

Policy 2017 – 2018

*Dynamic, involved and enthusiastic*

**Foreword**

Dear reader,

In front of you lies the policy of the twenty-ninth board of SV Babylon for the academic year of 2017-2018. This policy includes the goals of the twenty-ninth board and these are accompanied by explanations of how they will be achieved during the upcoming year.

In the previous year, the twenty-eight board of SV Babylon (2016-2017) 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 twenty-ninth board wishes to contribute to this purpose. Furthermore, the board will put additional effort into acquiring and bonding international CIS students to the association.

The twenty-ninth 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 twenty-ninth 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.

Mats van den Nouwland - Chair

Amber van Gorkom - Secretary

Ivo van Lier - Treasurer

Kai Greijn - Commissioner of Internal Affairs

Marco Avilez - Commissioner of External Affairs

Anne Bergmans - Commissioner of Activities

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# Introduction

This policy for the academic year of 2017-2018 is meant to provide an insight in the course the twenty-ninth 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 of all, the organisation of SV Babylon is described and the mission of the association is stated. 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 2017-2018, which contributes to the consistency of this policy and the recognition of SV Babylon.

# 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 foreign modern language. The education programme has its own study association called SV Babylon. SV Babylon was founded in 1989, when the study programme was still called Business Communication.

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 teachers, (contributing) graduates and other interested parties. Currently, SV Babylon has around 500 members.

SV Babylon aims to make a positive contribution to the student life of her members. This is realised by organising a great number of social 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 knowledge in both theory and practice. This happens generally in an informal, laid-back setting. This way, SV Babylon aims to function as a link between the business and student world. Furthermore, the association emphasises the importance of amicable bonds/friendships that come into existence through organising and attending the activities arranged by the study association.

## Origin and logo

In the name ‘SV Babylon’, ‘SV’ stands for student association. The name ‘Babylon’ origins 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 and punished them – who up until then all spoke one and the same language- by confounding their speech and scattering them all over the world – and with them 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. Quality and innovation are deeply anchored within SV Babylon. The colour blue symbolises quality, which is why this colour is representative for the association.

## 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 organizational 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 twenty-ninth board of SV Babylon (2017-2018) will consist of the established formation of six board members. The next paragraph will explain the current structure.

## Twenty-ninth board

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

- Chairman Mats van den Nouwland

- Secretary Amber van Gorkom

- Treasurer Ivo van Lier

- Commissioner of Internal Affairs Kai Greijn

- Commissioner of External Affairs Marco Avilez

- Commissioner of Activities Anne Bergmans

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;

- Provide summaries;

- 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 his position. The Vice-Chair of the twenty-ninth board is Amber van Gorkom.

## Committees

There are fourteen 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  
\* Almanak Committee

- Secretary

\* Committee of Formal Activities (CFA)  
\* Career Committee

- Treasurer

\* Study Trip Committee

- Commissioner of Internal Affairs

\* Graphic Design Committee (GVcie)  
\* Publication Committee (PubCom)  
\* Information Committee (VoC)

- Commissioner of External Affairs

\* Congress Committee  
\* Career Event 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 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

# 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.

# 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 twenty-ninth board of SV Babylon is planning to continue to organise both informal and formal activities for its members. To attract new members, the twenty-ninth 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. Furthermore, the twenty-ninth board will pay extra attention to international students, since many international students are not familiar with study associations or do not see the added value of becoming a member.

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

SV Babylon relies heavily on its external relations (i.e. sponsors, companies, teachers/professors or other study associations), so it is important that the bonds between SV Babylon and these external relations are maintained. Because of the return of the Commissioner of External Affairs, the twenty-ninth board is planning to focus more on making external relations 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.

*- Improve the professionalism of SV Babylon*

The twenty-ninth board strives to maintain and potentially improve the professionalism of the association through uniformity and consistency. The board will focus on organising study-related or career-related activities to enrich the education of Communication and Information Studies students. Also, the corporate 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 twenty-ninth 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, and as an association where they can get help if they have any problems or questions. The twenty-ninth board wants external relations, such as companies, (potential) sponsors, teachers/professors and other study associations, to perceive SV Babylon as a professional organisation. SV Babylon aims to accomplish this by being organised and by communicating in a professional way.

# Short-term goals

## Strengthen the bond between SV Babylon and its members and attract new members

Strengthening the bond between (active) members and the association has gained top priority by the twenty-ninth 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. It is expected that the amount of new members will be considerably high in the upcoming year. Apart from that, the number of international members will increase, since the second year of the international bachelor commences. In order to increase diversity within the association, additional effort will be made to include them in the association. 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 twenty-eighth board has done this in the preceding year. Active membership will be stimulated by organising a committee market in the second week of the academic year. The Active Member Evenings (ALA) and Active Member Trip (ALU) will remain part of the programme and are meant to thank the active members for their efforts. The twenty-eighth board has organised two ALAs and one ALU. The twenty-ninth 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.

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 twenty-ninth is planning to organise a Welcome Back borrel in February. This borrel is meant to give them a warm welcome back to our country and to our association. It will be kept in mind that Valentine’s Day also takes place in this month. During the preceding year the theme was combined, about which people had different opinions. Moreover, the twenty-ninth board will plan all borrels as favourable as possible. For instance, they should take place after exams instead of before them. In addition, (national) holidays should be kept in mind while planning activities.

### 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 a flyer attached to the goodiebag that is handed out. This flyer briefly explains 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. 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.

Apart from the previous ways of communication, the Orientation Week is meant to convey a positive image of the association and during the week, the additional value of being a member will be emphasised. The twenty-ninth 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 twenty-ninth board participates in the Orientation, 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 twenty-ninth 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.

The twenty-ninth board will visit the Language Week in Zevenaar during the first week of the academic year. The board members will participate in the programme and briefly remind the first-year students about the additional value of becoming a member of SV Babylon. Furthermore, the first borrel of the year will be organised by the board, which is meant to be special, so that members will visit borrels more often. The next borrels will be fully organised by the Committee of Informal Activities.

The twenty-ninth 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 twenty-ninth 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. The extra efforts that are made for the formal activities might contribute to the consideration of becoming a member. Guest lectures and workshops will mostly take place somewhere different than on-campus. For instance, the Rabobank offers a nice conference room, which can be used by the association. The Career Committee and the Committee of Formal Activities will both play a significant role in increasing the positive outlook on formal activities.

Due to the fact that the twenty-ninth board also focuses on pre masters and since they appear to be difficult to reach, a number of ways to get in touch with them are thought of. Apart from the usual communicational tools, such as Facebook and flyers, pre masters could also be convinced to become a member of SV Babylon by listening to the experiences of a pre master from a preceding year. Furthermore, there are other ways to reach non-members, which are discussed in paragraph 4.4.4. It is expected that pre masters have more interest in the formal activities and events. The Career Event for instance.

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. International members that 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. This concept, including the location at the central hallway in the Erasmusgebouw, will remain like it has been in the preceding years, as it turned out to be sufficiently successful. Lastly, the twenty-ninth 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 entriesfor the course of International Business Communication. The twenty-ninth 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 less frequently present on often well-visited activities of Babylon, such as monthly borrels and other parties. The twenty-ninth board will thus actively inform 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 twenty-ninth 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. In addition, the twenty-ninth board will participate in the Language Week of the first-year students in the first week of the academic year.

