive and comprehensive by using pictures of the activities of the different committees and letting enthusiastic committee members tell something about their experiences. This Committee Market will also be combined with a free lunch. International members who took part in a committee will be asked to promote their committees, so they can convince other international students to take part of a committee. Committees will be set up timely. This will happen about a week after the Committee Market. The thirtieth board considers promotion for the Committee Market as very important.

4.1.3 *To strengthen the bond between international members and SV Babylon*

Because of the internationalisation of the study Communication and Information Studies and hence SV Babylon, this year the association will have more international students than in previous years. Furthermore, this number will increase next year because of new entries for the course of International Business Communication. The thirtieth board strives to make the international members of SV Babylon just as welcome to the association as the Dutch-speaking members. Experience from last year shows the international students are more frequently present on often well-visited activities of SV Babylon, such as monthly *borrels* and other parties. The thirtieth board will continue with actively informing for the opinions and ideas of the international members both in the first and second academic year, with a purpose of accommodating the activities to the international members if possible. The opinions and ideas will be measured by personal conversations and surveys. Furthermore, the thirtieth board will provide a clear image of SV Babylon and the principles of a study association to the (potential) international members. Mainly during the Orientation week and at the beginning of the academic year, a lot of attention will be paid to this matter. This will be accomplished by providing accurate and complete information on social media and in the goodie bag given to the participants of the orientation.

The thirtieth board of SV Babylon will continue to stimulate the bonding between students of multiple layers. Committees will have members from different academic years to foster contact. Furthermore, the board will evaluate the possibility of mixing multiple nationalities in a committee. By mingling international students with Dutch students, the former will feel more integrated. International students will be able to join a committee. In the previous years the international could only be a member of certain committees, but the thirtieth board decided they can join any committee from now on. Furthermore, it turned out that international students can feel uncomfortable when a whole Dutch committee has to speak English just because of him/her. Therefore, the thirtieth board decided that, if possible, there should be at least two international committee members in a committee. If that is not possible, one international student will be added to the committee, because one international committee member can still be of great value to the committee.

The thirtieth board also strives to reduce the distinction between the C&O and the IBC track. Both tracks are a part of Communication and Information Studies and the C&O track should not be excluded, since this is a smaller track. Therefore, C&O and IBC students will

be mixed during certain activities like the Orientation Week, Active Member Evenings, etc. This will encourage the family feeling that the thirtieth board wants to create. The board will do this by not making a distinction between the C&O and the IBC students to underline that everyone is from the same studies: Communication and Information Studies.

Moreover, the thirtieth board strives to reduce the distinction between international and Dutch students by, for instance, increasing the accessibility to the committees and using the English language as the main language.

4.1.4 Increasing the accessibility of SV Babylon for (potential) international members

The past year the twenty-ninth board has taken big steps to get the internationalisation of SV Babylon going and the thirtieth board wishes to continue this internationalisation. For instance, the thirtieth board would like to make as many activities as possible available in English. This way, the members who do not speak Dutch will also be able to participate in these activities. Furthermore, all social media posts will be written in English followed by Dutch, instead of Dutch followed by English.

The thirtieth board also strives for an equal distribution between English and Dutch speakers at activities which have had Dutch-speaking guest lecturers for years, like the Congress and the CIS in the Field. This way, the members will have as much choice for Dutch and English given lectures. Speakers who have participated for years will continue to be asked for these activities. However, the thirtieth board will ask those speakers if they are willing to provide the activities in English. Furthermore, the possibility to provide these activities in English will be discussed among the associations with which SV Babylon organises the activities. The thirtieth board is convinced that the accessibility to the activities will lead to a higher motivation for international students to be an active member. This contributes to the striving of the thirtieth board to bid welcome to a larger amount of active international members.

Finally, the thirtieth will provide all written services in English as well, so the international students will have the possibility to read them too. From now on, some of the written services will just be provided in English, like the policy, the annual reports of the thirtieth board and the Babylon Magazine. Last year, the twenty-ninth board chose to write the BM partly in English. The thirtieth board, however, thinks that it would be a logic step to write the BM completely in English. Since both the IBC and the C&O track are in contact with the English language during their studies, the thirtieth board expects them to be ready for an English BM. Therefore, an entirely English-written BM will not withhold Dutch members from reading it.

4.1.5 Communication tools

The thirtieth 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:

- Babylon Room (E12.09):

Every day, Babylon members can come to this room during the open office hours for everything they want to know about the study, the association and its activities. The board will try to make these open office hours as attractive as possible to make sure that more students can find their way to the Babylon Room. The thirtieth board will experiment with offering longer open office hours. This is possible due to the amount of free time the board members have. Secondly, the thirtieth board wants to attract more members to the Babylon

Room by offering free lunches due to the lustrum. This will be organised once a month and it will be promoted on Facebook. It is important that members know about the existence of the Babylon Room and that they feel comfortable to go there. Lemonade and cookies will always be available and free for the members at the Babylon Room. Also, the thirtieth board has thought about new ways to attract members to the Babylon Room. For example, there will be a Wii or PlayStation available. However, the board will limit the use of these devices, because the board does not want the Babylon room to be a game room. The limit for everyone to play the games will be set at one hour each Monday and each Thursday. When there are a lot of interested people, the board will set a time limit per person. The board games the twenty-ninth board introduced will still be available.

- The website:

The website will be checked and updated every week. All information about the study association and its activities can be found there. Furthermore, the monthly schedule of activities will be regularly updated. The banner with photos on the main page, will not only consist of photos of the board, but also will provide space for displaying representative, professional photos of, for example, activities and promotion for upcoming activities. It is also possible to use the monthly planner, which the previous board used on Facebook, as a banner. Due to the possible name change of the study association, the URL of the website might also be adjusted to this new name.

- Social media:

The thirtieth board will use different kinds of social media, such as Twitter, LinkedIn, Facebook and Instagram. These different types of social media will focus on different target groups and will be kept up to date by the Secretary. The communication with external parties will be the responsibility of the Commissioner of External Affairs.

Facebook will be used primarily for students. Via Facebook, the thirtieth board will provide members with information about study related topics and Babylon activities.

Instagram will be used only for students, to give them nice previews of activities and things going on with SV Babylon. Instagram will give the members "a look behind the scenes" of what is going on at SV Babylon.

LinkedIn will be used for external affairs and alumni, just like last year. In addition, the thirtieth board also wants to target the students and the lecturers/professors on LinkedIn, by posting articles/information about new developments within our field. The thirtieth board has the opinion that a LinkedIn group for Babylon members would be a little too much. If members want to stay up-to-date they can choose for themselves to follow the Babylon LinkedIn page.

Twitter will be used for professors and external relations as well. The thirtieth board will only post formal messages.

- Babylon Magazine:

There will be four editions of the BM. The professionalism and formality established by the twenty-seventh board, through a style book, will be maintained. This stylebook is mainly focused on the content of magazine, which the thirtieth board will follow. However, the thirtieth board wants to improve the design of the BM to make it look more professional and structured, but still appealing. This will be done so that the BM is fun, interesting and educational for both lecturers/professors and students. In the past, some mistakes were found in the BM's. Additional attention will be paid in the coming year to avoid these mistakes and to maintain the professional image. This will be accomplished by an accurate

final check by multiple members of both the committee and the thirtieth board. To make the BM accessible to international students and to go forward with the internationalisation, it will be completely written in English.

- E-mail:

On the first day of each month (except for August), a newsletter, the *Babbel*, will be sent to all members containing all information about SV Babylon's activities and news. If everyone will be informed about the activities and the news, activities will hopefully be better visited and members will feel more involved with the association. The new format, introduced by the twenty-eight board, will be maintained by the thirtieth board. Through the internationalisation, starting this study-year 2018-2019, the e-mail addresses will be in English, as well as the signatures.

- Lecture talks:

By giving lecture talks, the thirtieth board is distinguishing itself as an interested board. Students see the 'face behind the board' and for the board it is an opportunity to get members excited about the organised activities. However, the board will limit itself to lecture talks for formal activities and the talks should be in the breaks of colleges. Consequently, the relevant college is not interrupted and this will cause less harm to the professor. Informal activities will be promoted in other ways, including the distribution of flyers and invitations via Facebook. In addition, word-of-mouth is one of the best means of promotion. Organising high profile activities will cause that SV Babylon is more discussed among members and beyond.

- The monthly *borrel*:

Every month, a *borrel* is organised for all members. Attempts will be made to make members aware of these *borrels* by different kinds of promotion, such as social media and WOM. There will also be a free drink for the people who are having their birthday that month. A successful monthly drink contributes to the commitment of members, which is why the board members will act proactive and enthusiastic to all members on these *borrels*. The board wants it to be easy for members to speak to them. Showing genuine interest and making a chat can already lead to members who feel more comfortable. The thirtieth board wants to make clear that they are approachable and open and that members can count on them if necessary. It is the intention that every member feels equally welcome, without exception. The board is putting energy into its facilitation.

- The Babylon Community:

The thirtieth board wants to introduce a community for all the members of SV Babylon. Within this community, member to member communication is the main form. The board will supervise the content and, if necessary, will delete or adjust posts. The Babylon Community can be accessed only by members through the website, by using their given log-in name and password. On this community, students can share study-related content, such as summaries, documents, but also informal content, like related pictures. Furthermore, students can easily ask questions to students of their own and other years. This could be extra useful for the international students, when they have any difficulties with, for example, the Dutch language or something study-related. Furthermore, students can also ask other students of SV Babylon to fill in questionnaires (for example for Bachelor thesis) via the Babylon Community. The thirtieth board will also briefly share upcoming activities and ask the opinion of the members of SV Babylon when necessary. Information about activities will be briefly worded. This way, the board wants to prevent the information on the community to overlap with the information given on Facebook. Furthermore, the

board does not want to overload the community with content from the thirtieth board, as the main communication will be from member to member.

The Babylon Community will contribute to the unity within SV Babylon and will make it easier for students to get in contact with students from another years. The community will be promoted by current students through the website, Facebook and Instagram and will be actively promoted by the board members through WOM. New members will be introduced to the Babylon Community in the Orientation Week, during the promotion talk of SV Babylon. When new members will subscribe to be a member of SV Babylon, they also will immediately be introduced to the Babylon Community.

4.1.6 *Pre-masters and Masters*

The thirtieth board of SV Babylon will try to maintain good contact with (pre-) master students. However, separate *borrels* or activities will not be organised for these students. For this reason, the board will motivate these group to be present at the activities of SV Babylon and to blend with the other students. However, in the past years it became clear that pre-master students are more interested in joining study-related activities, rather than informal activities. An important goal is to reach this group, because it seems like this group often appears to be unaware of the activities organised by SV Babylon.

In previous years, it was found that there is a big difference in interests among the (pre-) masters to get involved with SV Babylon. Like previously explained, through an interest list, which the board will use in the Orientation Week, the board hopes to get the pre-masters more involved with SV Babylon. Last year, the University organised an after intro day for students who missed the Orientation Week. This is another opportunity to promote SV Babylon and hand out the interest list to the pre-master students.

