

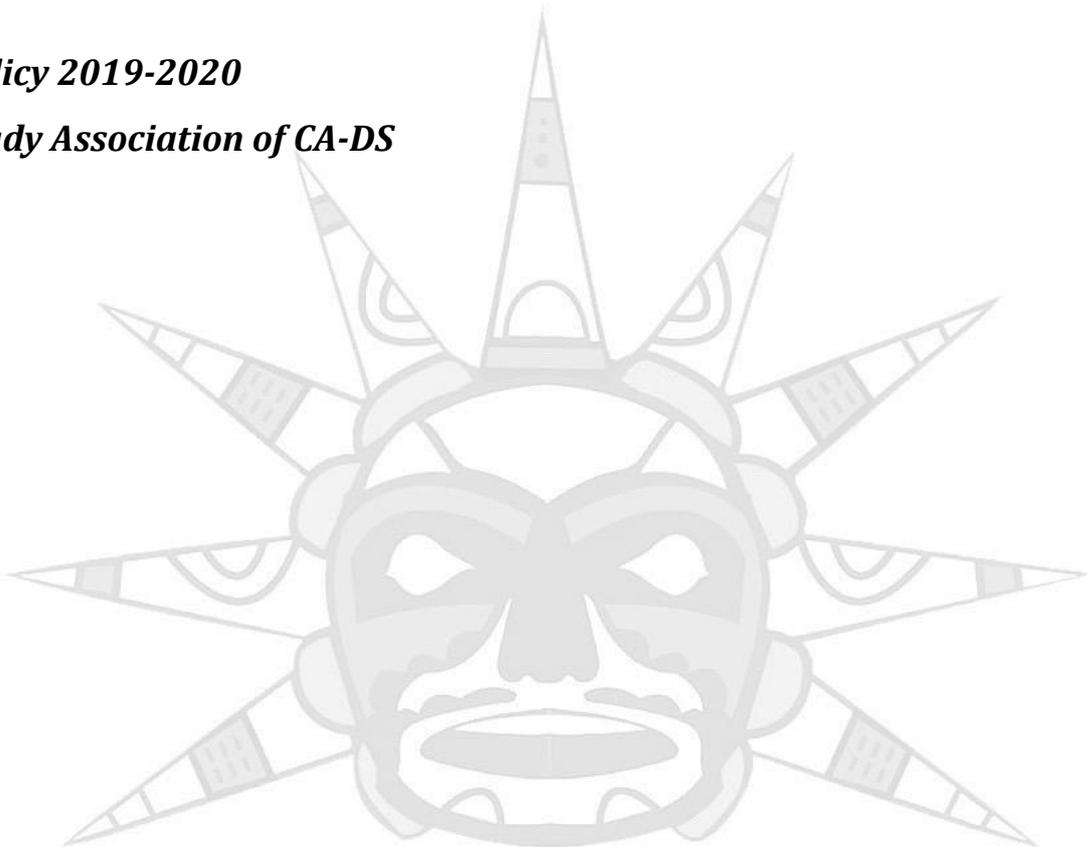


Universiteit Leiden

ITIWANA

Policy 2019-2020

Study Association of CA-DS



Study association Itiwana
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PREFACE

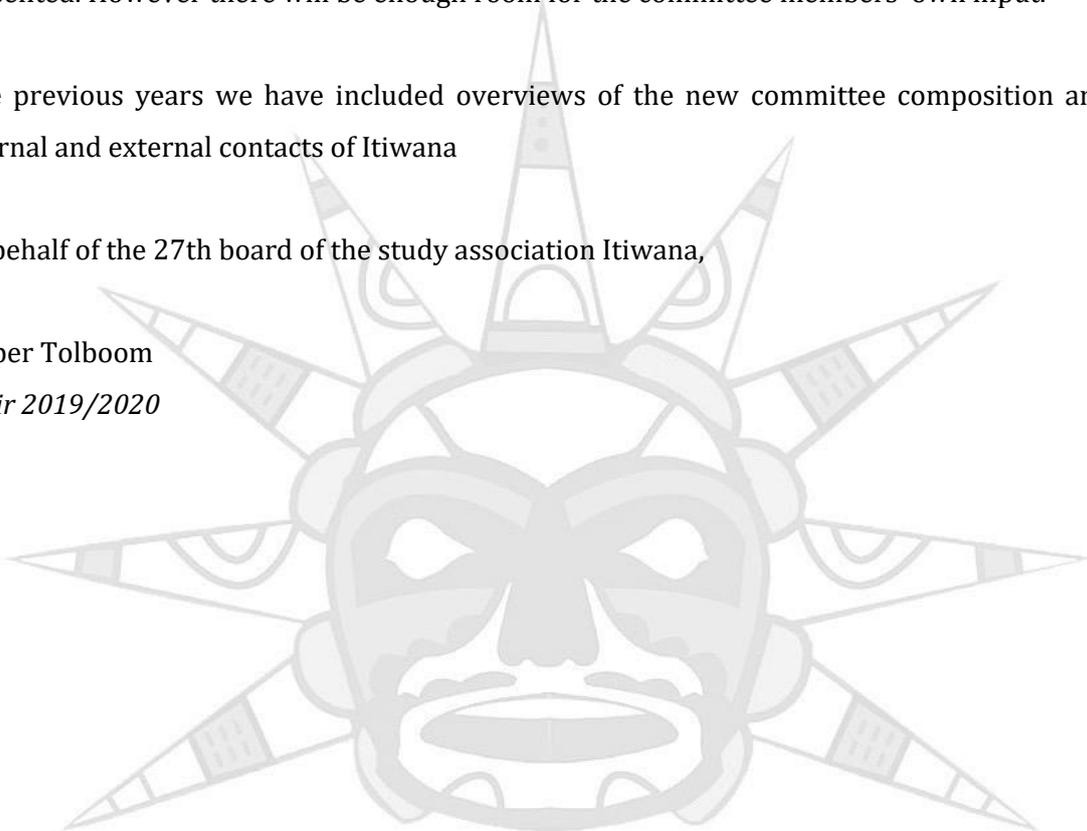
You are about to read the policy plan of the study association Itiwana. We appreciate your involvement with association. In this policy, the policy of the 27th board (board year 2019/2020) will be presented.

First, the drafted policy pillars will be explained. These pillars will be central during the upcoming year, board year 2019/2020. Regarding these pillars, every board member will individually explain their concrete plans. Furthermore, the committees and their plans will be presented. However there will be enough room for the committee members' own input.