The twenty-ninth 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. However, the twenty-ninth board decided they cannot be a member of every committee. The reason as to why this is not possible, is that this is the second academic year after the start of the internationalisation of the study, and not all matters can be settled in English yet. The committees in which they will be able to participate will however be evaluated again, with a purpose of possibly increasing the accessibility to the several committees. Committees which international students will be allowed to participate in are the Committee of Informal Activities, the Sports Committee, the Study Trip Committee, the Orientation Week Committee, the Career Committee, the Career Event Committee and the Graphic Design Committee.

The lunch for international students which was introduced by the twenty-eighth board last year has not taken place because of a well-going integration. Hence, the twenty-ninth board has decided not to organise any activity for only international students. As opposed to that, attention will be paid to the integration of the (international) first-year students, in order to give them a helping hand whenever necessary. Moreover, the twenty-ninth 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 more often at activities.

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

Because SV Babylon has almost only had Dutch students until now, the association operates mostly in Dutch. The past year the twenty-eighth board has taken the first steps to get the internationalisation of Babylon going and the twenty-ninth board wishes to continue this internationalisation. For instance, the twenty-ninth board strives to make all activities organised by SV Babylon accessible for international members. The past year the association organised several activities which were only accessible for Dutch students, because of for example a Dutch-speaking guest lectureror workshop giver.

The twenty-ninth board would like to make as many as possible activities organised by SV Babylon available in English, so the members who do not speak Dutch will also be able to participate to these activities.

The twenty-ninth board strives for an evenly 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, so the members will have as much choice for Dutch- and English-given lectures. Speakers who have participated for years in these activities will continue to be asked for them. However, the twenty-ninth board will ask those speakers whether 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 twenty-ninth board is convinced 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 twenty-ninth board to bid welcome to a larger amount of active international members.

Finally, the twenty-ninth board strives to provide all written services in English as well, so the international students will have the possibility to read them too. It will involve the committee handbooks, the policy, the annual reports of the twenty-ninth board and the Babylon Magazine. The twenty-ninth board has decided not to print the entire magazine in English besides the Dutch one because of high costs. The twenty-eighth board has provided the international members a shortened version of the Babylon Magazine via e-mail last year.

The twenty-ninth board opines it is more appealing and personal for the international members to be able to read a printed version of the Babylon Magazine and will thus consider possibilities to publish the BM partly in English. However, as it will consider a relatively small group, the possibilities are limited. It is too big of a change to publish the entire Babylon Magazine in English because of the many members who are part of the old program of the study and are thus have not chosen for an international study. Thus, an entirely English-written BM could withhold Dutch members from reading it.

### 4.1.5 Communication tools

The twenty-ninth 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 student can find their way to the Babylon Room. This will be achieved by offering a snack at a low price during the open office hours once a month. This 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 twenty-ninth board has thought about new ways to move members to the Babylon Room. For example, there will be chargers available for both Apple and Android phones. Furthermore, board games will be available for members to spend their time in the Babylon Room in a cosy way.

- 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 nog 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.

- Social media: The twenty-ninth 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.

Facebook will be used primarily for students. Via Facebook, the twenty-ninth 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 especially for external affairs and alumni, that is why the twenty-ninth board made the decision to make the Commissioner of External Affairs responsible for this medium.

Twitter will be used for professors and external relations as well. The twenty-ninth board will not only post formal messages, but also some informal ones. That is why the decision is been made to divide the management of this account between the Secretary and the Commissioner of External Affairs.

- 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 will be done so that the BM is fun, interesting and educational for both teachers as students. It has been found that there were some mistakes in the previous BMs. Additional attention will be paid in the coming year to avoid these mistakes and to restore the professional image. This will be accomplished by an accurate final check by multiple members of both the committee and the twenty-ninth board. To make the BM accessible to international students, different possibilities are envisioned. However, the completion has not yet been clarified. For a further explanation, see paragraph 4.1.4.

- 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 ninety-ninth board.

- Lecture talks: By giving lecture talks, the twenty-ninth 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. Another possibility, which is considered, is to show a slide with all formal activities 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 in the habitual hangout: 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, that 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 twenty-ninth board wants it to be 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.

### 4.1.6 Pre-masters and Masters

The twenty-ninth 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 regular activities of SV Babylon and to blend with the other students. 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. Through lecture talks for formal activities, the board hopes they will get more involved by SV Babylon.

### 4.1.7 The recruitment of the new board

The recruitment of the new board will take place early in the academic year. This is because half of the twenty-ninth board will go abroad in the beginning of the year 2018-2019. This means that the candidate board must be changed before summer.

The twenty-ninth board will start the application procedure in February 2018, just as in the previous year. The candidates must send their solicitation letter before the third exam week, to make sure that the entire procedure can take place in time. In the beginning of the year 2018, 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 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 positions of Commissioner of Activities, Treasurer and Commissioner of Internal Affairs. This because for other board positions the candidates have to be familiar with the Dutch language and culture. Furthermore, the candidates for these three positions also are expected to have a Dutch level of at least B2.

### 4.1.8 Contributing graduates and Alumni

The twenty-ninth 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. This year, no separate activity for contributing graduates will be organised. This decision has been made because it has been difficult to gather enough enthusiastic participants in the previous years. It may be a good idea to wait for a more appropriate moment to reach as many graduates as possible for a separate activity. The Lustrum year offers a good opportunity for a successful event for this group.

## 4.2 Strengthen the bonds with external relations

The strengthening of bonds external relations shall be of the utmost importance to the twenty-ninth board of SV Babylon. The current ties shall be evaluated and will be strengthened if necessary. The board will also search actively for new companies who may be interested in supporting SV Babylon by sponsoring the association and its activities. The last association did not have a Commissioner of External Relations and thus did not have their focus on finding companies, that is why next year doing so will have more priority. The activities of SV Babylon do not only require financial sponsoring but also sponsoring in material, that is why the twenty-ninth board will also welcome guest lecturers, lectures, workshops and other services. To achieve this the association will have to transmit a mature and professional appearance.

### 4.2.1 Keeping in touch with sponsors

As mentioned earlier, the sponsors are essential to SV Babylon. Through their support they facilitate the activities that the association organises. To safeguard the ties the association has with those relations the twenty-ninth board will have to keep in touch with the sponsors. The amount of contact will depend on the sponsor as it varies from company as to how much they want to be contacted. The communication will go through several channels, such as social media, through the phone, e-mailing and verbally. By doing so the association will create a professional climate which on its turn will lead to more positive negotiations.

### 4.2.2 Stimulate the use of the company database

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 twenty-eighth board as well as the twenty-ninth 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.

### 4.2.3 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 twenty-ninth board will follow this course and will attend as many constitution drinks as possible. The Sisterday will be organised twice this year by a different association and the twenty-ninth board will attend them. The twenty-seventh board has also bonded with other associations in Nijmegen and the twenty-ninth board will try to maintain those ties and strengthen them if possible.

### 4.2.4 Finding 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 relations will train and guide those sponsor members.

### 4.2.5 Business gift

The twenty-sixth board of SV Babylon 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 will re-introduce the Dopper as a business gift, although the colour will change into a dark blue one. The fruit infusers the twenty-eighth board had in their merchandise will be used as business gift for the people who already own a Babylon Dopper. The reason to take them out of the merchandise is that they did not sell and this way they will still be of use.

### 4.2.6 Local pub

The twenty-eighth board has renewed the contract with the Malle Babbe as the local pub of SV Babylon. The contract will 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 twenty-ninth board will try to safeguard this relationship. The Commissioner of Activities will be responsible for the contact with the Malle Babbe.

## 4.3 Improving the professionality of SV Babylon

The professionality 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 twenty-ninth board will handle the matters below as follows.