Furthermore, two board members of the thirtieth board will be mentors of the pre-masters during the orientation week of 2018-2019. This way they will bond with the pre-master students. Also, the Treasurer of the thirtieth board, Maartje Slot, is a pre-master student herself. Therefore, she will have more personal contact with this group.

4.1.7 *The recruitment of the new board*

The recruitment of the new board will take place early in the academic year, so the thirtieth board will have enough time to enthuse members and promote all the functions within the board. The board must be changed before summer.

The thirtieth board will start the application procedure in February 2019, just as in the previous year. The candidates must send their application letter before the third exam week, to make sure that the entire procedure can take place in time. In the beginning of the year 2019, the potential candidates, especially active Babylon members, will be approached personally. A preference is that the potential candidates have experience with SV Babylon and are involved in the association. In addition, a 'board lunch' will be organised in February to provide potential candidates with the required information. Even the students of the third academic year, who may still be abroad, will be informed of this event.

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 Treasurer if they have a Dutch level of at least B2 and Commissioner of Internal Affairs if they have a Dutch level of at least B1. The candidates have to be familiar with the Dutch language and culture to fulfil other board positions.

4.1.8 Contributing graduates and Alumni

The thirtieth board of SV Babylon will carefully maintain contact with contributing graduates to make sure that they will remain involved in the association and increase their willingness to support SV Babylon in assisting in activities such as speaking at the CIS in the Field event. In the timespan of several years, it has been found that contributing graduates are excited to help with activities and to be in touch with other graduates.

In addition, it is more accessible for them to be present on other activities, for example the Congress or the Career Event. Due to the sixth lustrum, two activities will be organised where contributing graduates will be invited. One of these activities will include the opening party of the lustrum.

4.2 Improving the professionalism of SV Babylon

The professionalism of the association shows through the associations' communication and behaviour. It is important to come across as professional, because this will make the association more appealing for internal and external partners, as well as for potential members. To achieve this, the thirtieth board will handle the matters below as follows.

4.2.1 Identity

SV Babylon stands for the enrichment of the student lives of everyone studying Communication and Information Studies at the Radboud University. SV Babylon does so by organising numerous activities, as well festive and enjoyable as activities pertaining to academics and business. It is important for the association to have contacts with the business world, so that SV Babylon can function as a link between the students and the organisations. SV Babylon emphasises the importance of friendships between the members of the association, by organising and attending activities.

The thirtieth board of SV Babylon wants to maintain this identity by achieving a positive image among the members. To keep the identity of SV Babylon intact, one of the important aspects for the board is to be present at all activities, so that they can host the members and guests. The board will act as a contact during activities, which will also contribute to a nice atmosphere, and it will improve the professionalism of SV Babylon. Furthermore, the board will wear suitable clothing on all activities, such as informal t-shirt, blouse and the board suit. Committees will wear committee shirts at their own activities. Wearing the Babylon suit, blouse and t-shirt contributes to SV Babylon's recognition.

4.2.2 Professional communication

The thirtieth board of SV Babylon aims for a professional communication to both internal and external relations. This includes timely communication, as well as clear communication to partners. It is highly important that made agreements and appointments are met. It is important to note that the thirtieth board will communicate in a different way to its members than to external partners, such as sponsors. The board aims to be more informal to its members, while staying professional and formal in their communication with external relations. To accomplish this, different communication channels will be used: LinkedIn and Twitter for the more formal messages, and Facebook and Instagram for the informal ones.

4.2.3 Maintaining the corporate identity

The thirtieth board of SV Babylon aspires a uniform corporate identity in their internal and external communication. The previous boards' format will be continued. A uniform corporate identity will contribute to the association's professionalism. Because of this, the thirtieth board emphasises the importance of informing the committees about the corporate identity. The corporate identity will be explained in the committee handbook. This handbook will be actively used by the board and SV Babylon's committees to contribute to the uniformity of SV Babylon and to improve the association's professionalism. Furthermore, the thirtieth board wants to obligate all committees to use the same PowerPoint lay-out in all presentations.

Because most of the communication to the members of SV Babylon will be in English, it is important to make agreements on what English will be used. The thirtieth board of SV Babylon has decided to apply the rules of British-English in their texts.

To make sure every board-member and committee will communicate in a similar way, the twenty-ninth board started a glossary of Dutch terms concerning SV Babylon with the correct translation in English. The thirtieth board will extend this list and will distribute it to the committees. This list will help to use the proper terms in PowerPoints, documents and in the minutes of committee-meetings.

4.2.4 *Privacy*

From the 25th of May 2018, the privacy policy has changed. The Commissioner of External Affairs will be the main person responsible for being up to date with this matter. Due to the new legislation, various changes will have to be made. For example, registration lists cannot be visible for non-authorized people. This means that, after a list is used, it has to be stored safely. Moreover, the board and committees cannot upload any personal information, such as birthdates or e-mail addresses, onto the cloud. This has to be done in a safe environment, which will be offered by the university.

The registration list for the new members is adjusted, since SV Babylon is not allowed to ask certain information anymore. Furthermore, when new members of SV Babylon sign up to access the website of the association, they will have to agree with the privacy policy. The personal log in for protected part of the website (photo's, merchandise and community page) will contribute to the privacy status of the association. However, it will be the task of the thirtieth board to get as many current SV Babylon members as possible to sign the new policy as well.

4.2.5 *The Babylon room*

The Babylon room is located at the Erasmus building, room E12.09. By weekly cleaning the room and keeping the room organised, the room can be used by the association in an optimal way. All the board-members will carry out this task. This will contribute to the professional appearance of the Babylon Room. The thirtieth board of SV Babylon wants the Babylon room to be a nice and accessible place for all members. Moreover, the thirtieth board will put great effort into getting to know all the members and into bonding with them during the open office hours.

The Babylon room exists in the service of all members, and by maintaining an open-door policy, the thirtieth board wants the members to feel welcome. The open office hours of the Babylon Room of last year were from 12h30 till 2h00. The thirtieth board wants to experiment with extending the open office hours regarding previous years. By extending the open office hours, the accessibility of the Babylon Room improves and the members of SV Babylon will be able to meet more often with their fellow CIS-students.

4.2.6 *Social media*

SV Babylon uses many different social media channels, which will be managed by the Secretary: Twitter, Instagram, Facebook and LinkedIn. These social media channels will all refer to the website. While using the different social media, the board will make a clear difference between posting more formal information on Twitter and LinkedIn and more informal updates on Facebook and Instagram.

Twitter and LinkedIn will be aimed at professors, companies and other professional relations. Next year, the board wants to use Twitter and LinkedIn in a more active way than it was used previously. The target group for Twitter will continue being the external parties like companies. LinkedIn will also be aimed at external parties, but additionally, the

thirtieth board wants to use this medium to update the lecturers/professors and members of SV Babylon on vacant posts or on interesting subjects in the work-field.

Facebook will be aimed more towards members, yet the professional image of SV Babylon will be maintained. Each month, an overview of all activities of that month will be posted on Facebook to inform the members of all activities. Furthermore, SV Babylon will continue to use Instagram this year. This channel will be used in a more informal way than the other channels. Just like Facebook, Instagram will be aimed at the members of SV Babylon.

The social media channels will be updated frequently and consistently. Because of the English bachelor's programme, all information on Facebook and LinkedIn will be available in English as well. Next year, the thirtieth board will adjust the 'English follows Dutch' principle for the posts to the 'Dutch follows English' principle. The posts on Instagram will only be in English, to avoid long posts on this channel. Posts on Twitter will be in English as well because the board wants to communicate as consistent as possible on all different channels.

4.2.7 Website

The concept of the website remains the same this year. The website will be available in as well Dutch as in English. The thirtieth board will update the website frequently. The board wants to use the website as the most important communication channel for external parties. For members, the main communication channel will be the Facebook group. The website will be an important supporting tool for the communication with members. A monthly overview of all activities will also be posted on the website, just as the pictures after an event has taken place. To maintain the association's professionalism, photos on the website can only be viewed by members by logging in with a password. Considering the new privacy policy that was established this year, the thirtieth board will make sure that every member receives an own password connected to their e-mail address. In this way, their privacy is even more protected.

4.2.8 Clothing

It is of big importance to maintain the professional and recognisable image SV Babylon has developed over the past few years. The clothing of the board, committees and members of SV Babylon plays an important role. However, the thirtieth board aims to remain as approachable as possible towards the members of SV 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 suits of the board will be worn during the most formal activities, such as the constitution *borrels*, the congress and company visits. This year, the thirtieth board will introduce dark blue blouses, printed with the position of the board member. These will be worn during formal activities, like workshops, the Career Event and other activities where external speakers will attend, where members of SV Babylon wear their 'normal' clothes. Furthermore, the t-shirts will be worn during festive and informal activities, such as the *borrels*, BaMyPo's, Inglorious and the Orientation Week.

With regard to the committees, the thirtieth board will recommend the committees to purchase a committee t-shirt. This will contribute to the unity within and recognisability of SV Babylon. The previous years, it has not been a problem getting the committees enthusiastic to purchase a t-shirt, therefore the board assumes that most committees will purchase one. The Graphic Design Committee and the Publication Committee will probably not purchase a shirt, because they do not have a public appearance. The thirtieth board

advises the formal committees to purchase shirts in the colours of SV Babylon, so orange and/or blue. The informal committees can design their own shirts. However, it is obligated to print at least the function, name and committee on the t-shirt. Besides that, the lustrum logo will be printed on the back of the shirt. This also applies to the t-shirt of the board members.

4.2.9 Business cards

The thirtieth board of SV Babylon will order business cards to hand out to external parties. This way the network of SV Babylon will be broadened. Moreover, the thirtieth board will be easier to contact. It has been decided to design a general business card, which includes the Chair's and the Commissioner of External Affairs' contact information. This way, every board member or committee member can hand out a business card whenever needed. The business cards will be mainly in English, for the reason that the e-mail addresses of the Chair and the Commissioner of External Affairs will be in English from the next year (2018-2019) on. The name of the functions will also be in Dutch.

4.2.10 Formal committees

The twenty-sixth board of SV Babylon has founded the Career Committee. This committee focused on study- and career-related activities. However, during the previous two years, the Career Committee has been relatively inactive. To make the committee more exciting and appealing for future active members of SV Babylon, the thirtieth board has decided to combine the Career Committee and the Career Event Committee. This committee will proceed under the name Career Committee. The thirtieth board has decided that the Commissioner of External Affairs will coordinate the committee. The committee will mainly focus on organising workshops and the Career Event. The concept FutureM, a programme that enables students to do a one-day internship at a company, was one of the Career Committee's responsibilities. The thirtieth board, however, has decided not to invest time anymore in this concept, because the past few years it has been neglected. The founder of SV Babylon, Maarten Hardeman, has proposed a new, similar concept in collaboration with Communicatiekring Nijmegen. When concrete plans have been formed, the thirtieth board will look into the possibilities with serious interest. Besides the Career Event Committee, the thirtieth board will also have the Committee of Formal Activities. They will focus more on organising company visits. All of the committees mentioned above will strive to improve not only the professionalism of SV Babylon but also that of the members. The committees will be further explained in paragraph 5.5.5.