Like previous years we have included overviews of the new committee composition and the internal and external contacts of Itiwana

On behalf of the 27th board of the study association Itiwana,

Amber Tolboom
Chair 2019/2020



BOARD DIVISION

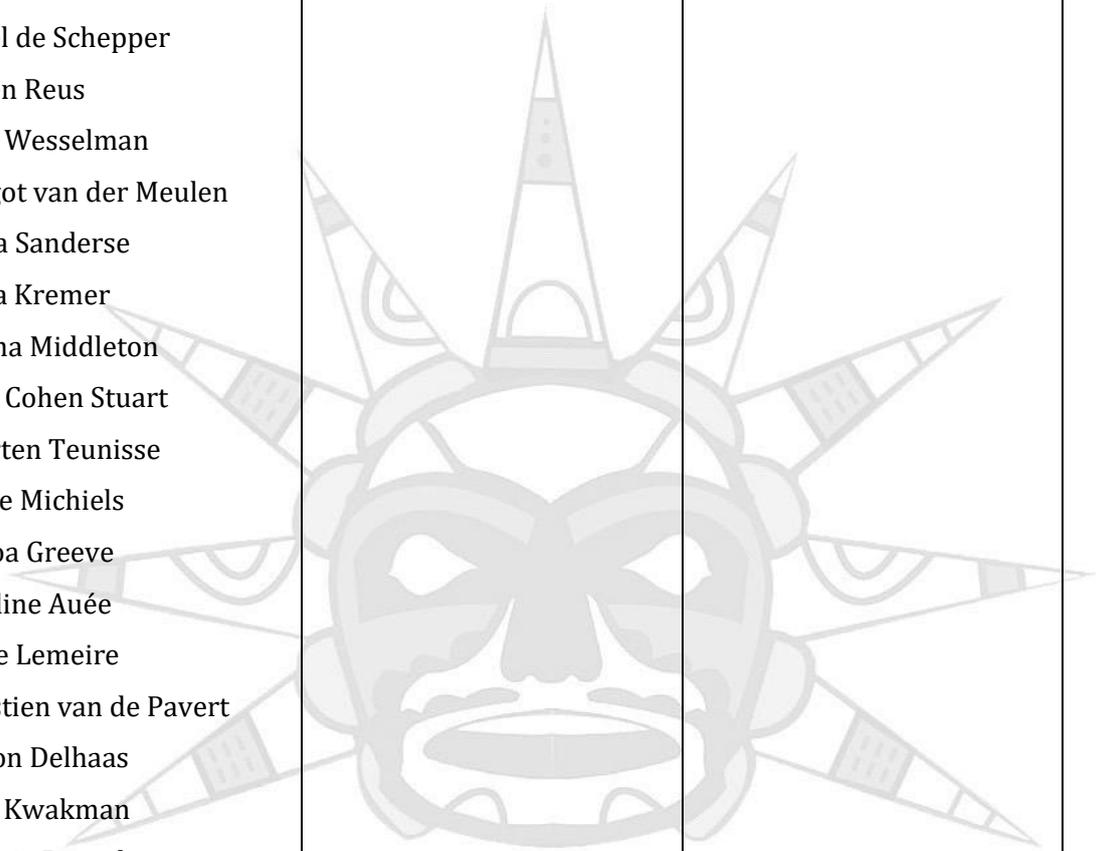
Naam en Functie	Verdeling commissies		
Amber Tolboom Chair	Guide of the First Years Committee	Contact WDO	
Loes Moree Secretary	ICA Committee	Clothing Line	
Simone van der Hoek Treasurer	Travel Committee		
Wouter Keijzer Education Officer	Education Committee	LaSSA	Contact SKG
Jet Huugen External Affairs Officer	Acquisition & Alumni Committee	Survival Committee	
Simone Luca Activities Officer	Activities Committee	Clothing Line	
Mandy Huibregtsen Communications Officer	Bulletin Committee	Photo Committee	

COMMITTEE COMPOSITION

<p>AA-Committee Jet Huugen Nova Folkersma Vera de Groot Lena Kwakman</p>	<p>Activities Committee Simone Luca Justin Brakkee Loes Moree Joey Phero Bui Anna Pabērza</p>	<p>Bulletin Committee Mandy Huibregtsen Yong Lin Hovenga Anouk de Jong Emma van der Plas</p>
<p>Education Committee Wouter Keijzer Jenny van Lienden Florentino Rodao Thirza van 't Rood</p>	<p>First Years Committee Amber Tolboom Mai-Lu Ensink Isabel Freie Rémi ten Hoorn</p>	<p>ICA Committee Loes Moree Roos Capel Rémi ten Hoorn Irene Midttun Veronie Rouschop Ole Witte</p>
<p>LaSSA Committee Wouter Keijzer Veronie Rouschop</p>	<p>Photo Committee Mandy Huibregtsen Mai-Lu Ensink Nova Folkersma Anthonie Kluis Simone Luca</p>	<p>Survival Committee Jet Huugen Iza Blakendaal Sarah Bozuwa Mila Benjamins</p>
<p>Travel Committee Simone van der Hoek Iza Blakendaal Hannah van der Donk Anne van der Enden Jasmijn Gultuna Roxanne Hendrix Sanne Klarenbeek</p>		

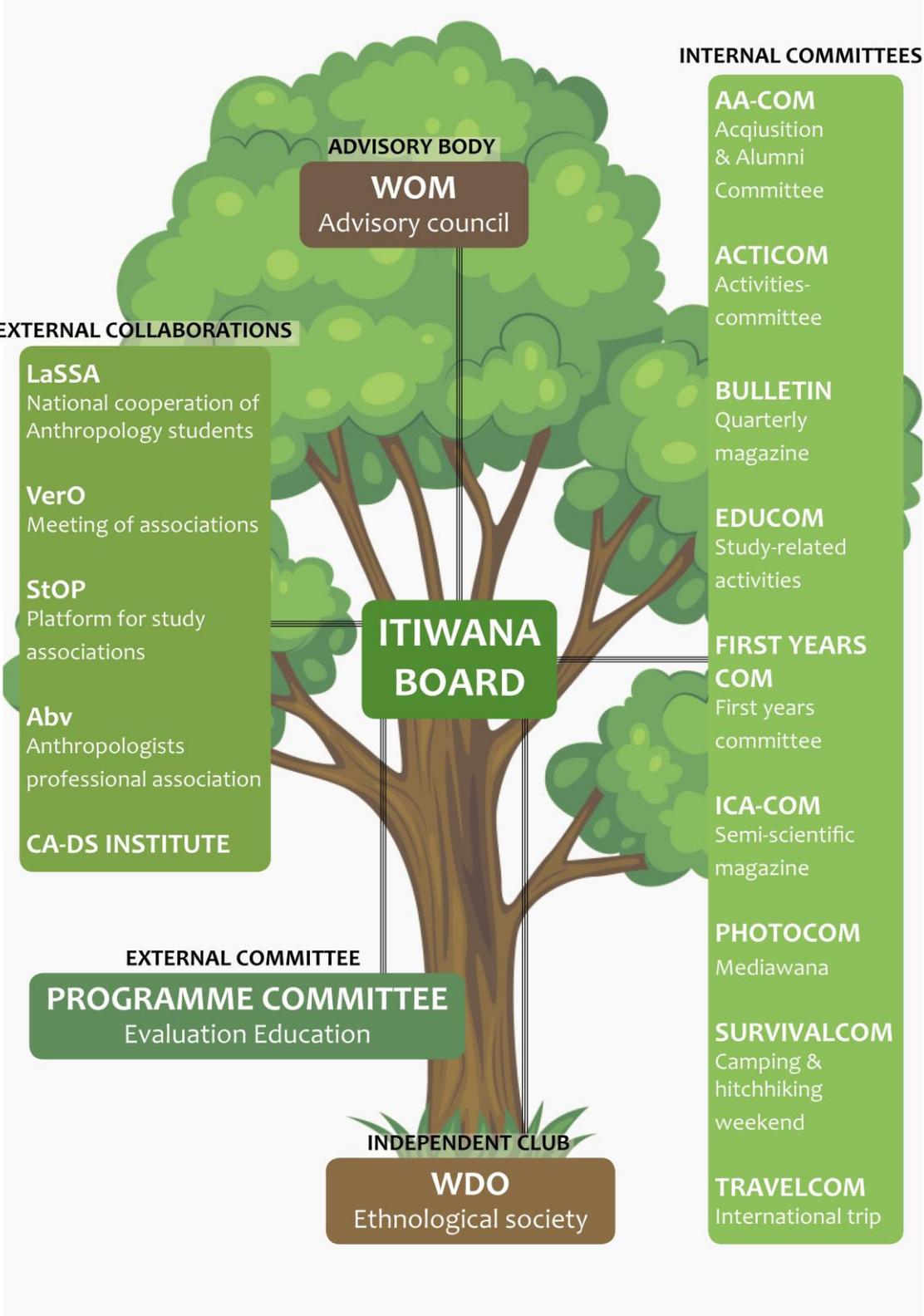
'FRIENDS OF ITIWANA'