### 4.3.1 Identity

The twenty-ninth board of SV Babylon wants to achieve a positive image. This will be done by wearing suitable clothing on all activities. The board will wear the Babylon suit on formal activities and will wear the board t-shirt (with name and board position) on informal activities. Next year, there will be a slight difference in clothing choices. The board will not wear formal clothes on (formal) activities where other Babylon members wear normal clothing, because this causes an unnecessary distance between the board and the members of SV Babylon. Wearing the Babylon suit and the t-shirts contributes to SV Babylon’s recognition. The board members will all 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. This will improve the professionality of SV Babylon.

### 4.3.2 Professional communication

The twenty-ninth 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 twenty-ninth 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.

### 4.3.3 Maintaining the corporate identity

The twenty-ninth 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 professionality. Because of this, the twenty-ninth 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 professionality. Furthermore, the twenty-ninth board wants to obligate all committees to use the same PowerPoint lay-out in all presentations.

### 4.3.4 The Babylon room

The Babylon room is located at the Erasmusgebouw, 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. The Chairman will carry out this task, while he can also involve other board members in this task. The twenty-ninth board of SV Babylon wants the Babylon room to be a nice and accessible place for all members. The Babylon room exists in the service of all members, and by maintaining an open-door policy, the twenty-ninth board wants the members to feel welcome. Alongside the Babylon room, there is a common sitting-room at the Faculty of Arts. This sitting-room will be coordinated by all study associations of the Faculty of Arts and the SOLve. In the previous years, not many members of SV Babylon have made use of this room, so the twenty-ninth board will continue to lay its efforts on the Babylon room.

### 4.3.5 Social media

SV Babylon used many different social media channels: Twitter, Instagram, Facebook and LinkedIn. These social media channels will all refer to the website. Twitter will be aimed at professors, companies and other professional relations. Facebook will be aimed more towards members, while maintaining the professional image of SV Babylon. 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 social media will be available in English as well, according to the ‘English follows Dutch’ principle. The posts on Instagram will be in English, to avoid long posts on this channel.

### 4.3.6 Website

The concept of the website remains the same this year. The website will be available in Dutch and English. The twenty-ninth board will update the website frequently. The board wants to use the website as the most important communication channel and refer to the website on Facebook. Furthermore, an external speaker will be asked to write a blog on the website. Two members of the Publication Committee will be responsible for these blogs and they will contact the Secretary about these. To maintain the association’s professionality, photos on the website can only be viewed by members by logging in with the password. A monthly overview of all activities will also be posted on the website.

### 4.3.7 Clothing

The twenty-ninth board wants to be recognisable on activities by wearing the board clothing. On informal activities, like parties, the board members will wear their board t-shirts with their names and board positions. During most formal activities, the board members will wear their Babylon suit. The twenty-ninth board recommends the committees to purchase a committee t-shirt. Because this has not been a problem in the previous years, the board assumes that the committee members will be enthusiastic enough to purchase one. The twenty-ninth board advises the formal committees to purchase shirts in the colours of SV Babylon (orange or blue). To encourage creativity, the informal committees can decide which colour they want their shirts to be.

### 4.3.8 Business cards

The twenty-ninth board of SV Babylon will order business cards. It has been decided to design a general business cards, which includes the Chairman’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 in Dutch and English to improve the international image of SV Babylon.

### 4.3.9 Career Committee

The twenty-sixth board of SV Babylon has founded the Career Committee. This committee focuses on study- and career-related activities. The twenty-ninth board wants to continue this committee. The twenty-ninth board has decided that the Secretary will coordinate this committee, to emphasise the difference between the Career Committee and the Committee of Formal Activities. The concept FutureM, a programme that enables students to do a one-day internship at a company, is one of the Career Committee’s responsibilities. In consultation with the twenty-eighth board, it was decided that the management of summaries, which used to be one of the Career Committee’s responsibilities, now falls under the Committee of Formal Activities. This was decided to unburden the Career Committee a little, because this committee tends to be busier in between activities. The activities of the Career Committee will be further explained in paragraph 5.2.7.

## 4.4 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 twenty-ninth 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.

### 4.4.1. Companies and organizations

During formal activities like the Career Event or the Congress, companies and organizations 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.

### 4.4.2. Potential and current sponsors

Potential and current sponsors also need to have a positive image of SV Babylon. This will be realized by having lots of personal contact with them, keeping them up to date and by inviting them to formal activities. It is important that they know what SV Babylon is and what it could offer. By clearly transmitting this information during meetings, the twenty-ninth board of SV Babylon hopes to contract new relations and strengthen the existing relations. It’s essential that SV Babylon leaves a good first impression on potential sponsors. In contradiction to the last board, the twenty-ninth board of SV Babylon will be focused more on attracting new sponsors. This will be easier this year as the function Commissioner of External Affairs has returned completely. 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.

### 4.4.3 Study and student’s associations

The contact with other study and student’s 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. 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. At the same time, it will be positive for SV Babylon, when it reaches out to a bigger number of students. The twenty-ninth board will also employ its own connections with other associations to start new collaborations.

### 4.4.4 Members and other students

It’s important for members and other students that they’re able to contact SV Babylon for questions and troubles. Therefore, members need to think of SV Babylon as an association that can offer help if necessary. Furthermore, it’s important that the association emits tranquillity and unity, as well as creativity and innovation. This will be achieved by working organized and being open to renovation, both by the association itself as by its members. De Career Committee, the Committee of Formal Activities, de Career Event Committee and the Congress Committee are the pre-eminent committees to excel professionally to maintain this image.

### 4.4.5 Teachers CIS

Finally, it’s also important that the teachers of Communication and Information Studies have a positive image of SV Babylon. After all, they are of huge importance for the association both professionally and financially. The more mature and serious SV Babylon handles, the more support could be expected. The twenty-ninth board wants to strengthen the bond between SV Babylon and its teachers. This will be done by frequent personal contact and by organizing activities with and for teachers. The twenty-eighth board organized a Pubquiz with the teachers as team captains. This event was well received by the teachers which made the current board decide to repeat this successful event next year. Moreover, all teachers will again receive a Christmas card from SV Babylon to make the relation more personal.

# 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 2017-2018 Mats van den Nouwland will fulfil the role of Chair of SV Babylon. He will make an effort to execute his tasks adequately and in a professional manner. The Chair aims to make the communication among board members as well-functioning as possible, in order to maintain and if possible strengthen SV Babylon’s reputation.

To carry ultimate responsibility for everything that is executed and published under the name of SV Babylon is part of the Chair’s tasks. 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 his 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;
* Coordinate the Almanak Committee;
* Take part in the ‘Toekomstcommissie’;
* Represent SV Babylon in a rightful and correct 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 twenty-ninth board of SV Babylon).

It is important that the Chair always continues to coordinate and monitor all of SV Babylon’s activities. On top of that, it is required that the Chair functions as management body for his fellow board members and that he provides support for their committees. The Chair will attend all activities and will help out if necessary. It is required 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 unexpectantly be unable to execute his tasks, the Vice-Chair is meant to stand in. Within the twenty-ninth board Amber van Gorkom 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 on a weekly base, 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 his tasks and responsibilities. These goals will be set out and elaborated on below:

1. Carry out tasks as well and professionally as possible in order to ensure that set goals are met;
2. Monitor all activities within SV Babylon in order to safeguard the quality, image and professionalism of the association;
3. Maintain and intensify contact with (active) members in order to strengthen the bond between them and the association;
4. Maintain and establish contact with external parties as to enlarge the bond between the industry and the association and thereby increase the network of SV Babylon;
5. Become a recognisable face for the entire association;
6. Lead and guide the daily board and the coordinators in order to establish an optimally functioning board.