4.3 Improve and strengthen the image of SV Babylon

The last few years, a lot of effort was put into fortifying the positive image external parties and members of SV Babylon have of the association. The thirtieth board would like to continue to do so. The goal is a positive connotation of SV Babylon. This will, among other things, be achieved by improving and strengthening the bond with external contacts.

4.3.1 Companies and organisations

During formal activities like the Career Event or the Congress, companies and organisations will be received in a neat, friendly and professional way. This will improve the bonds with the companies and improve the image of SV Babylon. A positive image of the association furthermore contributes to the future of the students, because in that way, they get the chance to fix possible internship opportunities, build a network or even find a job.

4.3.2 *Potential and current sponsors*

Potential and current sponsors also need to have a positive image of SV Babylon. This will be realised by having lots of personal contact with them, by keeping them up to date and by inviting them to formal activities. It is important that they know what SV Babylon is and what the association could offer. By clearly transmitting this information during meetings, the thirtieth board of SV Babylon hopes to contract new relations and strengthen the existing relations.

Similar to the previous board, the thirtieth board of SV Babylon strives to attract new sponsors. The goal is to have as much personal contact as possible passing by their offices instead of calling or mailing. Furthermore, SV Babylon needs to be aware of the company profile and will award a relation gift when a new collaboration arises. It is essential that SV Babylon leaves a good first impression on potential sponsors.

Most of the committees will need to search for sponsors. Therefore, sponsor members will be assigned. The Commissioner of External Affairs will provide a 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 SV Babylon.

4.3.3 *Study and student associations*

The contact with other study and student associations is very important, because this could offer a fruitful collaboration in which associations can learn from each other through sharing experiences, ideas and visions. The contact between SV Babylon and other study and student associations will be managed by the Commissioner of Internal Affairs and the Chair. A positive partnership will lead to a better image of SV Babylon. This partnership could consist of organizing formal and/or informal activities with other associations, in which the members of SV Babylon will get the chance to get to know other students and share experiences. Furthermore, the board will visit as many Constitution *borrels* as possible. The board will also send a birthday card when other associations have their anniversary. At the same time, it will be positive for SV Babylon, when it reaches out to a bigger number of students. The thirtieth board will also employ its own connections with other associations to start new collaborations.

4.3.4 *Members and other students*

It is important for members and other students that they are able to contact SV Babylon for questions and troubles. Therefore, members should think of SV Babylon as an association that can offer help if necessary. The board wants to focus more on the study related activities to improve the professional image of SV Babylon. These activities will include for instance an APA workshop and an exam tip hour. Furthermore, it is important that the association emits tranquillity and unity, as well as creativity and innovation. This will be achieved by working organised and being open to renovation, both by the association itself as by its members. The Career Committee, the Committee of Formal Activities and the Congress Committee are the pre-eminent committees to excel professionally to maintain this image.

4.3.5 *Lecturers/professors CIS*

Finally, it is also important that the lecturers/professors of Communication and Information Studies have a positive image of SV Babylon. After all, they are of great importance for the association both professionally and financially. The more mature and serious SV Babylon handles, the more support could be expected. The bigger focus on study related activities will improve the bond between SV Babylon and the lecturers and professors. Furthermore, this will be done by frequent personal contact and by organizing activities with and for lecturers/professors. The twenty-eighth board organised a Pubquiz with the lecturers and professors as team captains. This event was well received by the lecturers and professors which made the current board decide to repeat this successful event next year. Moreover, due to the lustrum year, the professors and lecturers/professors will be included in more activities, such as the opening of the lustrum year. Furthermore, all lecturers and professors will again receive a Christmas card from SV Babylon to make the relation more personal.

4.4 Strengthening ties with external relations

Strengthening ties with external relations will naturally also be important for the thirtieth board of SV Babylon. The current ties will be evaluated and reinforced or tightened where necessary. In addition, the thirtieth board will actively look for companies that want to support SV Babylon through sponsoring and help facilitate its activities. For the activities that the thirtieth board has in mind they need both financial and material sponsorships. The board will also welcome sponsored speakers, lectures and other services. SV Babylon will be presented as attractive as possible, by promoting the image of a mature and professional study association.

4.4.1 Keeping in touch with sponsors

The twenty-sixth board of SV Babylon has made a document with all the ex-board members and contributing graduates of SV Babylon until now. This document will be a clear overview, which can be used as starting point to get new sponsor contacts. It will also help to find out which companies might be interested in cooperating and which are not.

The twenty-seventh board has updated the document and promoted it to their committees, so that they can use it as well. The Commissioner of External Affairs of the twenty-seventh board has also made a company database which shows the companies that every committee has contacted so far and if it resulted into a cooperation. The thirtieth board will continue using this company database for their committees. During the sessions with the sponsor members the Commissioner of External Affairs will explain the importance of this database and promote it.

4.4.2 Stimulate and optimise the use of the contacts list

The twenty-sixth board of SV Babylon has created a file of all formed board members and contributing graduates of SV Babylon to date. This file will be a clear overview, which can be used as a starting point for new sponsor contacts and to quickly and easily identify which companies are interested or not. The twenty-seventh board has therefore made this file known and promoted within all committees, so that they can make optimal use of this file. The Commissioner of External Affairs of the twenty-seventh board has also set up a business register per committee. It states which companies the committee in question has been in contact with in recent years and whether this has resulted in a sponsorship. The thirtieth board, like the twenty-ninth board, will continue the work of the twenty-seventh board. During personal discussions between the Commissioner of External Affairs and sponsor members, the sponsor members will be made aware of the business and contacts

file. This contact file can be used by members within the study association but can also be used as a database for other purposes, such as an internship within a company.

4.4.3 *Strengthen bonds with (sister) associations*

For the last few years SV Babylon has strengthened her ties with the sister associations, so that a few activities may be organised together with them. The former boards have strengthened the bonds with the associations in Amsterdam, Groningen, Tilburg and Utrecht by attending their constitution drinks. The thirtieth board will follow this course and will attend as many constitution *borrels* as possible. The Sisterday will be organised twice this year by a different association and the thirtieth board will attend them. The twenty-seventh board has also bonded with other associations in Nijmegen and the thirtieth board will try to maintain those ties and strengthen them if possible. The National Day of Communication will be organised a year later by SV Babylon and Mycelium because of the lustrum year of both associations.

4.4.4 *Recruiting sponsors*

SV Babylon understands the importance of the association's sponsors and knows that they are essential. The financial health of the association would not be what it is today, without those external relations. The Commissioner of External Affairs will strengthen those bonds and try to expand those relations. To safeguard those relations, it is very important to keep in touch with sponsors regularly and add a personal touch to the communication. The focus will not only lie on current sponsors but, through the sponsor members of committees, SV Babylon will also seek for new sponsors. The Commissioner of External Affairs will train and guide those sponsor members. The Commissioner of External Affairs strives to a professional and serious training for the sponsor members, to maintain the professional image of SV Babylon.

4.4.5 *Business gift*

The twenty-sixth board has introduced the orange Babylon Dopper as its Business gift. The twenty-eighth board wanted to keep the consistency and keep those Doppers as the business gift. However, as the orange Dopper was taken out of production, the twenty-eighth board had to change the business gift into the Babylon notebook. The twenty-ninth board has re-introduced the Dopper as a business gift, although the colour has changed into a dark blue one. The thirtieth board will also offer these Doppers as a business gift. The fruit infusers the twenty-eighth board had in their merchandise will be used as business gifts for the people who already own a Babylon Dopper. The reason to take them out of the merchandise is that they did not sell very well. This way they will still be of use.

4.4.6 *Local pub*

The thirtieth board has renewed the contract with the Malle Babbe as the local pub of SV Babylon. The contract should be renewed manually every year until a different place will be ought necessary as Local pub. The Oubaha group is going through a few changes in managers but for now, the current manager and assistant manager will remain our contact persons for this pub. SV Babylon has always had a good relationship with the Malle Babbe and the thirtieth board will try to safeguard this relationship. The Commissioner of Activities will be responsible for the contact with the Malle Babbe.

5. Policies per functionary

This section discusses the individual policies of each board member. Both short and long-term goals will be elaborated on and tasks and responsibilities of each functionary will be described. The order is as follows:

5.1 Chairman

5.2 Secretary

5.3 Treasurer

5.4 Commissioner of Internal Affairs

5.5 Commissioner of External Affairs

5.6 Commissioner of Activities

5.1 Chair

During the academic year of 2018-2019 Suzanne Klein Wolterink will fulfil the role of Chair of SV Babylon. She will try to execute her tasks adequately and in a professional way. The Chair aims to make the communication among board members as well-functioning as possible. Furthermore, she strives to strengthen SV 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 SV Babylon. This includes all formal and informal activities that are organised by SV Babylon; all communication with both internal and external parties; and to guard the identity and image of the association.

5.1.1 Tasks and responsibilities

The majority of the general tasks of the board have already been addressed previously in this policy. Apart from those, the Chair has her own tasks and responsibilities within SV Babylon. An overview of all tasks and responsibilities that require to be decently executed can be found below:

- Ultimate responsibility for SV Babylon;
- Lead and coordinate the board and SV Babylon in general;
- Supervise and check all SV Babylon's committees;
- Lead:
 - Board meetings;
 - Optional daily board meetings;
 - General Member Meetings;
 - Possible other SV Babylon meetings.
- Create and spread agendas for the meetings above amongst the concerned parties;
- External representative of SV Babylon (in cooperation with the Commissioner of External Affairs);
- Acquire new sponsors in consultation with the Commissioner of External Affairs;
- Approve and monitor the budget estimates and the till (in cooperation with the Treasurer)
- Provide speeches/written pieces at certain activities and publications;
- Coordinate the Lustrum Committee;
- Represent SV Babylon in a rightful, correct and professional manner;
- Carry out job interviews for potential new board members in cooperation with the Vice-Chair;
- Write a handbook for the successor;
- Coordinate the Active Member Nights and the Active Member Trip (in cooperation with the entire thirtieth board of SV Babylon).

It is important that the Chair always continues to coordinate and monitor all of SV 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. It is essential that the quality of the activities and the image and professionalism of the association are safeguarded. 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 in accordance with the policy.

5.1.2 *Vice-Chair*

Should the Chair unexpectedly be unable to execute her tasks, the Vice-Chair is meant to stand in. Within the thirtieth board, Luuk van den Reek 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 busied by. There will be a moment on 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 at, for instance, the Bachelor awards or constitution *borrels*;
- Carry out the board evaluation talk with the Chair;
- Perform the application procedures for the consecutive board in cooperation with the Chair.