WOM	WDO	
Igor Boog	Vera Vloedgraven	
Sophie Frankenmolen	Claire van den Helder	
Simone de Boer	Lena Kwakman	
Bregje Schreuders		
Sanne Hogesteeger		
Nadia Teunissen		
Merel de Schepper		
Ruben Reus		
Lizet Wesselman		
Margot van der Meulen		
Janita Sanderse		
Tessa Kremer		
Jemma Middleton		
Eslin Cohen Stuart		
Maarten Teunisse		
Lenne Michiels		
Samoa Greeve		
Caroline Auée		
Laure Lemeire		
Christien van de Pavert		
Manon Delhaas		
Lena Kwakman		
Veronie Rouschop		



COMMITTEE TREE

Below is an image which represents the internal and external contacts of Itiwana and the composition of the committees of Itiwana.



UMBRELLA PLATFORMS

VERO

The VerO is an abbreviation for 'Verenigingen Overleg', which means: meeting of associations. Participants of these meetings are all the Chairs of the study associations Labyrint (the study association of Psychology), SPIL (the study association of Political Science), Emile (the study association of Educational Sciences) and Itiwana (study association of Cultural Anthropology and Development Sociology). The VerO is very important for keeping intensive contact with the other associations of the Faculty of Social and Behavioral Sciences and to have insight in the way things go within the faculty.

STOP

The StOP 'Studieverenigingen Overleg Platform', which means: the platform for study associations. The participants of these meetings are the Chairs of all the study associations in Leiden. Subjects that are of general importance to the University of Leiden are discussed and the results of these discussions, when possible, are carried out. Furthermore the platform is also a place to exchange knowledge regarding the organization of a study association.

STUDENTEN KLANKBORDGROEP

'Studenten Klankbordgroep' means 'the Student Sounding Board'. It is a consultative body within the Faculty of Social and Behavioral Sciences. It is a fixed group consisting of the Assessor of the faculty board, the Education officers of the study associations, members of the programme committee and students who have applied for the programme committee. This group gets together monthly to discuss subjects with respect to the university and the faculty. It is a smaller replacement of the Faculty Student Platform.

LASSA

LaSSA is an abbreviation for 'Landelijke Samenwerking Studenten Antropologie' which translates to 'the national cooperation of anthropology students'. The LaSSA is responsible for maintaining a close cooperation of the faculty association EOS and the study associations Kwakiutl (Amsterdam), Umoja (Nijmegen), Djembé (Utrecht) and Itiwana (Leiden).

WDO

The WDO is a student organization which is connected to the Institute of Cultural Anthropology and Development Sociology of Leiden University. The WDO organizes monthly discussion nights

covering subjects related to cultural anthropology and development sociology. There is a close cooperation between the WDO and Itiwana.

INSTITUTE OF CA-DS

We have a close bond with the institute and we aspire to maintain this contact. This year the Education Officer of the 27th board of Itiwana, Wouter Keijzer has become a member of the programme committee to keep close contact. Subjects such as the internationalization of the Bachelor programme are being discussed. This year the Chair and Secretary of the 27th board of Itiwana, Amber Tolboom and Loes Moree, will maintain contact with Taco de Ruiten and Inge Wieringa and set up a Sounding Board within Itiwana and pass on the obtained information.



SHORT EVALUATION 2018/2019

The 26th board of the study association Itiwana drafted the pillars: 'connection', 'structure' and 'identity'. On the basis of these pillars there will be a short evaluation.

CONNECTION

By drafting the pillar 'connection', board XXVI wanted to make every member feel at home at Itiwana and make them feel more connected with Itiwana. They have successfully realized this aim by paying attention to everybody who entered het Hok and by personally inviting members to activities. They also set up the 'Committee Clash' by which committee members would feel more connected with their own committee and with members of other committees. Furthermore their aim was to get a closer connection with the study associations of the Faculty of Social and Behavioral Sciences and with LaSSA by promoting the faculty party and LaSSA activities. Board XXVI also made sure het Hok had an appealing atmosphere by putting photos of activities and quotes on the wall, make a birthday calendar and by putting up 'How to survive student life' tips in het Hok. Furthermore they wanted to maintain attracting people to the hokhours by creating 'Hokhour: Goodfood' which was a success and which we want to keep in practice. Drinks were reduced to one time a month to make the drinks more crowded. Last but not least board XXVI wanted to make Itiwana more known by international students because the bachelor programme has become an international bachelor programme. They achieved this by showing their faces during the OWL week and by making the website accessible for international students by making an English version as well.

STRUCTURE

By drafting the pillar 'Structure', board XXVI wanted to make sure there was a clear communication between the board and the members concerning activities to make sure the members know what to expect. They valued quality over quantity. This was done successfully by only using the public Facebook page of the association and 'Dumpiwana' and to only let the Secretary, Veronie Rouschop, post in both Facebook pages to avoid confusion and by making 'Promotion' a topic during the board meetings. Furthermore they wanted to have structure within the board by communicating clearly about their actions and tasks to keep everybody up to date so they could form a unity and by making a social contract for all board members. Besides the board they also valued structure within committees and made sure this happened by making clear agreements about promotion and the tasks of the treasurer of the committee.

IDENTITY

By drafting the pillar 'identity', board XXVI wanted to maintain the easily accessible and tolerant identity of Itiwana: a place where everybody can feel at home. Furthermore they wanted to highlight the fact that part of the Itiwana identity is that we are the study association of cultural anthropology and development sociology. Board XXVI strived to give activities anthropological themes as much as they could. This way Itiwana can distinguish itself from other study associations. These aims were successfully accomplished by finding a new bar for the Itiwana drinks which matches the Itiwana identity, making sure there are enough durable dishes and utensils to maintaining the sustainability plan and having a professional attitude towards professional parties and an welcoming attitude towards the members.



POLICY PLAN PILLARS

Based on the policy pillars of prior years and on our own experiences as members of Itiwana we drafted the following policy pillars where we want our focus to be in the board year 2019/2020: 'interact' and 'inform'. We want members to be actively involved with Itiwana to make sure the study association will stay a lively association. To realize this we want to create many forms of interaction with members, between members and with external parties and keep the members informed of activities and possibilities at all times.

INTERACT

The policy pillar 'interact' is central during our board year. Our study association is small and recently became international. Therefore we believe that many forms of interaction are important to keep our members involved. When members are involved and have the possibility to interact with many different groups of people they will become more active and keep the study association more lively.