*1. Carry out tasks as well and professionally as possible in order to ensure that set goals are met*

During the upcoming academic year, the Chair will carry out his tasks as adequately and professionally as possible. He 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 safeguard the quality, image and 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 he is 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 similarly.

*3. Maintain and intensify contact with (active) members in order to strengthen the bond between them 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, he 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 him regularly accessible to members.

The Chair will be the confidant of the association together with Amber van Gorkom. 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 Amber van Gorkom be confidant as well, as it is expected that female students may approach a female confident more easily than a male one and vice versa. Moreover, committee members that have either Mats van den Nouwland or Amber van Gorkom as head of their committee now have someone to talk to besides their coordinator.

*4. Maintain and establish contact with external parties as to enlarge the bond between the industry and the association and thereby increase 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. Due to the absence of the Commissioner of External Affairs in the preceding year the relevance of this goals has increased. The Chair will actively try to expand the network of SV Babylon and will stimulate his fellow board members to do the same. He 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 his professional attitude towards all external relations, in order to narrow the contact with them. With the previous years in mind, it is decided that contact with alumni and contributing graduates will remain, without investing extra effort. Reason for this is that the level of commitment for an activity is rather low. By maintaining the contact with alumni and contributing graduates they remain available for certain events where they can participate in. The lustrum year will offer a nice opportunity to organise an event dedicated to alumni and contributing graduates again.

*5. Become a recognisable face for the entire association*

Recognition of the twenty-ninth board is essential for SV Babylon to be able to leave behind a positive and professional impression outside the association. The twenty-ninth 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 his 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 himself 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.

Apart from recognition of the twenty-ninth board it is also important that the name and logo of SV Babylon become known. After the change of the logo in 2014-2015 it is required that it is systematically correctly used. The logo can be found on various places. For instance on business gifts, the association’s flag and the merchandise.

*6. Lead and guide the daily board and the coordinators in order to establish an optimally functioning board*

The Chair will always realise that he is working towards a desirable outcome accompanied by his 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 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.

### 5.1.4 Lustrum Committee

The Lustrum Committee will be set up at the beginning of the academic year 2017-2018. It will mainly be responsible for delivering a general plan for the sixth lustrum of the association, which will be organised by the thirtieth board of SV Babylon. The committee is coordinated by the Chair and is displayed on the committee market, which offers the opportunity to form a small ‘set-up committee’. This ‘set-up committee’ consists of three members plus the coordinator. Members who already have experience with SV Babylon, because they have been active for instance are preferred to be part of this committee. Moreover, it is required that some members will continue to work in this committee in the next year 2018-2019, in order to carry out the plans as they were initially meant to be.

At the beginning of the second semester there will be a second moment on which members can sign up for the committee. This also accounts for the third-year students who return from their term abroad or their internships. They are the ones with the most experience with SV Babylon and it is the perfect opportunity to get them involved in the association once again. The amount of new members for the committee will be determined by the end of the first semester in consultation with the twenty-ninth board. The reason for this is that it is the right moment to make an estimate of how much work needs to be done.

For five years there was an annual saving of at least €1000,- for the sixth lustrum. This entire amount is meant to be spent in the advantage of as many members as possible. In order to realise this, the Lustrum Committee will have brainstorm sessions about the different ways of using this money. Furthermore, during the first semester the committee has to come up with optional themes for the lustrum. There should be a few, so that the Lustrum Committee of the year 2018-2019 can choose one. Not only will the committee come up with different themes, they will also think about the ways of implementing these themes in activities throughout the whole year. The handbook(s) of preceding Lustrum Committee(s) will be used as a basis for this.

There is one activity that is entirely organised by the Lustrum Committee of 2017-2018. This is the opening party at the beginning of the sixth lustrum. During the fifth lustrum, this took place in the El Sombrero. It turned out to be a great success. It is possible to organise this or another activity in cooperation with other lustrum boards. Mycelium, for instance, has already stated to be willing to do this. The opening party will be mentioned on the committee market to encourage members to sign up.

Finally, the Chair will be responsible for a neat transmission of the committee to the thirtieth board of SV Babylon. The candidate-Chair will become part of the committee during the second semester and will be made completely up to date about everything it includes. If possible, the Chair will remain a member of the Lustrum Committee in the lustrum year as a regular active member, which is meant to safeguard the continuity and quality of the committee.

### 5.1.5 The Almanak Committee

The Almanak Committee of 2017-2018 is responsible for the preparatory work for the almanak that will be compiled in the lustrum year. The committee is coordinated by the Chair and is formed after the committee market. Similar to the Lustrum Committee, there will be three members plus the coordinator.

The activities of the Almanak Committee during the first semester are mainly aimed at establishing a plan for the compilation of the almanak. There will be brainstorm sessions about the contents and the design. There are various sources that can be consulted. For instance, previous lustrum boards. Sister association Commotie in Groningen has been approached as well. Further inspiration can be found in the almanaks in the Babylon Room and in the cabinets. 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 in the almanak. 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 it will be decided how many members can join the committee during the rest of the year in consultation with the twenty-ninth board. The second semester is about concretise the general ideas that have come forward previously. Furthermore, the possible themes for the lustrum will be known, so the Almanak Committee has the opportunity to think about the implementation of these themes in the final product. At this point it is also important to allocate clear roles for every committee member that will continue to work in this committee during the next year. They need to start the preparatory work in order to be able to efficiently begin the lustrum year.

The transmission of the Almanak Committee is the same as the Lustrum Committee.

Mats van den Nouwland

Chair of SV Babylon 2017-2018

## 5.2 Secretary

### 5.2.1 Tasks and responsibilities

During the year 2017-2018, Amber van Gorkom will be the Secretary of the twenty-ninth board. This position includes various tasks, which will be fulfilled by the Secretary. Carefulness, precision and professionalism are important values for this position, but also enthusiasm and involvement with the association and its members is important for the performance of the Secretary's duties. 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 of the minutes of the General Meetings;
* Reading, distributing and replying to the mail of SV Babylon;
* Daily reading, processing and forwarding of mail and e-mail;
* Informing the board members of constitution borrels and other related activities through 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);
* Digitally sending birthday cards to members, teachers, contributing graduates and other study associations;
* Sending Christmas cards to members, teachers, contributing graduates, alumni and other study associations;
* Creating and maintaining the Committee handbook and Active Members Booklet in cooperation with the Treasurer;
* Coordinating the Committee of Formal Activities;
* Coordinating the Career Committee;
* Updating of the various social media: Facebook, Instagram, Twitter;
* Updating of SV Babylon's website: svbabylon.nl;
* Editing the annual report;
* Creating a handbook for the Secretary of the thirtieth board of SV Babylon.

By fulfilling these tasks and expressing the policy of the twenty-ninth 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 organized as quickly as possible so that there won’t 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).

Last year, there was the possibility for members to become a member of SV Babylon while ordering books for the new academic year. However, the twenty-eighth board only got the name and email address of the new members. For the next academic year, an attempt is made to create a pop-up enrolment form on the website, so the board will get 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 has to write, archive and spread the minutes as soon as possible after each meeting. When it comes to writing the minutes, it is important that Babylon's corporate style is maintained to ensure unity and professionalism.