5.1.3 *Personal goals*

The Chair has six personal goals with regard to her tasks and responsibilities. These goals will be set out and elaborated on below:

- 1) Carry out tasks in a correct and professional manner, in order to ensure that the set goals are met
- 2) Monitor all activities within SV Babylon, in order to maintain the quality, the image and the professionalism of the association;
- 3) Maintain and strengthen contact with (active) members and striving to intensify the bond between the (active) members and the association;
- 4) Lead and guide the daily board and the coordinators in order to establish a board that functions to the best of their ability;
- 5) Becoming a familiar face for the entire association SV Babylon;
- 6) Maintain and establish contact with external parties in interest of the bond between the association and the industry, as well as increasing the network of SV Babylon.

1. *Carry out tasks in a correct and professional manner, in order to ensure that the set goals are met*

During the upcoming academic year, the Chair will carry out her tasks as adequately and professionally as possible. She will be a role model and is required to act upon that at all times, which will encourage the fellow board members to do the same. In that manner, all (active) members can obtain a clear image of what SV Babylon stands for. Apart from all function-related activities the Chair will also execute the general board tasks. These include the attendance at board meetings, at office hours at the Babylon Room, at as many of SV Babylon's activities and at (constitution) *borrels* of other associations. In all cases, the Chair will represent SV Babylon in a professional way. Furthermore, the Chair will aim to leave a positive and lasting impression behind by way of adopting an open attitude and showing sincere interest in the people that are present.

2. *Monitor all activities within SV Babylon, in order to maintain the quality, the image and the professionalism of the association;*

It is the Chair's task to maintain the reputation of SV Babylon and aim to improve it wherever possible. The association stands for quality and professionalism, which should return in the activities that are organised. This task will be carried out in cooperation with the coordinators of the various committees. For this to work, it is important that the Chair

knows in general what is going on in each committee. By keeping an eye on the fellow board members and checking them on a regular base, a strong grip on the maintenance of quality will be established. The minutes of committee meetings will be sent to the Chair, so she will be able to access and check them whenever needed. This way, the Chair is able to 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.

3. Maintain and strengthen contact with (active) members and striving to intensify the bond between the (active) members and the association;

With the internationalisation of the educational programme, the bonding between members becomes more and more important. The (active) members are the foundation of SV Babylon, so involvement in the association and the bonds with each other are crucial. In order to realise both, the Chair is responsible for creating an open atmosphere and for offering the sufficient tools for facilitating the connection to the association. On top of that, the Chair will adopt an interested and pro-active attitude towards all members. For instance, she will strive to maintain as much personal contact with them, with a slight emphasis on first-year students and (pre-) master students, since they are the ones who need to be motivated to join the association. Apart from that, the third-year students who return after their open minor in the second semester will be welcomed back with enthusiasm. This is a way of getting them to be involved in SV Babylon again and show them that they have not been forgotten. Furthermore, the Chair will attend multiple office hours at the Babylon Room in every week, which will make her regularly accessible to members.

The Chair will be the confidant of the association together with Luuk van den Reek. Members can approach them for a confidential conversation. This will be told to them during the introduction round at the committees, in order to let active members know who to talk to should there be any problems or questions that cannot be dealt with by their coordinator. It is usual that the Chair is confidant of the association. However, it was decided to let Luuk van den Reek be confidant as well, so that there will be a male confidant as well. Moreover, committee members that have either Suzanne Klein Wolterink or Luuk van den Reek as head of their committee now have someone to talk to besides their coordinator.

4. Lead and guide the daily board and the coordinators in order to establish a board that functions to the best of their ability;

The Chair will always realise that she is working towards a desirable outcome accompanied by her five board members. By way 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 right to provide input and decisions are made mainly 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. Problems that arise within the board or the association will be communicated amongst 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.

5. *Becoming a familiar face for the entire association SV Babylon;*

Recognition of the thirtieth board is essential for SV Babylon to be able to leave behind a positive and professional impression inside and outside the association. The thirtieth board will therefore try its best to maximise visibility from the very beginning of the academic year. In order to do so, the Chair and her fellow board members will participate in the Orientation Week and make contact with as many new students as possible. After that, the Chair will introduce herself at meetings of every committee, so active members know both their coordinator and someone else from the board. Furthermore, it is of importance that the Chair stays in touch with parties involved in the association throughout the year. This clarifies who carries responsibility for the association and who to talk to with business of all sorts.

6. *Maintain and establish contact with external parties in interest of the bond between the association and the industry, as well as increasing the network of SV Babylon.*

It is of importance to maintain the contact with external relations and to try to make diluted contacts come back to life. The Chair will actively try to expand the network of SV Babylon and will stimulate her fellow board members to do the same. She will go out in the field and look for new sponsors that can be added to the company database. This is done in cooperation with the Commissioner of External Affairs. Study and student associations from Nijmegen and sister associations are also part of the external relations. The twenty-second board has established the contact with sister associations and during the years this contact has grown. Nowadays, two sister days and the National Day of Communication is organised on an annual base by different members of the sister associations. The boards also visit each other's constitution *borrels*. The Chair will take care of the sister meetings, which take place several times a year.

In the footsteps of preceding boards the narrow contact with the D-team will be maintained. This is required, because some activities are organised in cooperation with them, such as the Career Event and CIS in the Field. The Chair will safeguard her professional attitude towards all external relations, in order to narrow the contact with them. In contrary to the previous board, the thirtieth board will invest extra effort in maintaining and strengthening the bond with former boards, contributing graduates and alumni. On the occasion of the sixth lustrum of SV Babylon, several activities will be organised for these parties. They will be invited to a *borrel*, to introduce the lustrum year, together with the professors. Secondly, there will be an activity for them during the Lustrum Week. By maintaining the contact with alumni and contributing graduates they remain available for certain events where they can participate in.

5.1.4 *Lustrum Committee*

The Lustrum Committee has been set up by the twenty-ninth board. During the academic year 2017-2018, the committee has thought about the theme, the Lustrum Week and various activities in the occasion of the sixth lustrum of SV Babylon. As mentioned previously, the committee has already started organising certain activities, such as the opening party.

Three members of the thirtieth board, Luuk, Dominique and Suzanne have been part of the committee. As a result, the thirtieth board has been really involved in the organising of the lustrum year. Just like last year, the committee will be coordinated by the Chair. The Chair will, in cooperation with the Chair of the twenty-ninth board, be responsible for

a neat transmission of the committee from the twenty-ninth board to the thirtieth board of SV Babylon. Fortunately, Suzanne has already been part of the committee since the beginning. Due to the fact that certain members of the committee could not be part of the committee during the academic year 2018-2019, new members have been added to the committee in May 2018. This way, old members and new members have met together, so that the new committee can carry out the plans as they were initially meant to be. When there is need for more committee members, the committee will be displayed on the Committee Market.

Suzanne Klein Wolterink

Chair of SV Babylon 2018-2019

5.2 Secretary

During the year 2018-2019, Susanne Luijff will be the Secretary of the thirtieth board of SV Babylon. The position of Secretary includes various tasks, for which the values carefulness, precision and professionalism are important. Furthermore, enthusiasm and involvement with the association and its members is an important part of the Secretary's duties.

5.2.1 Tasks and responsibilities

The Secretary is responsible for the following tasks:

- Managing the member administration for all members of SV Babylon;
- Writing the minutes of the board meetings
- Processing, spreading and archiving the minutes of the General Meetings;
- Reading, distributing and replying to the mail received by SV Babylon;
- Daily reading, processing and forwarding mail and e-mail;
- Informing the board members of the dates for constitution *borrels* and other related activities in the form of a calendar in the Babylon Room and Google Calendar;
- Creating and sending official messages to members and external relations (possibly in collaboration with the Commissioner of External Affairs);
- Sending birthday cards in the form of an e-mail to members, lecturers, contributing graduates and other study associations;
- Sending Christmas cards to members, lecturers and professors, contributing graduates, alumni and other study associations;
- Creating and maintaining the Committee handbook and Active Members Booklet in cooperation with the Treasurer;
- Final editing the Babylon Magazine;
- Coordinating the Publication Committee;
- Coordinating the Graphic Design Committee;
- Updating the various social media: Facebook, Instagram, LinkedIn and Twitter;
- Updating SV Babylon's website: svbabylon.nl;
- Editing the annual report;
- Creating a handbook for the Secretary of the thirty-first board of SV Babylon.

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

5.2.2 The member file

The Secretary will ensure that all new members are included as soon as possible in SV Babylon's member file at Conscribo. Members should also be informed in advance whether they want to stay a member of SV Babylon for another year. If not, these people should also be unsubscribed. The Secretary attempts to keep the member file fully organised as quickly as possible, 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 SV Babylon while ordering books for the new academic year. When ordering books, an enrolment form will pop up on the website with data fields to fill out. This way, the board gets all the necessary information of the new members.

5.2.3 *Minutes*

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

5.2.4 *(E-)mail*

One of the main responsibilities of the Secretary is taking care of the contact between the association and the external relations. These days, contact by e-mail and social media is very common, because it is faster and more efficient than contact by handwritten letters. It is the responsibility of the Secretary to read and answer all (e-)mail sent to SV Babylon in general as soon as possible. It is important to make sure that the communication of SV 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.

For sending important information to a great number of members, the Secretary of the twenty-eight board has used the program of <http://yourmailinglistprovider.nl>. However, this system did not always work right, resulting in the fact that some e-mails did not arrive. Last year, another mail provider is put into service to solve this problem, namely Mailchimp, this provider will be used this year also.

To maintain and optimise the relationship with external affairs, such as contributing graduates and especially sponsors, the Secretary will regularly contact them regarding events and/or activities around SV Babylon. In addition, effort will also be made to reach pre-master students better so that they are also aware of SV Babylon's activities.

Finally, 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, contributing graduates, alumni, other (study)associations, sister associations and external affairs.

5.2.5 *Website and social media*

The Secretary of the board of SV Babylon is responsible for updating and maintaining the website. It is important that the website looks professional and appealing. This will be done by checking the written text from last year on the website, to update the posts on the website and to rewrite them. Regarding the social media channels of SV Babylon, there has been decided that the Secretary will oversee the Facebook, Twitter, LinkedIn and Instagram pages of SV Babylon during the upcoming year (2018-2019).

Each medium will be targeted at a certain group. Twitter will mainly focus on professors/lecturers, companies and other professional affairs. Facebook and Instagram, however, will be aimed at members/students. The LinkedIn page will focus on alumni,

external relations, students and lecturers/professors. Posts on these two media will be more informal.

The Secretary will take care that the 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. 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 of the twenty-ninth board has created a new Facebook group this year, containing every Babylon member who is active on Facebook, to share Babylon activities and to make sure more members will be aware of these activities. This Facebook group will also be used in the upcoming year.