As the board we want to project an open attitude towards our members to initiate interaction. We will welcome everybody who enters het Hok and make sure every member feels welcome by initiating conversations and paying attention to the members. We also want to create multiple forms of interaction where members can interact with members of the same year of the bachelor, with members of other years of the bachelor and with us, the board to make the members feel more involved and to initiate new contacts between members.

Furthermore we want to maintain close relationships with the other study associations of the Faculty of Social and Behavioral Sciences, the LaSSA, the Institute and the programme committee. This is beneficial for the members because they will be informed about the activities of these parties and will have a broader spectrum of activities and opportunities. This is also beneficial for the institute and the programme committee because a close interaction can mean more input from the students.

Concrete steps 'interact'

1. Het Hok is designed to have an open attitude towards members by putting up photos of activities, quotes and having a birthday calendar. When an international student is present in het Hok the board will make sure that the used language is English to make sure nobody feels excluded.
2. Furthermore we want to make het Hok more organized: we have loads of stuff which

could have a better place of storage in het Hok. Therefore we will rearrange the closets and buy more storage boxes to put stuff in which will result in a Hok that is more taken care of and will project peace. We also have made agreements that every board member will clean up after their Hok duty and we have made a cleaning schedule with more specific tasks.

3. We will go on with the concept 'Committee Clash' introduced by the previous board, board XXVI. The committee clash is a challenge where committee members can receive points for attending Itiwana activities and/or fulfilling assignments or challenges. Just like board XXVI we believe that this form of interaction can create more involvement of members and can create more contacts between members .
4. Another form of interaction we want to introduce is a study buddy system. We have heard from the institute and from members of Itiwana that there is a need for study groups. This and our aim to create more forms of interaction created the idea of a study buddy system where we will try to combine students of different years of the bachelor to form a study buddy group.
5. We will go on with the concept 'Goodfood Hokhours' introduced by board XXVI. This monthly Hokhour attracts many members to het Hok which results in members feeling more comfortable to visit het Hok more often. The other monthly Hokhour will be 'Iteawana' where we will offer tea and some biscuits.
6. Board XXVI recommended to organize two drinks a month since the bachelor became international which resulted in more first years. We will begin with organizing two drinks a month. We will evaluate if we want to keep two drinks a month or go back to one drink a month during the 'General Assembly: Midterm Evaluation' where we will vote about the issue immediately.
7. In addition to participating in the EL CID week we will participate in the OWL week to recruit new members and introducing Itiwana to as well as the Dutch students as the international students. We will also promote the possibility of being an OWL-week mentor to our members to stimulate the connection between Dutch and international students.
8. Furthermore, we want to make the English version of the Itiwana website the main page and keep the Dutch version of the website as a selectable option, so as to give our Dutch members a choice.
9. As the Board we want to be close to our members. Therefore it is important that we are present at all Itiwana activities. The standard is that a board member is always present when he or she is available. However when a board member is unavailable the minimum of board members that have to be present is four.

INFORM

To make sure the members are involved and stay active it is important to keep them informed about all activities and other possibilities that Itiwana and other external parties have to offer. Promotion plays a very important role in this. We want to communicate clearly to our members to keep them informed and to keep us informed about their expectations. We want to give structured information so our members can find the needed information fast and easy.

Keeping the members informed is important but as board members it is also very important to stay informed about all that is happening within Itiwana. Therefore we will communicate clearly with each other about function, committee and personal matters so we will not get in each other's way and can support each other in the best way. This way we will project the board as a unity towards members and other parties. Within committees there also will be clear agreements about the tasks of each member to encourage a smooth cooperation.

Concrete steps 'inform'

10. We will continue to only use the public Facebook page 'Study association Itiwana' to give members structured Itiwana related information. The Secretary, Loes Moree, will be the only board member who will post in the Facebook page 'Dumpiwana'. All the board members are editors of the public Facebook page. However no one will post anything without consulting the Communications Officer, Mandy Huibregtsen.
11. To be able to look back on the agreements we made within the board we have constructed and signed a social contract. This way when a board member does not stick to the agreements the violation of the social contract can be pointed out and he or she can be reminded of the agreements.
12. We sat down with Board XXVI to make plans for changing the procedure of choosing and appointing a new board. We will organize an extra General Assembly to present our plans and to vote about these plans.
13. Promotion will remain an item of the agenda during board meetings. During these meetings board members can point out the way they want certain activities to be promoted. This way the Communications Officer, Mandy Huibregtsen, can put it in the promotion calendar.

CHAIR

Amber Tolboom

Chair 2019/2020

TAKS

This year I will take on the tasks of being the Chair of Itiwana. I will make sure I always have the overview and I will function as a central point of contact both within and beyond Itiwana. My general tasks for the upcoming year:

1. It is my job to keep an overview of all that is happening within Itiwana and it's board. Therefore I will function as the central point of contact within the board and within Itiwana.
2. Outside of Itiwana I will represent the association at the following platforms and activities:
 - a. VerO
 - b. StOP
 - c. Information activities
 - d. The institute of CA-DS
3. I process all of the incoming emails of the email address 'chair@itiwana.org'.
4. I plan and guide board meetings and general assemblies.
5. Function as contact for WDO.
6. During my year as a board member I will project a representative image of Itiwana.
7. I will guide the First Years Committee.
8. I will make a 'Words of the week' poster every week which will be on the Instagram of Itiwana.

INTERACT

It is very important to keep close contact with our members and make them feel at home. As Chair of Itiwana I function as a central point of contact and therefore interaction with our members is very important. Beside the members, keeping contact with external parties is also a must.

Concrete steps 'interact'

1. I will keep close contact with the WDO, make sure we are aware of each others activities and communicate about the data of those activities so there will not be any overlapping

activities. I will also encourage my board members to go to the activities of the WDO and encourage the WDO to participate in our activities.

2. Together with the Secretary, Loes Moree, I will set up a sounding board that will gather two times a year with a maximum number of five students. With an open application we ask students for ideas and opinions about issues concerning Itiwana such as the internationalization. This way we get direct feedback to improve Itiwana and can share the ideas and improvements to other possible parties.
3. I will maintain and try to improve our contact with the other study associations of the Faculty of Social and Behavioral Sciences by making a chat group and organizing activities to improve the relationships between boards and therefore study associations.
4. I will have a professional and active attitude towards all parties involving Itiwana like described in the Ethical Code of Itiwana. I aspire to be taken seriously within these parties even though Itiwana is a small association.
5. I will set up a study buddy system together with the Treasurer, Simone van der Hoek. This will be based on the preference of the intensity, preference of city (The Hague or Leiden) and the different grade targets they have.

INFORM

Keeping your members informed is very important to make things easier for them and to keep them motivated to stay active within Itiwana. As Chair it is my job to keep an overview of everything that concerns Itiwana. I am the keeper of the annual planning of activities and I will make sure my board and the members have all the information they need. Regarding the annual planning of activities I will take exams and the quantity of activities into account to not overwhelm our members. Within the board I want to create an open atmosphere where we will always inform each other about both Itiwana and non-Itiwana issues: whatever is needed to make sure everybody know what to do and how to act.

Concrete steps 'inform'

6. I will communicate well and sit down once a month with the Communications Officer, Mandy Huibregtsen, to stay informed on the promotion of the activities of the annual planning.
7. I will sit down every month with the Treasurer, Simone van der Hoek, to keep an overview and stay informed about the finances.
8. I will put a short overview of upcoming activities in every agenda for board meetings and discuss these activities so all board members are aware of what the other board members are doing. This was introduced by Board XXVI.