### 5.2.4 E-mail and post

One of the main responsibilities of the Secretary is taking care of the contact between the association and its 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 mail sent to SV Babylon in general as soon as possible (both e-mails and written letters). 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 has to be made clear. For example, communication to members can be more informal and open, while communication to external relations should be more professional. For sending important information to members, the Secretary of the twenty-eight board has used the program of Yourmailinglistprovider. However, this system didn’t always work right, resulting in the fact that some e-mails didn’t arrive. Next year, there will be searched for another mail provider to solve this problem. In addition, the Secretary has a personal e-mail account, secretary@svbabylon.nl.

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, this year, effort will also be made to reach master and 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, teachers, 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. Concerning the blogs, that appear on the website, a good cooperation with the Commissioner of Internal Affairs is of importance. (The Publication Committee, where the Commissioner of Internal Affairs is in charge, writes those blogs). Regarding the social media channels of SV Babylon, there has been decided that the Secretary will oversee the Facebook and Instagram pages of SV Babylon during the upcoming year (2017-2018). The Commissioner of External Affairs will be taking care of the LinkedIn page. This is because the LinkedIn page is more focussed on alumni, external relations and companies and the Commissioner of External Affairs is more up to date about those affairs. As well the Secretary as the Commissioner of External Affairs will be responsible for the Twitter account, whereby the Secretary will take care of the informal posts, for the students and the Commissioner of External Affairs will be in charge of the more formal posts, which will be aimed at companies or external relations.

Each medium will be targeted at a certain group. Twitter will be mainly focussing on professors/teachers, companies and other professional affairs. Facebook and Instagram, however, will be aimed at members/students. Posts on these two media will be more informal. The LinkedIn page, as said before, will be aimed at alumni, external relations and companies.

The Secretary will take care that the social media pages will be maintained consistently and are useful for students. However, those channels shouldn’t 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, in order to be able to invite them for Babylon activities. In the previous year, it has been found difficult to reach all the members through Facebook, so the Secretary of the twenty-ninth board will create a new Facebook group containing every Babylon member who is active on Facebook, in order to share Babylon activities and to make sure more members will be aware of these activities. During the game ‘Crazy 88’ in the Orientation Week, there will be one challenge ‘add the Secretary on Facebook for 1 point’. The Secretary of the twenty-ninth board of SV Babylon will provide a handbook about the use of several social media channels.

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. Concerning the social media, Twitter will be remaining in Dutch, because its main targets are Dutch. The texts under Instagram posts will be in English to avoid too long posts in as well Dutch as English. On Facebook the English follows Dutch principle will be used to reach as well the international as the Dutch members.

### 5.2.6 Committee of Formal Activities (CFA)

The twenty-ninth board of SV Babylon has chosen to make the Secretary responsible for the Committee of Formal Activities. This has been decided to create a better distribution of tasks among the members of the board. It is important that the Secretary will provide a good atmosphere in which it is possible to realise an active and professional committee. The Secretary 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.

This year, the Secretary 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, there will be tried to reach interesting and relatable companies for the CIS students. besides that, the Secretary 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.

There will be also tried to make these activities extra appealing for the members by not hosting these activities on campus, but on an external location or by including snacks and drinks during, before or after the formal activity.

### 5.2.7 Career Committee

This year, the Secretary will also be responsible for the Career Committee, which was founded in 2014-2015. The reasons for the creation of the Career Committee were that the activities of both the Career Committee as the Committee of Formal Activities are formal, and there has to be a clear distinction between the activities of these two committees.

The Career Committee is mainly focussed on the future and careers. First of all, this committee will provide the students tutoring and workshops as a preparation for the business market. This can be done in cooperation with organisations like ‘Radboud Career Service Letteren’, but most importantly there will be tried to reach Babylon members to be a tutor. Moreover, the Career Committee is an intermediary between members and organisations or people who can supply support if needed. It is often unknown where to go with certain questions and SV Babylon can provide a solution, thanks to the Career Committee.

The Career Committee will also be responsible for the management and distribution of summaries of the lectures. This year, there has been decided to add a front page to every summary with a disclaimer that SV Babylon is not responsible for any mistakes found in this summary. Furthermore, on this front-page there will also be asked if students have a good summary of a different course themselves, that can be used by other students. Hopefully, in this way it will be possible to provide more summaries to Babylon members.

The Career Committee is also accountable for FutureM. This way, SV Babylon wants to provide a way for CIS members to do a one-day internship with a professional in their discipline. Students who have had a one-day internship with FutureM will be asked to write a short article about it to raise awareness for this activity. The professionals can also be asked to write a short article about their company and the possibilities for students to do a one-day internship there. To reach more members, there will be considered to cooperate with other study associations to expend the number of internships and to make FutureM more popular amongst the members.

The twenty-ninth board wants to raise more awareness for the Career Committee and the Secretary will be responsible for this. In cooperation with the members of the Career Committee, there will be looked for new ways to organise appealing activities to prepare the students as best as possible for their professional future. The activities of this committee will be clearly promoted to members in the same way the activities of the Committee of Formal Activities will be promoted.

There will also be tried to make the activities of the Career Committee as appealing as possible by combining them with snacks, lunch or dinner.

Amber van Gorkom   
Secretary of SV Babylon 2017-2018

## 5.3 Treasurer

The Treasurer is, along with the Chair, responsible for the organisation’s financial affairs. He 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 Ivo van Lier with pride and enthusiasm in the academic year of 2017-2018.

### 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 financials and budgets.

- The coordination of the Study Trip 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 start 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-eighth board of SV Babylon and the policy plan and goals of the twenty-ninth 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 twenty-ninth board has planned for the year 2017-2018. In the budget, it will be clear which long- and short term goals the twenty-ninth board will try to achieve in the coming year. In the coming year, the twenty-ninth board will pay special attention to bonding with its members, improving SV Babylon’s professionality 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 twenty-ninth board has chosen to proceed with the twenty-eighth 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 |

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### 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 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, 2016-2017, 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 twenty-ninth board will continue this policy.

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*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.*

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 separate budget will be made 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

Printing promotional material at the Radboud University’s copy shop turned out to be expensive. Because of this, the twenty-eighth board (2016-2017) has searched and found a new printer: the Grafische Werkplaats of ROC Nijmegen.

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### 5.3.6. Bookkeeping

In the previous years, a few aspects of the bookkeeping have been acted 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-eighth board has imported the financial annual report of 2016-2017 in Conscribo, upon which the Treasurer of the twenty-ninth 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 twenty-ninth board will continue to work in the financial year of the previous Treasurer. The twenty-ninth board has chosen to not alter the financial year, because 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 organized by the 2016-2017 committees, fall under the financial year 2016-2017. In September, a General Meeting of Finances will be organized, in which the financial annual report will be presented and approved.

### 5.3.7. Financial plans

The twenty-eighth 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 twenty-ninth 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 twenty-ninth board is planning to save €1000 for the sixth Lustrum which will take place in 2018-2019, if there will no 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 twenty-ninth 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 concern 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

- Career Committee

- Career Event 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, Career Event 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.

The exact contributions will be presented in the budget of 2017-2018. 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 twenty-ninth board wants to invest this money in the Orientation Week Committee, because this committee consistently has problems finding sponsors, and because the Orientation Week is a very important event for recruiting new members.

### 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 professionality of SV Babylon is passed on when approaching these organisations. Over the last few years, SV Babylon has visited Beijing, Rio de Janeiro and Dublin. SV Babylon gets a contribution of €25 per attending student once every two years. Last year, SV Babylon received this contribution (provided that SV Babylon visits an English-, German-, French- or Spanish-speaking country), so SV Babylon will not be receiving it in 2017-2018. This means that the Study Trip Committee is completely free in choosing a destination this year. However, the twenty-ninth board has decided that the study trip will go to a destination within Europe, because it is expected that SV Babylon will visit a far destination during the sixth Lustrum (2018-2019). Furthermore, a destination within Europe will lower the costs and make the study trip more accessible for many students.