The website of SV Babylon has been available in both English and Dutch starting in the year 2016-2017 and it will be maintained that way this year. Twitter will from now on be written in English, because the board wants to carry out a professional and consistent image. Furthermore, the texts under Instagram posts will be only in English to avoid too much text under the posts. On Facebook and LinkedIn, the messages will not be English follows Dutch anymore, but the Dutch follows English principle will be used to reach as well the international as the Dutch members. This is decided because the study is becoming more and more international every year and because the English language occupies a key position in the study.

5.2.6 *Final editing of the Babylon Magazine*

This year, it will not be the Commissioner of Internal Affairs who will be final editor of the Babylon Magazine, but it will be one of the tasks of the Secretary. This is because the Secretary will coordinate this year both the Publication Committee and the Graphic Design Committee. Based on advice of the twenty-ninth board, the thirtieth board has decided to create another way of distributing the task among the members of the board. This change will be made since the Commissioner of Internal Affairs will now have only formal committees, which is efficient because these are strongly connected with the study programme and the lecturers/professors. The Secretary of the twenty-ninth board has experienced some difficulties in contacting the lecturers and professors, because this had to be done through the Commissioner of Internal Affairs. At the same time the Secretary is in charge of all the means of communication, so it is more efficient to also make the Babylon Magazine one of her responsibilities. Furthermore, the connection between the Secretary and the Publication Committee is more direct this way, and it is therefore easier for the Secretary to ask the committee to design a banner for upcoming events. The thirtieth board thinks this is a more effective way of working.

The Publication Committee and the Graphic Design Committee create the Babylon Magazine together, and the Secretary will be the final editor of this magazine. She will ensure that the Babylon Magazine will be published four times a year in a perfect state, both visual as textual. This perfection is of great importance for the image and the professionalism of SV Babylon since the magazine will not only be read by students but could also be read by lecturers/professors, alumni, sponsors and possible other people interested. To achieve that perfection, the two committees will have to work together closely to feel the shared responsibility. The following two paragraphs will further explain the two committees responsible for the redaction of the Babylon Magazine.

5.2.7 *Publication Committee*

The committee members of the Publication Committee are the writers of the articles that will appear in the Babylon Magazine. They will write both formal as informal articles, of which the formal articles can be scientific too. Since the twenty-seventh board, every Babylon Magazine contains at least one scientific article. The thirtieth board will maintain this guideline. This makes the magazine worth reading for all target groups. Moreover, this guarantees the professionalism which the association tends to achieve. It is of great importance that the Publication Committee members control each other's articles with great care to be able to publish every single article as correct as possible. This will be done through a shared Google Drive.

In the beginning of last year, a part of the Babylon Magazine was mailed in English to the international members. Later, the Babylon Magazine consisted of both English and Dutch articles. Because the number of international members grows massively, the thirtieth board has decided to transform the whole Babylon Magazine into an English magazine, to make it readable for everybody. This year, it will be possible again for international members to become a member of the Publication Committee, just like last year.

For a couple of years now, the Publication Committee has been writing blogs for the Babylon website. The thirtieth board of SV Babylon has decided to focus less on the blogs on the website. The effort put in the blogs will from now be put in improving the content of the Babylon Magazine. However, the twenty-ninth board has provided a "end-of-year questionnaire." If the results show that the members attach value to the blogs, then this will be adjusted.

The Secretary will intensively lead the Publication Committee to ensure the content's quality. Hereby shall be made use of the handbook of style, constructed by the twenty-seventh board of SV Babylon. If necessary this handbook will be changed or extended.

5.2.8 *Graphic Design Committee*

This year, the Secretary will also be responsible for the Graphic Design Committee. One of the main tasks of this committee is the design of the Babylon Magazine. Aside from that, this committee is responsible for the main part of the communication material of SV Babylon. The flyers and posters for all activities, organised by other committees, are designed by the Graphic Design Committee. Via digital order forms other committees can ask for help of this committee. This order form needs to be sent to the e-mail account of the committee at least two weeks before it needs to be done. In the year of 2016-2017, digital order forms were made to simplify and speed up the communication. They were to be found in the Facebook groups of every committee. Since last year, these order forms are also available in English.

Because of the growing degree of internationalisation of SV Babylon, it will be possible for international members to become a member of the Graphic Design Committee, just like last year. The used programmes are already in English and the order forms too, so this will ensure a successful integration of international students. Also, the whole Babylon Magazine will be in English from this year on.

Susanne Luijff

Secretary of SV Babylon 2018-2019

5.3 Treasurer

The Treasurer is, along with the Chair, responsible for the financial affairs within SV Babylon. She will make sure that the expenditure does not exceed the revenue and that the organisation's money is spent in a way that is beneficial to its members. The function of Treasurer will be occupied by Maartje Slot with pride and enthusiasm in the academic year of 2018-2019.

5.3.1 Tasks and responsibilities

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

- Managing the organisation's financials by:
- Making the budgets for the whole academic year;
 - Maintaining the budgets during the academic year;
 - Managing the cash registers;
 - Creating cash registers for activities;
 - Archiving cash forms;
 - Managing the declaration forms;
 - Managing the advance payments forms;
 - Managing the debtor's ledger management;
 - Paying invoices;
 - Collection the members' contribution and money for activities;
 - Making the financial annual report;
 - Checking the committee's budgets and where necessary support the committee's treasure.
- Checking the finance of the committees and maintaining contact with the committee's treasure
- The coordination of the Study Trip Committee.
- The coordination of the Almanac Committee.
- Making a handbook for the next Treasurer.

5.3.2 Budget

One of the most important tasks of the Treasurer is making the annual budget. At the beginning of the academic year, the Treasurer will make a starting budget for the upcoming year. This budget is based on the financial annual report of the Treasurer of the twenty-ninth board of SV Babylon and the policy plan and goals of the thirtieth board. The budget will be done in September, so that the contribution of the Department of Communication and Information Studies can be requested in time for the upcoming year.

The budget is important for the organisation in multiple ways. Firstly, the budget is based on the policy that the thirtieth board has planned for the year 2018-2019. In the budget, it will be clear which long- and short-term goals the thirtieth board will try to achieve in the coming year. In the coming year, the thirtieth board will pay special attention to bonding with its members, improving SV Babylon's professionalism and improving the international character of the association. Secondly, the budget serves as a way to guide

SV Babylon's committees. Each committee gets its own budget and the freedom to spend this money in a way that is beneficial for SV Babylon's members. For each committee, a standard budget will be made, which is based on the previous year's committee budgets. The treasurer of each committee is expected to update this budget throughout the year. SV Babylon's Treasurer will assist all committee treasurers with their budgets.

In previous years, the boards of SV Babylon have chosen to update the budget after six months, to get a more detailed view of SV Babylon's actual financial situation. This procedure will be maintained next year. The second, revised budget will be made before the semi-annual cash audit, so that the Financial Committee can base their advice upon this updated budget.

Apart from the budgets, the Treasurer will also compile a financial annual report. This annual report will include all revenue and expenditure of the previous year. The Treasurer of the thirtieth board can base the next budget on the financial annual report.

5.3.3 *Payment methods*

The thirtieth board has chosen to proceed with the twenty-ninth board's payment policy. Payments below €10 will be paid for in cash and payments above €10 will be paid for by card. The twenty-eighth board has introduced iZettle, a mobile device to execute card transactions, which can be connected to a smartphone. By using iZettle, it is possible for members to make payments with their debit cards. iZettle has many benefits: for instance, it is very easy to use for both the Treasurer and the members, and it is safer, because there is less cash in the cash registers at the Babylon Room. For each payment, 2.10% of the paid amount is held by iZettle. This supplement will be added to the price and will be paid by members. Furthermore, SV Babylon will make use of direct debits for certain payments, such as the contribution, ski trip, study trip, Family Day and Diesweek participation.

Below, you can find a short summary of which payment methods applies for which transaction.

Cash	Lunches, summaries, activities below €10
Debit card (iZettle)	Activities above €10, initial deposit of study/ski trip, merchandise
Direct debit	Contribution, ski trip, study trip, Family Day, participation in Diesweek

5.3.4 *Treasurer procedures*

The treasurer¹ 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 SV Babylon, it is important to keep in good contact with the committees and their treasurers. It is important that the treasurers know what is expected from them

¹ To distinguish the Treasurer of SV Babylon and the committee treasurers, the Treasurer of SV Babylon is written with a capital letter and the committee treasurers are written in lowercase.

and which revenue and expenditure they will be faced with during the year. They will get clear instructions for making a budget for their committee.

In the previous year, 2017-2018, the Treasurer has chosen to make general budgets for all committees. The specification of these budgets is the treasurers' responsibility. By doing this, the Treasurer can check the committees' financials, while giving the committees the freedom to spend their money in a way they want to. The thirtieth board will continue this policy.

All treasurers will be informed of the treasurer procedures. They will be provided with a starting kit in which all procedures will be explained further. After receiving this starting kit, the treasurers will be personally trained by the Treasurer. During these training sessions, the 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 procedures will be maintained:

Budgets

Budgets will be made by the committee's treasurers, possibly in collaboration with the Treasurer. For bigger activities, such as the ski trip or 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.

Declaration forms

Committees can declare some expenses for their activities. Only declaration forms, which are fully filled in and provided with a receipt, are considered for a cash return. Committee members can hand in their declaration forms in the two weeks after the date 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.

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 for the Babylon Room. The members who participate in the activity have to pay immediately when they sign up for the activity, and this has to be noted on the application form. In this way, it is easy to trace back who has already paid for the activity. For smaller activities, it is also possible to book a cash register.

Advance payment forms

It is possible that a committee has to do a large expense for an activity. For 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.

5.3.5 *Print*

The twenty-eighth board (2016-2017) used the Grafische Werkplaats of ROC Nijmegen to print their promotional material. The thirtieth board, however, is looking for new cost-effective possibilities to print not only their promotional material, but all the clothing and merchandise as well. Furthermore, the twenty-ninth approached a new publisher for printing the Babylon Magazine: Bladnl. Bladnl will print the first edition of the Babylon Magazine and after this the thirtieth board will decide if this collaboration will proceed.

5.3.6 *Bookkeeping*

In the previous years, a few aspects of the 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 uncomplicated and simple to use. Unlike previous years, not only the direct debits will be put into Conscribo, but the full administration will be imported in the application. The Treasurer of the twenty-ninth board has imported the financial annual report of 2017-2018 in Conscribo, upon which the Treasurer of the thirtieth board can continue. Apart from the digital administration, an accounts book and a paper administration will be managed.

The financial year of SV Babylon runs from September through September, which means the Treasurer of the thirtieth board will continue to work in the financial year of the previous Treasurer. The thirtieth board has chosen to not alter the financial year, because of the volatility of the study program, whereby the moment of the board change could change over the coming years. The activities that take place after the board change, but are still being organised by the 2017-2018 committees, fall under the financial year of the Treasurer of the twenty-ninth board. In September, a General Meeting of Finances will be organised, in which the financial annual report will be presented and approved.