9. Every Thursday I will make a 'Words of the week' poster and put it on our Instagram and in het Hok. This poster will contain two words, one Dutch and one 'international' word, which will be sent in by students of Itiwana. This way both Dutch and international students learn new words and stay informed about the existing languages within the study.
10. To make the board transfer more easily I will make sure we keep our Guides up to date during the year. I will do this by combining it with two board evaluation meetings where we will discuss how everything goes so far, where we will give each other tips and tops and where we will write down our experiences through adjusting the guides to avoid upcoming board members to have the same struggles.



SECRETARY

Loes Moree

Secretary 2019/2020

TASKS

This year I will be the secretary. During board year 2019-2020 I will be responsible for the following tasks:

1. I will be responsible for the member database.
2. If board members need an address or email list I can provide this.
3. I will process all the paper mails and the emails from info@itiwana.org.
4. I will take minutes during the board meetings and the General Assemblies. I will publish the notes from the General Assemblies on the Itiwana website.
5. I will be responsible for the archive and will make sure that it will be neat and tidy during the year. If something needs to be added to the archive, I will do this.
6. I will make sure that the Facebook groups Itiwana and Dumpiwana will be well structured. If necessary, I will add new members or remove former members from these groups.
7. I will make backups the member database two times a year.
8. I will be the chair of the ICA Committee.
9. I will be responsible for the Itiwana merchandise together with the Activities Officer, Simone Luca.
10. I will be a general member of the Activities Committee.
11. I will bear primary responsibility that Itiwana complies with the obligations concerning the General Data Protection Regulation (GDPR).

INTERACT

Anthropology is all about interaction. Interaction between different countries, different groups and individuals. In this board year, I will use interaction as a tool to make new connections. These connections can be useful to exchange knowledge and to make new friends. I make sure that we keep in touch with the the faculty, the Itiwana members and external organizations.

Concrete steps 'interact'

1. I will conduct a questionnaire two times this year to find out what the students think of the association. This way of interaction will be very important because of the internationalization. New international students will probably have different needs and

expectations than Dutch students.

2. I will attend the meeting of the Studieverenigingen Overleg Platform (StOP) together with the Chair, Amber Tolboom.
3. Together with the Chair, Amber Tolboom, I will set up a sounding board that will gather two times a year with a maximum number of five students. With an open application we ask students for ideas and opinions about issues concerning Itiwana such as the internationalization. This way we get direct feedback to improve Itiwana and can share the ideas and improvements to other possible parties.

INFORM

Information is key. Especially this year when a diverse group of new (international) students is joining Itiwana. Not all the new members will understand what a study association entails. I will be happy to answer all the questions members have regarding Itiwana related issues. I will also pass on relevant information from external parties to (board) members.

Concrete steps 'inform'

4. I will inform students about anthropology related external activities and internships on Dumpiwana. I will send relevant internships to the Education Officer, Wouter Keijzer, who will put it on www.itiwana.org.
5. I will search for a better membership file to replace PC Leden.
6. Together with the Communications Officer, Mandy Huibregtsen, I will update the already existing InDesign guide to make sure that students without experience with this program can easily learn it.

TREASURER

Simone van der Hoek

Treasurer 2019/2020

TASKS

As Treasurer I am responsible for the finances and accountancy of Itiwana. This means that I keep the incomes and expenses clear and organized, and that I ensure a good distribution of the money inside the association. I am also the point of contact for the committee treasures and I will support them where needed. My tasks this year will be:

1. The management of the ING and ASN account.
2. Managing the tills.
3. I keep an annual financial overview of all income and expenditure, so that they remain clear and transparent.
4. I will make a budget considering the advisory budget.
5. Drawing up an advice budget for the treasurer of the year 2020/2021.
6. I will make a midterm report and a financial annual report in consultation with the audit committee. These will be justified and discussed at the 'General Assembly: Midterm' and the 'General Assembly : Change of the board'.
7. Executing the contribution collections through the PC-members system in cooperation with the Secretary, Loes Moree.
8. Supporting and controlling the committee treasures in their tasks as committee treasurer.
9. The accountancy will be kept safe and back-ups will be made.
10. I am chair of the Travel Committee.

INTERACT

As treasurer the interact pillar is important to me. To make the finances as complete and clear as possible I will have to stay in contact with various parties. I will maintain a good relationship with the committee treasures and support them where necessary. Coming year, I will keep close contact with the WDO, the rest of the board and possibly the LaSSA. Communications at different levels is important to fulfil my duties. Moreover, I will be open to questions and comments from both my fellow board members and the members of Itiwana.

Concrete steps 'interact'

1. I will stay in touch with the committee treasurers and ask how it goes and whether there are any questions. This way I want to prevent potential communication problems, so that the committees are organized and stay that way. My goal is to provide intensive support to the committee treasures through meetings and training sessions, concrete step-by-step plans for the work and a direct line of communication through a WhatsApp group with all treasurers.
2. I will ask the committee chair to join the training I will give the committee treasurer, so that there is someone who can take over the committee's financial administration when needed. At the same time, the committee chair can, if necessary, supervise and contribute.
3. I will make a 'pocket guidebook' for the committee treasurers. Together with Veronie Rouschop, I have developed a step-by-step plan that fits on an A5 sheet, on which most of the work is explained concretely without having to consult the guidebook. This way the committee treasurer can work more confidently.
4. I will maintain close contact with the rest of the board, in particular with the vice-treasurer, Wouter Keijzer, to ensure that accounting is always considered.
5. I will set up a study buddy system together with the Chair, Amber Tolboom. This will be based on the preference of the intensity, preference of city (The Hague or Leiden) and the different grade targets they have.

INFORM

Conveying information is very important to fulfil my tasks as treasurer. Proper transfer of information ensures transparency and clarity, for this to happen good communication is important. Being always open and clear about the finances to the board provides clarity. Clear agreements with the board and the committee treasures will contribute to good communication. As a treasurer, I want to create an accessible yet professional image. Members must be able to count on the treasurer and a professional image is important for external parties.

Concrete steps 'inform'

6. I will check the Treasurer e-mail and keep up with the finances at least twice a week in order to keep an overview for myself and the rest of the board.
7. I will inform my fellow board members about important financial decisions and involve them in this.
8. I will adopt a formal communication style towards external parties in order to create a professional identity.

EDUCATION OFFICER

Wouter Keijzer

Education Officer 2019/2020

TASKS

As Education Officer, I'll be responsible for the educational side of Itiwana; both in the sense of educational activities through the Education Committee, and also through collaboration with the institute. The latter is something I'll be focussing on more than my predecessors, partly because of the internationalization of the bachelor programme.

The following are roughly my responsibilities the coming year, with the first three concerning the book sales of February and September 2020, and the four after concerning the educational part of my position:

1. I will contact courses' coordinators in order to create a full list of the books the first and second year students will need.
2. I will transfer that list onto Studystore through Itiwana, sending a clearcut email with all necessary information about the book sale to students, and making sure they will be able to pick up their books at the Hok.
3. I will function as a point of contact for questions or messages about irregularities concerning the book sale, making sure everyone gets their books.
4. I will be chair of the Education Committee.
5. I will function as the point of contact between the institute and Itiwana, which concerns contact especially between me and the student member of the institute's board (which is Hente de Ruijter until January).
6. I will be a member of the OLC (programme committee) in order to tighten the relationship, and to keep both Itiwana and the institute up to date on progress on the other side, to more efficiently improve the programme's education and to see where we as Itiwana might be able to help our members with study-related issues.
7. I will be a part of the faculty's Studenten Klankbordgroep (SKG).
8. I will be a general member of the LaSSA board on behalf of Itiwana.
9. I will serve as a second person overseeing Itiwana's financials, taking up the position of Vice-Treasurer.
10. I will send out quarterly 'newsletters', which is an initiative constructed by my predecessor Anne van Egmond, and which I'll be working on and improving throughout the year.