Ivo van Lier

Treasurer of SV Babylon 2017-2018

## 5.4 Commissioner of Internal Affairs

The position of Commissioner of Internal Affairs of the twenty-ninth board of SV Babylon will be fulfilled by Kai Greijn. He will take care of the link between study association, study programme, teachers and members with dedication and enthusiasm. Furthermore, he will be responsible for book sales, the Education Committee, the Publication Committee and the Graphic Design Committee. The Babylon Magazine will be designed and published by the Publication Committee and the Graphic Design Committee, of which the Commissioner of Internal Affairs will be the chief editor.

### 5.4.1. Tasks and responsibilities

As Commissioner of Internal Affairs he 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 twenty-ninth 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;  
- Final editing of the Babylon Magazine;  
- Coordinate the Publication Committee;  
- Coordinate the Graphic Design Committee;  
- Coordinate the Education Committee;  
- Maintain contact with the Education Programme Committees.

### 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 teachers needs to be positive. This relation must lead to more synchronization between SV Babylon and the study programme CIS. Firstly, the teachers 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 teachers need to be present. Furthermore, teachers can have a substantial influence on students. When teachers 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 teachers will be more personal. Instead of sending e-mails and 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 teachers to create a proper start for the upcoming collaboration. During National Day of the Teacher, extra attention will be given to the teachers by passing by their offices and giving them something tasty. Furthermore, SV Babylon will organize one or two teacher-student activities. Last year a Pubquiz was organised in which the teachers functioned as team captains. The teachers really liked this activity so it will be organized again next year. Last year it was organized during the DIES-week. The twenty-ninth board will reconsider this moment as the most adequate due to the already packed schedule of this week. Aside from the Pubquiz, SV Babylon could also organize a Pub College to fortify the relations with the teachers. By sending a Christmas card to teachers, the twenty-ninth board also hopes to contribute to this personal contact with teachers.

The most important link between study association and study programme is study advisor Lucie Botterhuis. The study advisor is in touch with teachers, 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 twenty-ninth 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 Business 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. Because of disappointing interest regarding reunion attempts, next year there won’t be a specific contributing graduate or alumni activity. The twenty-ninth board thinks such activities will be more successful in the following lustrum year.

### 5.4.4 Take care of book sales via Studystore

In Contrary to last year, SV Babylon will once again collaborate with StudyStore for the book sales. This is due to the taking over of Boekenservice.nl by StudyStore as of 1 June 2017. StudyStore will abide by the contract agreed on together with Boekenservice.nl. This contract ends mid-2018 and will be renewed if the partnership proves to be successful. Although this not always appeared to be the case, the first phase of the renewed collaboration is without problems. 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 Final editing of the Babylon Magazine

Once again, the Commissioner of Internal Affairs will coordinate both the Publication Committee as well as the Graphic Design Committee.Since these two committees create the Babylon Magazine together, the Commissioner of Internal Affairs will be the final editor of this magazine. He 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 teachers, alumni, sponsors and possible other people interested. To achieve that perfection, the two committees will have to work together closely to actually feel the shared responsibility. The following two paragraphs will further explain the two committees responsible for the redaction of the Babylon Magazine.

### 5.4.6 Coordinate the 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 twenty-ninth 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.

Just like last year, a part of the Babylon Magazine will be mailed in English to the international members. Last year this version contained one formal and one informal article, but because of the expected growth of the number of international members, this version will probably be extended. In the event that the number of international members of SV Babylon grows massively, an English magazine will be considered to make it readable for everybody. This option can only be seriously considered though, when the whole bachelor programme is internationalised. Furthermore, this will be the first year in which it will be possible for international members to become a member of the Publication Committee.

For a couple of years now, the Publication Committee writes blogs for the Babylon website. In line with the decision of the twenty-eighth board, the twenty-ninth board will ensure that once a month a blog will be published. In the beginning of the year, on member will be chosen as main responsible for the blogs. He or she will write these blogs with another committee member each month. They can either write the blog themselves, or they can approach someone outside of the committee. This could be for example teachers or alumni. The blogs will be published in English to reach out to international students as well.

The Commissioner of Internal Affairs 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.

### 5.4.7 Coordinate 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 grafischevormgeving@svbabylon.nl at least two weeks before. Last year, 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, next year it will be possible for international members to become a member of the Graphic Design Committee. The used programmes are already English and the order forms too, this will ensure a successful integration of international students.

### 5.4.8 Coordinate the Information Committee

The tasks of the Information 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, the CIS in Business Evening and the Study Choice Check. It’s important that this committee is professional and recognizable during every activity. Because of this, it’s obligatory for the members to wear their committee shirt during their activities. As of next year it will also be possible for international members to become a member of the Information Committee.

Once again the Information Committee will maintain its contact with the study advisor because she receives questions from future students. Through this contact, it’s easier to organize orientation days on a small scale. This ensures the quality of these days for the scholars, but also for the involved students and teachers. 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 Information Committee will start early with looking for first year students who are willing to mentor tasters. This way, the committee will be discharged and there will be more students involved with SV Babylon.

### 5.4.9 Maintain contact with the Education Programme Committees

The 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. Since two years there are two Education Programme Committees: one for the Bachelor programme and one for the Master programme. Although the contact between SV Babylon and the Education Programme has improved a bit last year, the Commissioner of Internal Affairs of the twenty-ninth board will try to improve this contact and if possible extend it. It’s 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. At the moment of writing this policy summary, the Commissioner Internal Affairs has yet to talk with Marianne Starren about his exact role in the improved collaboration between study programme and study association. Furthermore, in February a closed Facebook group was made, called ‘Jaarraad CIW B3 2016-2017’. This group consisted of around 30 CIS students, who gave their opinion about study related questions posed by the Education Programme Committee. The other year layers also have a group like this. Since this appeared to be a functioning system to poll the students’ opinions, the Commissioner of Internal Affairs will be closely involved with these groups. He will function as the contact point for study related issues.

Kai Greijn

Commissioner of Internal Affairs of SV Babylon 2017-2018

## 5.5 Commissioner of External Relations

During the academic year 2017-2018 Marco Avilez will represent the twenty-ninth board of SV Babylon as the new Commissioner of External Relations. He will strive to perform his duties properly and professionally.

During the academic year, he will do his utmost best to maintain, strengthen and, if possible, establish new connections with external relations for SV Babylon. Therefore, the Commissioner will have to train and guide the sponsor-members of the committees. Furthermore, the Commissioner of External Relations will coordinate the Congress Committee and the Career Event Committee.

### 5.5.1 Tasks and responsibilities

The Commissioner of External Relations will properly fulfil all general board duties. This includes attending board meetings, facilitating the Open office hours, actively attending as many Babylon activities as possible and attending as many (constitution) drinks as possible. The Commissioner of External Relations will represent SV Babylon appropriately and professionally. Furthermore, the Commissioner will have to write a handbook for his successor and contribute to the writing of the half-yearly report, as well as the annual report of the twenty-ninth board.