5.3.7 *Financial plans*

The twenty-ninth board of SV Babylon has rounded up their board year in a financially stable way. SV Babylon is financially stable now, which means that the thirtieth board can start their board year without any financial hindrances.

Lustrum savings

Four years ago (2013-2014), SV Babylon celebrated its fifth lustrum. For organising the lustrum year, a lot of the (Lustrum) savings have been used to provide members with special activities during the year and the Lustrum Week. These were prepared and executed by the Lustrum Committee. The thirtieth board is planning to save €1000 for the seventh lustrum which will take place in 2023-2024 if there will not be major financial disappointments during the year.

Revenue

SV Babylon gets its revenue from contribution, sponsoring and a contribution from the Department of Communication and Information Studies. Because the thirtieth board of SV Babylon includes a Commissioner of External Affairs, there will be extra attention for maintaining contacts with sponsors and looking for new sponsors.

Expenditure

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

- Committee of Formal Activities
- Study Trip Committee
- Prom Committee
- Career Committee
- Orientation Week Committee

These committees will get a contribution because of the importance for the whole organisation. The Committee of Formal Activities, the Career 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 SV Babylon. The Orientation Week also gets a contribution because of the importance of the Orientation Week for attracting new members. Finally, the Prom Committee will receive a contribution, because the prom will be organised either alone or in collaboration with one other association. Therefore, the contribution is needed to be able to cover the costs. Furthermore, the prom will be bigger than previous years, which means that more members will be able to come.

The exact contributions will be presented in the budget of 2018-2019. The amounts of money these committees receive, is based on the budgets and annual reports of the previous boards. It is important to note that the contributions are dependent of whether the money is necessary; if a committee can contrive with less money, the contribution will be lowered.

This year, it was decided to only give board members from other associations one drink during the constitution drink. In the previous years, all board members received two drinks at the constitution drink, which led to high costs. Limiting the amounts of drinks for all guests will save around €500. The thirtieth board wants to invest this money in the possible consequences of the name change, logo change, URL of the website change etc.

5.3.8 *Study Trip Committee*

The Treasurer will coordinate the Study Trip Committee this year, just like the previous years. The study trip will take place during the May break. During this trip, CIS students are provided with a variation of both formal and informal activities. Apart from fun, cultural activities, it is important that SV Babylon will pay a visit to universities and companies during this trip. These organisations should be approached by the Study Trip Committee next year. It is important that the professionalism of SV Babylon is passed on when approaching these organisations. Over the last few years, SV Babylon has visited Beijing, Rio de Janeiro, Dublin and Berlin & Praha. SV Babylon gets a contribution of €25 per attending student once every two years. Last year, SV Babylon did not receive this contribution (provided that SV Babylon visits an English-, German-, French- or Spanish-speaking country), so SV Babylon will be receiving it in 2018-2019. This means that the Study Trip Committee is still completely free in choosing a destination this year but have to consider the contribution. However, the thirtieth board has decided that the study trip will go to a far destination, because of the sixth lustrum.

5.3.9 *Almanac Committee*

The Almanac Committee of 2017-2018 was responsible for the preparatory work for the Almanac that will be compiled in the lustrum year. The committee was coordinated by the Chair of the twenty-ninth board of SV Babylon and will be coordinated by the Treasurer of the thirtieth board of SV Babylon in the study year of 2018-2019. The thirtieth board of SV Babylon made this decision, based on the previous experience of the Treasurer in making an Almanac. The Almanac Committee of 2017-2018 has made the choice for Drukwerk consultancy as the printer. During the summer, the remaining committee members of the 2017-2018 formation will work further on the Almanac and make a draft version of the design.

The activities of the Almanac Committee during the first semester are mainly aimed at establishing the design in InDesign and finding new members. Additionally, it is important to approach preceding boards for their input. Moreover, it is a tradition to include the names and pictures of (mostly) all members and relevant lecturers/professors in the Almanac. Retrieving the necessary information is expected to be a challenge, so this will commence in the first semester as well.

At the end of the first semester there has to be a draft version of the complete Almanac to make sure the thirtieth board make the deadline of 15th of April. The first half of the second semester is about finishing the Almanac, so that it can be sold at the end of April.

Maartje Slot

Treasurer of SV Babylon 2018-2019

5.4 Commissioner of Internal Affairs

The position of Commissioner of Internal Affairs of the thirtieth board of SV Babylon will be fulfilled by Eline Giesbers. She will take care of the link between study association, study programme, lecturers/professors and members with dedication and enthusiasm. Furthermore, she will be responsible for book sales, the Education Committee and The Committee Formal Activities. Furthermore, she will also take place in the Study Programme Committee.

5.4.1 Tasks and responsibilities

As Commissioner of Internal Affairs, she will moreover execute all general board tasks properly. This consists of attending board meetings, open office hours at the Babylon Room and being actively present at as much as possible Babylon activities and (constitution) drinks of other associations. The Commissioner of Internal Affairs will represent SV Babylon here the right way. Besides, the Commissioner of Internal Affairs will be responsible for the writing of a handbook for his successor and contributing to the writing of the half annual report and the annual report of the thirtieth board.

Aside from the general board tasks, the Commissioner of Internal Affairs will also be focused on the following function-related tasks:

- Consolidate the link between SV Babylon and the study programme;
- Maintain good relations with (contributing) graduates;
- Take care of book sales via StudyStore;
- Coordinate the Education Committee;
- Coordinate the Committee Formal Activities;
- Maintain contact with the Study Programme Committees.
- Maintain contact with LETO

5.4.2 Consolidate the link between SV Babylon and the study programme

To achieve a good collaboration between the study programme and study association, first and foremost, the relation between SV Babylon and its lecturers/professors needs to be positive. This relation must lead to more synchronization between SV Babylon and the study programme CIS. Firstly, the lecturers/professors will be informed on time of the Babylon activities that could be relevant for them. This will improve their involvement and could eventually lead to their participation in those activities. Just like last year, in the beginning of the year it will be made clear that for various formal activities, two lecturers/professors need to be present. Furthermore, lecturers/professors can have a substantial influence on students. When lecturers/professors get more involved with SV Babylon, this could lead to higher enthusiasm of students regarding the association. This could mean a step in the right direction concerning the attraction of new members and strengthening the bond between the association and its members.

Moreover, the contact with lecturers/professors will be more personal. Instead of sending e-mails and making calls, the offices will be visited for personal appointments. This makes the relations more familiar and probably stronger. The board members will also introduce themselves to the lecturers/professors to create a proper start for the upcoming collaboration. During National Day of the Teacher, extra attention will be given to the lecturers/professors by passing by their offices and giving them something tasty. Furthermore, SV Babylon will organise one or two teacher-student activities. One of them will be the Pub Quiz and SV Babylon could also organise a Pub Lecture, just like last year,

to fortify the relations with the lecturers/professors. By sending a Christmas card to lecturers/professors, the thirtieth board also hopes to contribute to this personal contact with lecturers/professors.

The most important link between study association and study programme is study advisor Lucie Botterhuis, and of course with her substitute when she goes on a pregnancy leave. The study advisor is in touch with lecturers/professors, new students, current students and alumni and she knows what's going on in both study programme as study association. Because of this, her importance to SV Babylon is huge. The last few years the relation with the study advisor was really good and the thirtieth board will continue to build on this contact and if possible intensify it.

In the past, a couple of incidents occurred between faculty and study association. Subsequently the Commissioner of Internal Affairs of the twenty-eighth board and the advisory board have constructed a handbook of communication about how to communicate with the university. Possible changes or new incidents will also be recorded in this handbook.

5.4.3 Maintain contact with (contributing) graduates

Contributing graduates are Babylon members who have already graduated, but who do still pay their contribution to support the association financially. Contributing graduates are the so called supporting members of SV Babylon. Their willingness to help SV Babylon generally is quite big because they're also willing to support the association financially. Contributing graduates also receive a personal birthday card to maintain the relation and to emit the appreciation and gratitude from SV Babylon. Aside from the contributing graduates, the study programme also has its own alumni association called AlumniBC. The alumni and contributing graduates could be employed as lecturer during the CIS in the Field Evening or the Career Event or they could give interesting workshops. The easiest way to reach out to alumni is via LinkedIn. There is, for example, an alumni page for CIS graduates, but also a page for former Babylon members. The contact with alumni will be maintained by being actively present on LinkedIn as SV Babylon. This way, alumni will be kept up to date of everything SV Babylon does which makes them experience a higher grade of involvement. Due to the lustrum, some additional activities for alumni will be organised.

5.4.4 Take care of book sales via Studystore

This year, SV Babylon will again collaborate with StudyStore for the book sales. This way non-members can also sign up as a member in exchange for a discount on books. StudyStore will abide by the contract agreed on together with Boekenservice.nl. This contract ends mid-2018 and will be renewed; the partnership proves to be successful. The Commissioner of Internal Affairs will work closely together with Frank van Meurs during the construction of the book list and the selling of the books.

5.4.5 Coordinate the Education Committee

Just as last year, the Education Committee (former Information committee) will be coordinated by the Commissioner of Internal Affairs. The change of the name is arranged by this year's Commissioner of Internal Affairs in collaboration with last year's. This change is made because there was some confusion about this. 'Information committee' was a bit unclear and vague. Furthermore, this committee is really about education, because of all the education-oriented activities. These will be discussed later.

The tasks of the Education Committee consist of organising the information activities of SV Babylon and the study programme of Communication and Information Studies. This will be done together with the study advisor. Activities which are organised by this committee are the following: orientation days, the Family Day and the Study Choice Check. On top of that, it would be interesting if this committee could organise events like exam preparation hour, and an APA and/or SPSS workshop. It seems that students still struggle with these matters, and as a study association we can support and provide help to our members. It is important that this committee is professional and recognizable during every activity. Because of this, it is obligatory for the members to wear their committee shirt during their activities.

This year, it will also be possible for international members to become a member of the Education Committee. Once again, the Education Committee will maintain its contact with the study advisor because she receives questions from future students. Through this contact, it is easier to organise orientation days on a small scale. This ensures the quality of these days for the scholars, but also for the involved students and lecturers/professors. Since international students will of course also have questions, but doing orientation days is harder for them, they will be put in contact with helpful CIS students who can answer all of their questions. Furthermore, the Education Committee will start early with looking for first-year students who are willing to mentor the student-for-a-day. This way, the committee will be discharged and there will be more students involved with SV Babylon.

5.4.6 *Committee of Formal Activities*

The thirtieth board of SV Babylon has chosen to make the Commissioner of Internal Affairs responsible for the Committee of Formal Activities. This has been decided to create a better distribution of tasks among the members of the board. As the Commissioner of Internal Affairs has become similar to a Commissioner of Education, it is important that this board member is the coordinator of every formal activity, because these are strongly connected with the study programme and the lecturers/professors. Before, the Secretary had to contact the Commissioner of Internal Affairs, to organise activities which included lecturers/professors, for example the Pub Quiz. The thirtieth board thinks this is a cumbersome way of working, and that this can be more efficient.