11. I will manage the existing and incoming internships which could be interesting for our members, and hosting them in an overview on www.itiwana.org, in collaboration with Communications Officer, Mandy Huibregtsen.

INTERACT

In order to organize or improve anything that has to do with education, interaction is a necessity. Constant feedback and good flow of information is a priority if I want to succeed in any of my personal tasks, but it is important to acknowledge that interaction takes a central position in organizing a successful book sale and in improving the relationship with the institute.

Concrete steps 'interact'

1. Close contact with Studystore and a personal focus on willingness to help students struggling with ordering or receive books.
2. Being an open point of contact for study-related questions and comments on the institute's programme (and discussing the relevant cases with the programme committee).
3. Improving the quality and circumstances of education through intensive contact with the Institute, the programme committee and the SKG.
4. Asking advice from my fellow board members, the Education Committee and other Itiwana members to make the quarterly newsletter as relevant and as worthwhile reading as possible.

INFORM

Besides a dialogue between two or more sides, which is the core of interaction, there's also a focus on the content of what's being sent by one to another: informing. To inform accurately and in an organized manner is not only relevant for the educational role of the Education Committee, but also for my position in itself.

Concrete steps 'inform'

5. Providing each student with a clear-cut overview of what is expected from them in order to buy and receive books, just as informing Studystore of any significant irregularities.
6. Being functionally transparent, in letting my fellow committee-members know about everything that can be useful in organizing events and activities and in smoothening the process and teamwork.
7. Informing the institute of Itiwana's advancements or changes when it is due.
8. Letting international but also Dutch members know about things that could turn out to

be useful, such as the POP corner, an elaborated section on the Career Services, and upcoming Dutch holidays, through the quarterly newsletter.

9. Both informing relevant parts of Itiwana about students' feedback discussed with the OLC, and informing the OLC of opinions discussed at the Hok or communicated with me in another way.



ACTIVITIES OFFICER

Simone Luca

Activities Officer 2019/2020

TASKS

As Activities Officer this year, I want to achieve my goals through the following tasks and plans:

1. I will be responsible for the hokhours and the drinks. The hokhours will be twice a month (like last year), but this year the drinks will also be twice a month. This because Itiwana gained a lot of new members through the internationalization.
2. I will be the chair of the Activities Committee.
3. With the Activities Committee we will organize 10 informal activities for Itiwana.
4. I will be general member in the Photo Committee, so I can help the Communications Officer, Mandy Huibregtsen, wherever needed.
5. Just like last year, as Itiwana's Activities Officer I will organize the "FSW Party" with the other study associations in the Pieter de la Court building.
6. Together with the Secretary, Loes Moree, I will be responsible for the Itiwana merchandise.

INTERACT

Itiwana is for a lot of students a place to easily make friends through different forms of interaction. I want to make this as easy as possible for all students by having an open and friendly attitude. I also want to let students interact with each other by involving them as much as possible in activities that I organize with the Activities Committee.

Concrete steps 'interact'

1. It is very important that both Dutch and international students feel welcome in Leiden and at Itiwana. This is why I want to have at least one international student in the Activities Committee. As a result, it would be easier for other international students to come to the activities.
2. I want to organize activities that attract both older Bachelor students and first year students and both Dutch and international students by organizing at least one activity where students have to work together. This way, students from different study years will get to know each other.
3. By organizing a hokhour twice a month I want to attract more people to the Hok. This is also a good way for the board to interact with the students.

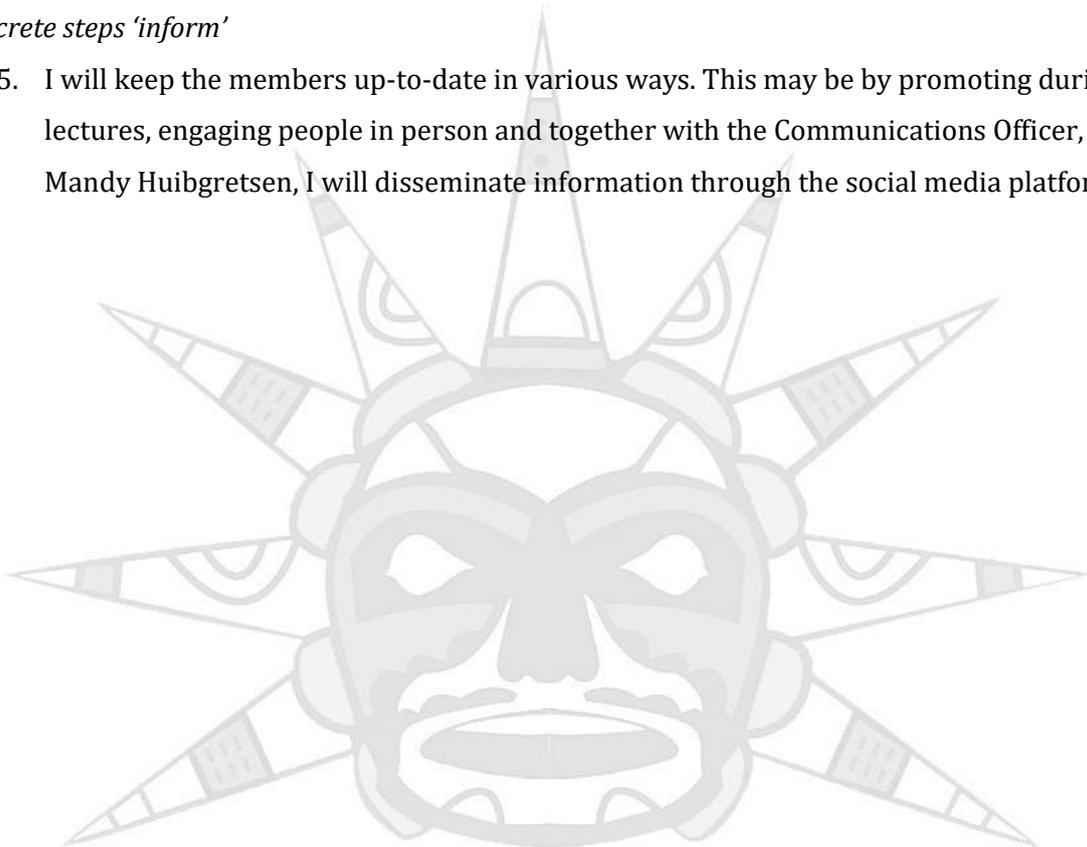
4. This year I want to team up with HSVL (the study association of History) and L.A.S. Terra (the study association of Archeology). Last year these associations showed interest in a cooperation and it's a great way to organize bigger events and to get a better connection with other associations.

INFORM

The policy pillar 'inform' is very important for me, because members of Itiwana need to be informed about the upcoming events. When the members don't have the right information, the activity will be no success and there will be a low turnout.