In addition to the general board duties, the Commissioner of External Relations will also focus on the following job-related tasks:

* Verify compliance of the association’s corporate identity;
* Arrange a proper welcome for companies and their representatives during formal activities;
* Maintain contact with external relations (verbally, by telephone or by e-mail);
* Manage the social media pages of the association on LinkedIn and Twitter;
* Manage the company database;
* Train and guide the committees’ sponsor members;
* Coordinate the Career Event Committee;
* Coordinate the Congress Committee;
* Safeguard the uniform and professional appearance of the association and transmit it to the association’s 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. This positive working climate will be of use to gain trust of those relations. The Commissioner of External Relations will safeguard the professional appearance of the association and transmit the association’s corporate identity. Furthermore, the Commissioner of External Relations shall arrange a proper welcome for companies attending the association’s activities.

By ensuring and strengthening the professional appearance of the association, the Commissioner of External Relations will be able to create a more attractive ambiance for current and potential sponsors. Thus, it will be more appealing for current sponsors to renew and maybe even complement cooperation with the association, whilst new sponsors may be more attracted to cooperate with SV Babylon.

### 5.5.3 Contact with external relations

Both current and new sponsors are very important relations to SV Babylon. Thus, it clearly is very important to keep in touch with those external stakeholders on a regular basis. Whilst the contact will preferably occur personally, other communication methods (such as telephone, e-mail and social media) could suffice as well. This way the association can keep in touch with external relations and they will stay informed on all of SV Babylon’s activities and news.

### 5.5.4 Sponsor members and company database

In the following academic year, the Commissioner of External Relations will devote himself to train and guide the sponsor members of the committees as good as possible. To achieve this, the Commissioner will set up a sponsor-training and regular meetings with the committees’ sponsor members. The sponsor members will be placed in different groups for the training sessions, so that sponsor members can be trained on subjects that are most relevant for them. During those sessions, the sponsor members will be taught how to approach sponsors. After the training session, the Commissioner will keep in touch with the sponsor members to stay informed and to provide guidance.

To ease the work of the sponsor members and to keep track of all contact with external relations, the Commissioner of External Relations will inform all sponsor members of the importance of the company database. This database will cover all companies that have been contacted before and will provide information on how and who to contact if necessary. The database will also tell if a company is open for new cooperation or does not want to be contacted anymore. All sponsor members will be able to add information to this database, but in the end the Commissioner of External Relations will be the one responsible for it.

### 5.5.5 Career Event Committee

During the academic year of 2016-2017 the attendance of the Career Event was a bit dissatisfying, thus the twenty-ninth board has decided, after some advice from the previous board, to change the date of the Career Event. The Career Event will now take place in February instead of December, this way the students who have been away for their minor during the first half year will be able to attend the Career Event.

The Career Event’s main goal is to provide students an insight of the working field. This will be accomplished by organising workshops, presentations and granting the possibility for a chat with company representatives. Companies will have the possibility to meet students and members who are already or are nearly graduated.

Because the last years have proven that the Career Event is an activity which consumes a lot of time, the twenty-ninth board will already be looking for committee members before the committee market. The task of the Commissioner of External Relations is to guide and coordinate the Career Event Committee by organising the Career Event and aid them in finding sponsors.

### 5.5.6 Congress Committee

The Commissioner of External Relations will aid the Congress Committee during the academic year of 2017-2018. 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. 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

During the academic year 2016-2017 the twenty-eighth board decided to continue with the Babylon stickers. Those stickers provide, when shown, discount on many places. Of course, the twenty-ninth board wants to continue with granting the members of the association all kind of benefits. However, the stickers will be evaluated and alternatives will be considered and evaluated to ensure the most practical and beneficial method for the association’s members.

Marco Avilez

Commissioner of External Relations of SV Babylon 2017-2018

## 5.6 Commissioner of Activities

The position of Commissioner of Activities of the twenty-ninth board of SV Babylon will be fulfilled by Anne Bergmans. The Commissioner of Activities is responsible for assembling all fourteen active committees of SV Babylon and coordinating four of those. These will be described below, accompanied by the activities organised by them.

Committees:

* Committee of Informal Activities (CIA)
* 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 take responsibility for the following tasks in the year 2017-2018 and perform them to the best of her abilities:

### 5.6.1 Year planning

The Commissioner of Activities is, in consultation with the other board members, responsible for composing the planning of all the activities SV Babylon organises the during the year. The schedules of the first, the second and third year students will be taken into account. Last year several activities were taken out of the planning due to lack of time. The upcoming year the Commissioner of Activities aspires to schedule as many of these deleted activities in the year planning, concerning; the Batavierenrace, the Pub Lecture, the Bar Contest and a sports tournament. Especially in the planning of the second half year of the academic year the Commissioner of Activities will take the schedules of the third year students into account with regard to the dates of the formal activities. These are more relevant for this group of students. Furthermore, the Commissioner of Activities will attempt to avoid planning formal activities the day after informal activities to avoid students not attending the formal activities.

### 5.6.2 Committee Market and composing all committees

In the second week of the academic year, the Commissioner of Activities will organise and coordinate a Committee Market at which (new) active members will learn about the different committees of SV Babylon and be enthused to take part in one. It is important to communicate creatively using photos and videos of past activities and have enthusiastic former committee members tell visitors about their experiences. After the Committee Market the Commissioner of Activities is responsible for composing all fourteen committees. The Commissioner of Activities aspires to compose committees with representatives of all years to enhance the contact between the different layers. Moreover, this will provide a higher reachability of members of SV Babylon while promoting the activities. Furthermore, the Commissioner of Activities will keep the preferences of the applicants for the committees in mind.

### 5.6.3. Committee of Informal Activities (CIA)

The Committee of Informal Activities is active during the whole year and is responsible for organising informal activities such as a monthly theme borrel, a dropping, a hitch hiking contest, most of the Diesweek and several other parties. Due to a lack of free time in the year planning last year it was not possible to insert the hitch hiking contest in the program of the year. The twenty-ninth board wanted to insert this activity in het year planning of this year, however due to limited suitable data is has been decided to leave the hitch hiking contest out again. Nevertheless, several data are kept free in the year planning for yet unknown new informal activities, which the committee is allowed to come up with.

The Committee of Informal Activities will be very active throughout the whole year and will have to start immediately after the committee is composed. Preferably, the committee will consist of eight committee members. Moreover, it will be possible for international students to join this committee.

1. BaMyPo: The Commissioner of Activities will assign two to three committee members of the Committee of Informal Activities to take part in the BaMyPo Committee. This committee will be responsible for organising six BaMyPo theme parties, of which one during the Orientation Week. The BaMyPo parties will be organised in collaboration with study associations Mycelium and Postelein. Because of this collaboration the Commissioner of Activities discussed the possibility of having an international committee member in this committee. As well the functionary of Mycelium as the functionary of Postelein approved. Furthermore, the Commissioner of Activities herself will also take part in this subcommittee.
2. Inglorious: The Commissioner of Activities will assign one committee member of the Committee of Informal Activities to take part in the Inglorious Committee. This committee will be responsible for organising three Inglorious theme parties, of which one during the Orientation Week. The Inglorious parties will be organised in collaboration with study associations ESV, GSV, SVN, Mycelium and Postelein. Once more the Commissioner of Activities will discuss the possibility of an international student within this committee with the study associations mentioned before and she will take part of this subcommittee herself. The Commissioner of Activities will mostly focus on the promotion of the Inglorious parties amongst the members of SV Babylon and try to create a better awareness of SV Babylon being part of this party.

In general, the Commissioner of Activities will focus on creating a good and enthusiastic atmosphere within the Committee of Informal Activities, which will have a positive effect on the atmosphere during the activities and enhance enthusiasm of the other attending members.