It is important that the Commissioner of Internal Affairs will provide a good atmosphere in which it is possible to realise an active and professional committee. The Commissioner of Internal Affairs has to check, assist and when needed, correct the members of the committee during the preparations of their activities. The Committee of Formal Activities has the task of organising formal activities. By organising formal activities, members will get the opportunity to experience some different aspects of the business life. The formal activities give more information about the business life aspect than the regular study program.

The committee gives the students an inside in the company life, as well as it gives the business life an inside in SV Babylon. This will be realised by organising company visits, lectures and more. Because this committee is active throughout the entire year, it is of high importance that the committee will be formed shortly after the Committee Market in the beginning of the academic year.

In a committee like this it is important that there is an equal representation of students in all stages of their study program. This way, first-, second- and third-year students will all be included in the activities. By doing so, students from different grades will be in touch with each other and activities will see a high attendance.

The Commissioner of Internal Affairs will keep an extra eye on the active counselling of the Committee of Formal Activities to make them think out of the box, in order to organise well visited and outstanding activities. The expectations are that the formal activities will be visited frequently when members feel a connection with the association. Because of this, the committee will try to reach interesting and relatable companies for the CIS students. Besides that, the Commissioner of Internal Affairs will start early with the promotion of these activities. This will take place on the website, social media, but also when the circumstances allow it, through lecture talks or by sending a slide about the activity to a professor so he/she can include it in (the break of) his/her lecture.

The committee will try to make these activities extra appealing for the members by not hosting these activities on campus, but on an external location. On top of that, snacks and drinks will be available during, before or after the formal activity.

5.4.7 *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 tend to ensure and improve the quality of the study programme CIS. The change of the name is because the committee is about the study programme, and to avoid confusion about this committee and the former information committee.

For two years there are two Study Programme Committees: one for the Bachelor programme and one for the Master programme. The contact between SV Babylon and the Study Programme has improved a lot last year, the Commissioner of Internal Affairs of the thirtieth board will try to improve this contact more and if possible extend it. It is of great importance that SV Babylon, and especially the Commissioner of Internal Affairs, is up to date of all study related issues to be able to improve the synchronization between study programme and study association. Just as last year, the Commissioner of Internal Affairs will be in contact with Marianne Starren about her exact role in the improved collaboration between study programme and study association. Furthermore, this year a closed Facebook group was again made, called 'Jaarraad CIW B3 2017-2018' (year council). This group consisted of around 30 CIS students, who gave their opinion about study related questions posed by the Study Programme Committee. The other year layers also have a group like this. Since these Facebook groups appeared to be a functioning system to poll the students' opinions, the Commissioner of Internal Affairs will be closely involved with these groups. She will function as the contact point for study related issues.

5.4.8 *Summaries*

This year, there will not be a committee in charge of providing summaries, because the twenty-ninth board experienced difficulties, concerning the quality and the receiving. The thirtieth board decided to only promote the share of summaries on the Babylon Community. The community can only be accessed by members through the Babylon website, where they can share their summaries and find the summaries of other students.

Eline Giesbers

Commissioner of Internal Affairs of SV Babylon 2018-2019

5.5 Commissioner of External Affairs

Luuk van den Reek will oversee the position of Commissioner of External Affairs of SV Babylon during the academic year 2018-2019. He strives to perform his duties properly and professionally. Next academic year the Commissioner of External Affairs will try to establish links with external parties to maintain, strengthen and, where possible, develop new connections for SV Babylon. Thereby the training and guidance of sponsor members will play a big part within committees.

5.5.1 Tasks and responsibilities

As Commissioner of External Affairs, he will also fulfil all general board duties properly. This involves attending board meetings, taking care of the walk-in hours at the Babylon room and be actively present at the Babylon activities, as well as (constitution) *borrels* from other associations. The Commissioner will correctly represent SV Babylon here. Furthermore, the Commissioner of External Affairs will be responsible for the script for his successor and contribute to writing the half-yearly report and the annual report of the thirtieth board. In addition to the general management tasks, the Commissioner of External Affairs will also focus on the following function related tasks:

- Ensure compliance with the corporate identity of the association;
- Receiving companies in an appropriate manner during formal activities;
- Maintaining contact with external relations (verbally, by telephone or by email)
- Managing the social media page on LinkedIn;
- Keeping the business file;
- Training and supervising sponsor members;
- Coordinating the Career Committee;
- Coordinating the Congress Committee;
- Ensure and transmit uniform and professional appearance of SV Babylon on external relations.

5.5.2 Image

The Commissioner of External Relations will keep in touch with the association's external relations, to ensure a positive working climate between the association and its external relations. The Commissioner of External Affairs will ensure a professional appearance by always propagating the corporate identity of the association. He also will ensure proper welcome for companies and speakers at the formal activities of the association. Due to the maintaining of the professional image that the association has and to further strengthen it, the Commissioner of External Affairs will create a more attractive environment for the current and future sponsors. This increases the likelihood that current sponsors will continue the agreement with SV Babylon and that new sponsors and/or companies will enter into a partnership with the association.

5.5.3 Contact with external affairs

Both current and potential sponsors are very important external relations for SV Babylon. It is therefore important to have regular contact, so that the collaboration goes well. Personal contact with external relations is preferred, but telephone and e-mail will also often be used as a mean of communication. In addition, this year the thirtieth board will maintain the use of social media such as LinkedIn and Twitter. In this way external relations remain informed about the course of events.

5.5.4 Sponsor members and contact file

The upcoming year, the Commissioner of External Affairs will also support sponsor members of all SV Babylon committees as optimally as possible. To realise this, there will

be a sponsor training and consultation at the beginning of the academic year. During the training, members will learn how to approach a possible sponsor. The Commissioner of External Affairs will divide the committees into groups with the same category sponsor, so the advice can be specifically directed at the relevant sponsor and situation. During this consultation, there will also be an exchange of experiences and opinions to make sure that both the Commissioner and the sponsor members are aware of the state of the situation. After this training, the members will also receive a handout including a case, which they can use later.

Furthermore, the Commissioner of External Affairs will support the sponsor members actively. Besides the support of the members, the Commissioner will also keep up with sponsors which are already approached. This file will be used a lot throughout the year to look for sponsors. At a glance, you can see which companies and organisations already have been approached previously and if they have any interest in participating in activities or a sponsorship. All sponsor members will be using this file and are able to adjust, but the Commissioner will be end responsible. Further, the Commissioner of External Affairs will maintain a contact file in which all important contacts can be found. The difference between this file and the contact file is that this file only contains contacts with which SV Babylon has a permanent contract. This specific file is only available for board members.

5.5.5 *Career Committee*

As mentioned earlier, the twenty-sixth board of SV Babylon has founded the Career Committee. During the previous years, however, the Career Committee has been relatively inactive. To make the committee more exciting and appealing for future active members of SV Babylon, the thirtieth board has decided to combine the Career Committee and the Career Event Committee, which means the Career Committee will also organise the Career Event. The set-up of the Career Event will be extended, by also adding work-shops. The event will be organised in February so the members who will be staying abroad during their first semester can also join. Through workshops, presentations and personal conversations with employers, the students will be able to get a better picture of the companies. The aim of the event is that the students can orientate themselves on the job market. Moreover, companies get 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 looking for and recruiting sponsors.

5.5.6 *Congress Committee*

This year, the Congress Committee will be the responsibility of the Commissioner of External Affairs. The main goal of the Congress Committee is to organise a congress with a specific theme within our study field. During the congress there will be lectures, presentations and workshops given by experts in the working field, scientists or acknowledged companies.

Experience has taught us that organising a congress takes a lot of time, therefore it is necessary that the committee members stay motivated and that they keep track of their schedules. Being able to plan is an important quality in the committee. Furthermore, the Commissioner of External Relations will contact his colleagues at Mycelium, to see if they would consider working with SV Babylon again, after last year's successful cooperation. The thirtieth board also considers approaching Ruis, a study association of Communication Studies at the HAN. Before approaching Ruis, we have to consider this together with Mycelium and the University. But the This way the amount of work and work pressure will be split between the two associations.

Just like last year, the committee will work together with the D-team, as much as the D-team pleases. The Commissioner of External Affairs will guide and participate in the Congress Committee as much as possible to organise another successful Congress.

5.5.7 Membership benefits

The thirtieth board will continue using the Babylon stickers. Those stickers provide, when shown, discount on many places. Of course, the thirtieth board wants to continue with granting the members of the association all kind of benefits. The board will hand out these stickers during the Committee Market. Furthermore, for the opening party of the sixth lustrum it is necessary to show the Babylon sticker to enter for free. When a member does not have a sticker, one of the members of the board will check on a member list, if this person is a member or not. If so, they will still receive a sticker.

Luuk van den Reek

Commissioner of External Affairs of SV Babylon 2018-2019

5.6 Commissioner of Activities

Dominique Paulissen will fulfil the function Commissioner of Activities in the thirtieth board of SV Babylon. Her tasks will be as follows:

- Making the year planning
- Organising the Committee Market and composing committee
- Coordinating her own committees
- Maintaining contact with the Molenstraat
- Providing a promotion training
- Organising activities for StichtingRAGweek
- General Board tasks

5.6.1 Year planning

The Commissioner of Activities is responsible for the year planning of all the activities of SV Babylon. A few activities have been cut by the twenty-eight board of SV Babylon. The twenty-ninth board of SV Babylon added some activities to the year planning, causing some months were too busy. As a result, the attendance of certain activities was lower than expected. The Commissioner of Activities of the thirtieth board will try to find a balance and plan the right amount of activities. Especially, because this year is a lustrum year, it will be harder to find this balance, since there are going to be more activities in comparison to other years. There are going to be two or three additional lustrum activities and it is important that the informal activities will not get the upper hand over the formal ones. This is because the thirtieth Board of SV Babylon wants to carry out a professional image in which the formal activities are equally important. 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.

5.6.2 Organising the Committee Market and composing all committees

In the second week of the academic year the Commissioner of Activities is going to organise and coordinate a Committee Market in which two members of each committee of 2017-2018 will represent their committee and will try to make members excited to join a committee as well. It is important that these representatives are enthusiastic and that they can give a lot of information in a nice and appealing way. Furthermore, the Commissioner of Activities will be responsible for composing the committees. This responsibility starts right after the Committee Market. First of all, the committees will be composed, based on the preferences and experience of the applicants. Next to that, the Commissioner of Activities will try to add students of different years in each committee to stimulate the contact between different years. Moreover, this will provide a higher reachability of members of SV Babylon while promoting the activities. She will also try to divide the international students equally over the committees. The intention is to have at least two international students in each committee.