Concrete steps 'inform'

5. I will keep the members up-to-date in various ways. This may be by promoting during lectures, engaging people in person and together with the Communications Officer, Mandy Huibgretsen, I will disseminate information through the social media platforms.



EXTERNAL AFFAIRS OFFICER

Jet Huugen

External Affairs Officers 2019/2020

TASKS

As External Affairs Officer I will be responsible for the following duties this year:

1. I will be responsible for contacting sponsors. With existing sponsors I will look for opportunities to expand the contract. I will also try to make contact with new sponsors.
2. I will be chair of the Alumni and Acquisition Committee.
3. I will help organize alumni events of the Faculty of Social and Behavioral Sciences.
4. I will be chair of the Survival Committee.
5. As Vice-Chair, I will support the Chair, Amber Tolboom, where needed.
6. I will maintain good contact with Studio De Veste, so that we can continue to have our bi-monthly drinks there.

INTERACT

Interaction is very important within my position. This involves interaction between Itiwana with alumni, the AA Committee with sponsors and committees, but also with members, committees and associations themselves. I will work this year to promote interaction between different parties.

Concrete steps 'interact'

1. I will lead the personal evaluation moments of the board. I will do this by meeting every board member in private to evaluate their experience so far. The personal evaluations will be implemented in the general evaluations.
2. I will stay in close contact with the WOM in order to be able to accurately assess what kind of events alumni have interest for. This close contact will be realized by one of my committee members, Lena Kwakman, who is in the WOM herself. Through this I hope to improve the attendance of alumni at alumni activities.
3. I will promote interaction between committees and associations by organizing a congress in cooperation with the Education Committee, the Photo Committee, Sheherazade, Symposion and Terra.

INFORM

Informing is an important pillar within my position. This is about informing my fellow board members about progress in acquisition, but also promoting acquisition actions among members and promoting the activities we organize for alumni.

Concrete steps 'inform'

4. I will keep my fellow board members up to date on progress in acquisition.
5. I will inform members about acquisition actions through the different platforms of Itiwana.
6. I will send alumni a newsletter four times a year containing information relevant for alumni.



COMMUNICATIONS OFFICER

Mandy Huibregtsen

Communications Officer 2019/2020

TASKS

As Communications Officer I will be responsible for the providing of information to Itiwana's members. I will pass all general information, promotion and publication of the board and committees on to the members. I will be responsible for the following tasks:

1. I will organize all of Itiwana's information flows as good as possible.
2. I will manage Itiwana's various media platforms:
 - a. The Itiwana website: www.itiwana.org
 - b. The Facebook page 'Study Association Itiwana'
 - c. The newsletter 'Itiweek'
 - d. The e-mail address 'communication@itiwana.org'
3. I will manage Itiwana's Instagram account and, together with the Secretary, Loes Moree, Itiwana's Snapchat account.
4. I will make a monthly flyer that includes an overview of every activity taking place during that month organized by Itiwana. This flyer will be posted on the Itiwana website as well as on the Facebook page 'Study Association Itiwana'.
5. The promotion corner in het Hok and the pin board in the hall will be kept uncluttered, up to date and neat.
6. I will make general promotional posters and flyers for Itiwana, except for the ones that are made by the committees themselves to promote their own activities. I will be in charge of the posters for the Activities Committee.
7. For the promoting of activities I will stay in contact with the promotion members of each committee.
8. I am chair of the Bulletin Committee.
9. I am chair of the Photo Committee.

INTERACT

As Communications Officer interaction is of the utmost importance to me. I will be interacting with Itiwana's members a lot when it comes to providing them with information and promoting activities. I will make sure that everyone is continuously up-to-date so as to not only interact with members myself, but stimulate interaction between members as well.

Concrete steps 'interact'

1. I want to get members involved with Itiwana. Therefore I will continue having a spot on the pin board in 'het Hok' where members can leave behind ideas they have for future activities, which was introduced by the Communications Officer of last year, Sarah Bozuwa. This will improve the interaction between Itiwana and its members.
2. To improve interaction between the committee members, I will be in charge of the committee clash that was introduced by board XXVI. I will make a file that I will update after every activity to make sure that it is fair. I will post a monthly Committee Clash update on the website and Facebook page. The Committee Clash will stimulate committee members to be active within Itiwana and attend activities.
3. I will contact a member of WDO and LaSSA once a week about their activities and will promote those. This will improve interaction between Itiwana, WDO and the other anthropology study associations.
4. I will make sure that every committee is given the same amount of attention on Itiwana's media platforms. I can check this by looking at my promotional schedule.

INFORM

When it comes to an association, it is important to keep all the members informed about everything they need to know. As Communications Officer I will be the main source of information for the members. I will be in charge of the promotional schedule to make sure that all members are informed about Itiwana's activities, but also to make sure that not all information is dropped at once.

Concrete steps 'inform'

5. The information posted within one medium will include links to other media. The announcements and activities within the Itiweek and Facebook will, for example, include a link to the more extensive message on the website and so on. This will make sure that members are completely informed.
6. To make sure that the promotion member of each committee is aware of what has to be promoted and when I will create a WhatsApp group. Here I will remind members of deadlines and share an overview of what has to be promoted when so that not too much information is shared to members at once.
7. I will, together with the Chair, Amber Tolboom, create a promotional schedule that includes all the promotion that has to be done each week. This will make sure that the deadlines for each promotion are known by me and my board members so that

everything will be promoted on time. This schedule will be shared with the other board members.

8. Together with the Secretary, Loes Moree, I will update the already existing InDesign guide to make sure that students without experience with this program can easily learn it.
9. Together with the Education Officer, Wouter Keijzer, I will, on advice of last year's Communications Officer, Sarah Bozuwa, update the existing Internships page on the Itiwana website.
10. I will only print A3 posters for big activities. For smaller activities, I will only print A4 posters to save paper.



COMMITTEES

Below is an overview of the committees of Itiwana and their plans for the board year 2019/2020.

ACQUISITION & ALUMNI COMMITTEE

Committee members	Function
Jet Huugen	Chair
Nova Folkersma	Secretary
Lena Kwakman	Treasurer
Vera de Groot	Secretary II (minutes secretary)

The Acquisition & Alumni Committee has two goals. First of all, bringing in new sponsors whose activities and plans can be financed and realized. We also maintain contact with alumni. We send out an extensive newsletter four times a year, in which we also promote our alumni activities. Through this newsletter we inform alumni about issues that play a role within the Institute of Cultural Anthropology and Development Sociology and Itiwana.