### 5.6.4 Prom Committee

The Prom Committee is responsible for organising a Prom Night once a year. Because SV Babylon cannot provide enough participants to organise an own Prom Night, the event has been organised in collaboration with study associations Mycelium and Postelein last year. In preceding years, study association BOW and ESV also joined this collaboration. However, due to their lustrum and their own prom night they both decided not to join last year. For the upcoming Prom Night the Commissioner of Activities secured a collaboration with Postelein, BOW and Mycelium. Therefore the Prom Committee will have access to a larger budget to organise the event than in the past year. At the request of study association BOW, the committee will discuss whether the smaller associations, of which fewer members will join the event, will be allowed to invest a smaller amount of money than the bigger associations. The Commissioner of Activities will discuss the possibility of an international student taking part of this committee with the study associations mentioned above. The Commissioner of Activities will, besides herself, also assign one or two other committee members from SV Babylon to join this Prom Committee.

### 5.6.5 Orientation Week Committee

The Orientation Week Committee is responsible for organising the Orientation Week for the soon to be students of the study Communication and Information Studies. The Orientation Week will take 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 the study association. Furthermore, it is the intention of the Orientation Week that the participants create a bond with their future fellow students. This applies to as well the upcoming Orientation Week as the Orientation Week which will take place in 2018. Due to the Commissioner of Activities has been a member of the current Orientation Week Committee, she is convinced she will experience no trouble taking over the responsibilities and tasks of Hanneke Groen, the Commissioner of Activities of 2016-2017. During the Orientation Week of 2017 there will be a possibility to buy Babylon caps. The Commissioner of Activities hopes that this will enhance the awareness that this week is mostly organised by SV Babylon. Furthermore, on the first day of the Orientation Week there will be the possibility to sign up for SV Babylon while you sign in for the Orientation Week.

The Orientation Week Committee will be composed at the beginning of the academic year, but will become active in the second half of the academic year. Preferably, the committee will consist of eight committee members who will mostly be first and third year students because of the term abroad of the second year students. Furthermore, it is of importance to assign international students to this committee, since they are of great value due to their experience as an international student during the Orientation Week.

### 5.6.6 Sports Committee

The biggest event of the Sports Committee is the Ski Trip, which will take place at the end of January 2018. In the preceding years, SV Babylon collaborated with Skistuds for organising this trip. This will be the third year in a row SV Babylon will organise the skiing trip with Skistuds and therefore they have offered a discount, provided that a contract will be signed for the next three years. The twenty-eight board of SV Babylon decided not to sign the contract, because the discount would only be relevant for groups of more than sixty people. Furthermore, on request of Skistuds the twenty-eight board already booked the location and skiing trip of 2018, so SV Babylon could choose between more different venues. Besides organising the skiing trip the Sports Committee is responsible for organising other sports activities. Past years SV Babylon participated in the Batavierenrace in collaboration with study association BOW. Sadly, this year, BOW had no interest in forming a team with SV Babylon. Therefore, the Commissioner of Activities contacted Mycelium to join them in making a team for this year’s Batavierenrace and they accepted. Furthermore, the Sports Committee will consider adding more sports-related activities into the program of this year, such as a (football) tournament. The Commissioner of Activities will try to establish collaborations with different sports associations to guarantee these new activities to be successful.

The Sports Committee will consist of eight committee members of students from different years, to maximise the reach of the committees promotion. Moreover, international students are more than welcome to join this committee.

### 5.6.7. Contact with the Molenstraat

Last year the contact person of SV Babylon for the Molenstraat was the Commissioner of Activities. On request, the contact person of SV Babylon for the Molenstraat will remain to be just the Commissioner of Activities. The committee members will not be allowed to contact the Molenstraat to avoid miscommunication or confusion. Furthermore, the Commissioner of Activities will be responsible for the contact concerning the BaMyPo parties.

### 5.6.8 Promotion Training

The Commissioner of Activities will be responsible for arraigning the promotion courses for all the promotion members of all the committees of SV Babylon. For most promotion committee members, these will take place at the beginning of the academic year. 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.

### 5.6.9 Organising activities for stichting RAGweek

The Commissioner of Activities is responsible for organising several activities to collect money for stichting RAGweek. Since every year the RAGweek partially coincides with the Diesweek of SV Babylon, some Diesweek activities can be used to collect money for this cause. Last year SV Babylon only participated in the hallway lunch of the Faculty of Arts for stichting RAGweek. This year the twenty-ninth board of SV Babylon aspires to use multiple activities within of around the Diesweek fully or partially to collect money for stichting RAGweek. Just as last year, one of the BaMyPo parties is planned during the Diesweek and a part of the turnover of this night will be donated to stichting RAGweek.

### 5.6.10 Personal goals

* *Recruit new members*

The Commissioner of Activities values a positive and enthusiastic attitude toward protentional new members. She will achieve this by talking to as many (potential) new members as possible and try to establish a bond with them. Moreover, the Commissioner of Activities will pay extra attention to talk to international (potential) new members.

* *Create a family feeling within the association*

The Commissioner of Activities strives to create a family feeling within the association. She is convinced that active and enthusiastic participation of members is essential for the operation of the association. Therefore it is important that all members, including the international community, feel involved in the association and create a strong mutual relationship.

* *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. Moreover, loads of personal attention for the committee members may prevent conflicts.

* *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 at 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.

* *Attention for promotion*

The twenty-fifth board has begun appointing a promotion member within each committee. The promotion member must provide an overview of the promotion of the relevant activity and will be responsible within the committee for the promotion of the relevant activities. The emphasis will lay on actively promoting the various activities in time, so that members can take good notice in advance. The importance of good promotion has been shown, so much attention will be paid to it. In particular, the promotion of the BaMyPo and Inglorious parties will receive much attention from the Commissioner of Activities due to the sometimes moderate turnout from members of SV Babylon.

* *Focus on openness*

The Commissioner of Activities will try to emit an open and accessible attitude towards members. She finds it important that she is accessible to all members and they do not feel a barrier to come to her with questions, opinions or ideas.

* *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. The reason for this is that they may also motivate fellow students to become an active member or participate in activities. In addition, the Commissioner of Activities will try to keep the committee meetings in an informal environment more often. At someone's home, for instance. The latter, along with committee trips, eating together or other joint activities, will contribute to the sense of connection within the committee

* *Possibilities for new activities*

Unfortunately, in the past year, a number of activities have not been planned in the annual program in the absence of time. Especially the Sports Committee could be even more active regarding organising activities in addition to the ski trip. The Commissioner of Activities aims to add as many activities as possible in the programme and explore opportunities for new activities in the upcoming year. Some deleted activities that she would like to see in the next year's programme include; The Batavierenrace, the Pub Lecture, the Bar Contest and a Crazy 88. Examples of new activities include a sports tournament, a diner rouler, a sailing afternoon and a pool party.

Anne Bergmans

Commissioner of Activities of SV Babylon 2017-2018

# 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 twenty-ninth board hopes that after reading this policy plan, all readers have a clear overview of the twenty-ninth board’s vision and goals.

The twenty-ninth board is very excited for next year and has high expectations of it. The members of the twenty-ninth board will do their best to achieve the organisations long- and short-term goals and give SV Babylon a positive image. Because of the surprising distribution of the board (four men and two women), the twenty-ninth board aims to give a refreshing take on various aspects of the organisation. Furthermore, all board members are active Babylonians with a heart for the organisation. The board strives to be a dynamic, involved and enthusiastic board and is very excited to make next year an unforgettable one.