5.6.3 Coordinating committees

Besides composing the committees, the Commissioner of Activities will be responsible for coordinating her own committees, which are:

- Committee of Informal Activities
 - Bamypo: in collaboration with Mycelium and Postelein
 - Inglorious: in collaboration with ESV, GSV, SVN, Mycelium and Postelein
- Prom Committee
- Orientation Week Committee

- Sports Committee

The Commissioner of Activities will try to attend as many meetings of these committees as possible to help the committee when this is necessary and to maintain contact between the committees and the board.

5.6.4 *Committee of Informal Activities*

The Committee of Informal Activities is responsible for organising all the informal activities, such as the monthly theme *borrels* and several other informal activities during the year. Examples of informal activities that were organised in the past few years are a dropping, a hitch hiking contest and a beer rouser night. The Committee of Informal Activities is free to organise these activities again or to come up with other ideas for informal activities. The Committee of Informal Activities is usually also responsible for organising the Dies Week, but this year the Lustrum Committee will take over this responsibility. However, the Committee of Informal Activities will collaborate with the Lustrum Committee when this is necessary.

The Committee of Informal Activities is going to be active the whole year and therefore it is important to start as soon as possible. This committee will exist of seven or eight committee members.

The Committee of Informal Activities has two subcommittees as well:

- BaMyPo Committee. Two or three members of the Committee of Informal Activities will also be a member of the BaMyPo Committee. In collaboration with committee members of the study associations Mycelium and Postelein they will organise six BaMyPo theme parties. The Commissioner of Activities will discuss if international committee members are allowed to join this subcommittee as well with the other associations' boards. The Commissioner of Activities will also be part of this subcommittee.
- 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 discuss if international committee members are allowed to join this subcommittee as well with the other associations' boards. She will also be part of this subcommittee.

The Commissioner of Activities will aim for a pleasant atmosphere and especially a lot of enthusiasm among her committee members. As a result, the committee members will spread their enthusiasm to the members who will attend their activities.

5.6.5 *Prom Committee*

The Prom Committee is responsible for organising the prom that takes place once a year. SV Babylon usually organises her prom in collaboration with other associations, because SV Babylon cannot provide enough participants to organise an own Prom Night. However, since SV Babylon is celebrating her sixth lustrum this year and there is a larger budget, the thirtieth board decided to go big this year and choose a spectacular location to organise the prom. Therefore, it would be better to organise the prom without any other associations this year. However, since Mycelium celebrates her lustrum as well this year, it would be an option to organise it with them, to increase the attendance. If the prom will be organised in collaboration with Mycelium, the Commissioner of Activities will discuss if international students are allowed in this committee with the board of Mycelium again. The Prom Committee will consist of seven or eight members.

5.6.6 *Orientation Week Committee*

The Orientation Week Committee is responsible for organising the Orientation Week for the soon to be students of Communication and Information Studies. The Orientation Week takes place at the end of August. SV Babylon aspires to organise an orientation week in which the soon to be students will obtain a clear picture of the study programme, the university, the city Nijmegen and of SV Babylon. It is the intention of the Orientation Week that the participants create a bond with their future fellow students. Since the board will change in July, upcoming Orientation Week will already be the responsibility of the Commissioner of Activities of the thirtieth Board. Therefore, she is already joining the Orientation Week Committee fulltime, so she can take over all the responsibilities of Anne Bergmans, the Commissioner of Activities of the twenty-ninth board. Since the Commissioner of Activities will be in her fourth year next year, the Orientation Week will be an important moment for her to get to know as many new students as possible. Therefore she will have an open and enthusiastic attitude during the whole week.

Since the university changed the schedule of the week a bit, there will not be a campus cantus on Tuesday. Therefore, the Orientation Week Committee arranged another activity, which will cost a little bit more than the campus cantus. This means that the price to participate in the Orientation Week will be a little bit higher. Since the committee is still searching for sponsors, it is not clear yet how much more it will cost. However, the activity that replaces the campus cantus will include dinner, which means that the participants of the Orientation Week will have to spend less money on food during the week.

The Orientation Week Committee of next academic year will be composed directly after the Committee Market, but will become active in the second half of the academic year. Therefore, it will be possible for students who are going abroad, to join the committee as well. The organisation of the Orientation Week costs a lot of effort and therefore it is important that experienced members of SV Babylon join this committee. The first-year students, and especially the internationals, are, however, of great value due to their experiences during the Orientation Week. The committee will consist of at least eight members.

5.6.7 *Sports Committee*

The biggest event of the Sports Committee is the Ski Trip, which will take place at the end of January in 2019. The location of next Ski Trip is already confirmed, so the Committee will mostly be responsible for the programme of the week. Next to that, SV Babylon usually participates in the Batavierenrace. The past few years they participated in collaboration with various study associations like Mycelium and before that with BOW. The main reason to form a team with other associations was the absence of enough enthusiasm among the members. However, this year the collaboration with Mycelium did not go as planned. It could be an option to approach BOW again this year. If they are not interested, the Batavierenrace should be promoted better, to make sure that enough members of Babylon want to join so that they can form their own team. Last year, the Commissioner of Activities added two sports-related activities into the program of this year. Regarding to the fact that there are going to be more activities next year, due to the lustrum, the Commissioner of Activities decided to cut one of these activities. The Lustrum Committee could organise a sports-related lustrum activity to replace this. The Commissioner of Activities will try to establish collaborations with different sports associations to guarantee these new activities to be successful. This committee will consist of seven or eight members.

5.6.8 *Contact with the Molenstraat*

The Commissioner of Activities is the contact person of SV Babylon for 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 Commissioner of External Affairs.

5.6.9 *Promotion training*

The Commissioner of Activities will be responsible for arraigning the promotion training for all the promotion members of the committees of SV Babylon. These will take place at the beginning of the academic year, to make sure that all the activities during the year will be well promoted. However, for the Orientation Week Committee this will be later on in the year. Furthermore, the Commissioner of Activities will monitor the work of the promotion committee members and help them if required throughout the year.

5.6.10 *Organising activities for Stichting RAGweek*

The Commissioner of Activities is also responsible for organising activities to collect money for Stichting RAGweek. Last year SV Babylon only participated in the hallway lunch of the Faculty of Arts and the board posed for the 'Sexy met StijlBestuurskalender'. Due to the lustrum, it could be difficult to organise additional activities to collect money this year. An option could be to organise a lottery on a *borrel*, or to donate a part of the turnover of a certain activity to Stichting RAGweek.

5.6.11 *General Board tasks*

Besides these function related tasks, the Commissioner of Activities will have some general responsibilities, which are: attending the board meetings, attending all activities of SV Babylon, taking care of the open office hours, making an semi-annual report and an annual report, and writing a handbook for her the Commissioner of Activities of the thirty-first board. The Commissioner of Activities will always represent SV Babylon in a professional way, while performing these tasks.

5.6.12 *Personal goals*

1. *Recruit new (active) members*

The Commissioner of Activities values a positive and enthusiastic attitude toward potential new members. She will achieve this by getting to know as many (potential) new members during the Orientation Week and by showing her own excitement for SV Babylon. Furthermore, the Board decided to combine the first (free) lunch of the year with the Committee Market to attract as many students as possible.

2. *Create a family feeling within the association*

The Commissioner of Activities strives to create a family feeling within the association. The will be done by not making a distinction between C&O and IBC members. The Commissioner of Activities is convinced that active and enthusiastic participation of members is essential for the operation of the association. Therefore, it is important that all members feel involved in the association. The Commissioner of Activities already wants to stimulate the mixture between the IBC- and the C&O track during the Orientation Week to achieve this. Furthermore, the internationals will get access to every committee and there will be placed at least two international members in a committee to stimulate that the whole committee will speak English.

3. *Focus on openness*

The Commissioner of Activities will try to emit an open and accessible attitude towards all members. She finds it important that she is accessible to all members and that they do not feel a barrier to come to her with questions, opinions or ideas. Therefore, she will try to get to know as many new students during Orientation Week and have a chat with members at activities or when they are at the Babylon room.

4. *Create strong connection within the committees*

A good link between the members of the committee ensures a good atmosphere within the committee and this will benefit the cooperation within the committee. The Commissioner of Activities wants to ensure that members of the committee are pleased to be active members and would like to work for SV Babylon. When this is the case, they can stimulate fellow students to become an active member as well or to participate in activities. In addition, the Commissioner of Activities will try to plan at least one committee trip with her committee members to bring them together and she will stimulate having committee meetings in an informal environment more often, for instance during dinner at someone's home.

5. *Establish good and clear communication between the committees and the Commissioner of Activities*

It is important to ensure the best possible communication within the committees. This will benefit the activities organised by these committees. In addition, the Commissioner of Activities will show interest in the ideas and comments of the committee members and actively ask for input and opinions. Should there be any problems or conflicts within a committee, the Commissioner of Activities will try to resolve them as well as possible in order to ensure a good atmosphere.

6. *Clear division of tasks*

The Commissioner of Activities strives for a clear division of duties within the committees. After the committees have been launched, a chairman, secretary, treasurer, sponsor member and promotion member will be appointed in each committee. The Commissioner of Activities will pay extra attention to the division of duties in the committee. A clear division of tasks will benefit cooperation, quality of activities and the atmosphere.

7. *Attention for promotion*

A promotion member will be appointed in every committee. The promotion member must provide an overview of the promotion of the relevant activity and will be responsible for the promotion of the relevant activities within the committee. The emphasis lays on the active promotion of various activities in time, so that members can take good notice in advance. The importance of good promotion has been proven in the past, and it is therefore important that a large amount of attention will be paid to it. In particular, the promotion of the BaMyPo and Inglorious parties will receive a lot of attention from the Commissioner of Activities, due to the sometimes moderate turnout of members of SV Babylon.

8. *Find a balance in the right amount of activities*

Because of the lustrum year, there will be planned a lot of additional activities. The Commissioner of Activities will create the year planning very carefully to make sure that is a perfect balance between the right amounts of activities. To improve the professional image of SV Babylon, she is going to make sure that the addition of the lustrum activities will not lead to an overload of informal activities and that there will be enough formal activities as well.

Dominique Paulissen

Commissioner of Activities of SV Babylon 2018-2019

6. Summing up

In this policy plan, the origins and mission of SV Babylon and all long- and short-term goals are described in detail. Furthermore, all board members have described their plans for the coming year. The thirtieth board hopes that after reading this policy plan, all readers have a clear overview of the thirtieth board's vision and goals.

The board is very excited for next year and has high expectations of it. The members of the thirtieth board will do their best to achieve the SV Babylon's long- and short-term goals and give the association a positive image. The thirtieth board is a board with a lot of experience. They all are and always have been active Babylonians with a heart for the organisation. Therefore, it is the perfect board to organise the sixth lustrum, with a lot of enthusiasm and responsibility. Furthermore, the thirtieth board is the first board with a pre-master student. This will contribute to the attraction of pre-master students. Moreover, the board has a male board member, which is a good representation of the current status of the study. Since the internationalisation of Communication and Information studies, the number of male students has increased. The board strives to be an accessible, professional and energetic board and is very excited to make next year an unforgettable one.