INTERACT

Concrete steps 'interact'

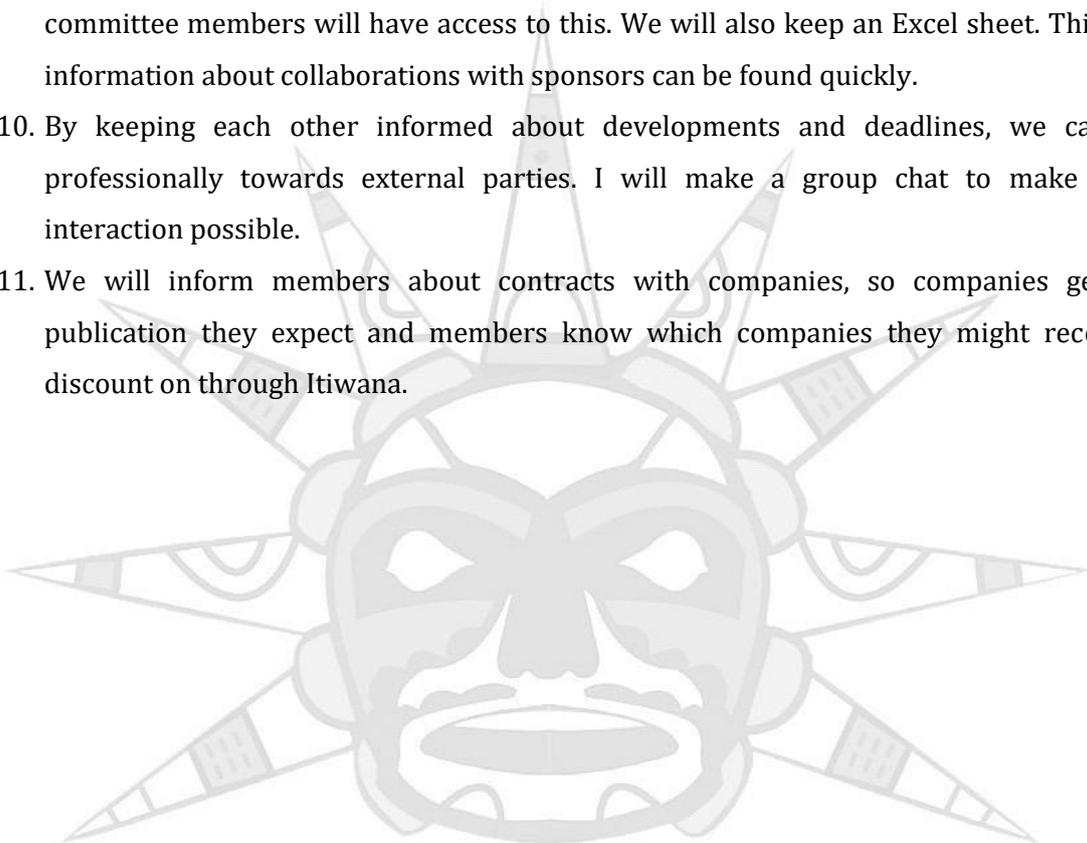
1. To maintain contact with alumni, we want to carry on the interactive concept in the newsletter. We will ask an alumni to write a piece of text for our newsletter. Through this co-production / interaction we hope to keep alumni involved.
2. I want to undertake a minimum of one activity with my committee, to stimulate interaction among committee members.
3. By discussing the rankings of the Committee Clash at meetings, I hope to motivate my committee members to attend as many activities as possible. This will stimulate interaction between members.
4. Together with my committee I want to make 'SponsorKliks' known among members. This provides Itiwana with money we can spend on activities for members. We will do this by a 'SponsorKliks' promotion week in December. This was an idea by Kira Nijland, the External Affairs Officer of 2018/2019.
5. The focus of the acquisition will still be on structural sponsoring.

6. My committee and I will make jewellery of sustainable material to sell. This provides Itiwana with money we can spend on activities for members.
7. My committee will also design Prints we can sell with Anthropology related topics. This provides Itiwana with money we can spend on activities for members as well.
8. This year we aim to create a discount card for our members. We aim to provide our members with discounts on companies in and around Leiden.

INFORM

Concrete steps 'inform'

9. I will create a Google Drive in which all information from the committee will be posted, committee members will have access to this. We will also keep an Excel sheet. This way information about collaborations with sponsors can be found quickly.
10. By keeping each other informed about developments and deadlines, we can act professionally towards external parties. I will make a group chat to make quick interaction possible.
11. We will inform members about contracts with companies, so companies get the publication they expect and members know which companies they might receive a discount on through Itiwana.



ACTIVITIES COMMITTEE

Committee members	Function
Simone Luca	Chair
Anna Pabērza	Secretary
Joey Bui	Treasurer
Justin Brakkee	External Affairs
Loes Moree	General member

The Activities Committee will be organizing 10 activities this year. We will have a prom, the open mic night and the teacher's activity. This year I also want to organize the "International Diner" again, because last year it was a successful activity that received positive feedback. I also want to organize a big party in February. In January there are no activities because of fieldwork, so to get back into it, a party will be the perfect way. The Communications Officer, Mandy Huijbregtsen, will design the posters for the Activities Committee. The External Affairs member will make the short promotion texts for Facebook.

INTERACT

Concrete steps 'interact'

1. Interaction between the committee members is very important. This will lead to good cooperation and we'll get to know each other better. Every meeting I want to have "personal" as a standard item on the agenda. This way the committee members can express all their feelings and we can help each other out if necessary.
2. I want to organize two activities for the members of the Activities Committee. This way we'll get to know each other better. I believe this will contribute to the atmosphere and that we will get along better with each other during the meetings and after the meetings.
3. With the Activities Committee, I want to visit events of the other committees. Partly for inspiration but also to interact with other (committee) members.

INFORM

Concrete steps 'inform'

4. After every activity, I will hold a short evaluation during the Activities Committee. During this evaluation, everyone can tell what they thought of the activity, what went well and what could possibly be done better next time.
5. I want to have an external member who stays in contact with the third parties. In this way, there is always one person who will stay in contact. This will provide for clarity and

smoother contact since one person bears the responsibility, which in turn provides a good overview for both parties.

6. Within the committee, there will be a clear division of tasks. So, everyone knows where they stand and that everyone has the correct information.
7. I will choose two leaders for every activity. In this way it is clear to the rest of the committee who is responsible for the activity.
8. During lectures we will inform other students about the upcoming activities.



BULLETIN COMMITTEE

Committee members	Function
Mandy Huibregtsen	Chair
Lin Hovenga	Secretary
Anouk de Jong	Lay-out editor
Emma van der Plas	Editor-in-chief

The Bulletin is Itiwana's members magazine that is published four times a year. It consists of several fixed rubrics and activity reports. Furthermore, we think of new rubrics and come up with our own lay-out. The Bulletin includes quotes, interviews and pictures amongst other things. The Bulletin Committee will be asking members to send in pieces of writing as well so that the members get involved with the Bulletin.

INTERACT

Concrete steps 'interact'

1. To improve interaction within the committee I want to plan a day where we get together to enjoy a fun activity. We can get to know each other better so that we can function better as a team.
2. To improve interaction with Itiwana's members we will introduce a new rubric called the 'Pin board'. This rubric will provide members with an opportunity to send in ideas, personal messages and short stories in an accessible way.
3. We will make sure to get feedback on the Bulletin so as to improve this magazine. After each Bulletin we will ask members for feedback by posting an Instagram story.

INFORM

Concrete steps 'inform'

4. We want the Bulletin to stay connected to Cultural Anthropology and Development Sociology. Therefore we will be introducing a new rubric, 'In the spotlight'. This rubric will inform readers of a different organization that is doing something good for society with each new Bulletin.
5. Within our committee we will have an up-to-date schedule with deadlines so that everyone is aware of when everything has to be done. This schedule will be managed by the secretary and overseen by me.

6. I want to continue with the digitalization of the Bulletin. I will update the existing Bulletin page so that the members will be able to see all of the digital versions from 2018-2019 onwards.
7. As the Bulletin will be completely English from now on, it is important for the editor-in-chief to correct any grammatical errors where necessary. If there have been some Dutch submissions for the Quotes and/or 'Pin board' page we will put both the original submission and a translation in the Bulletin.



EDUCATION COMMITTEE

Committee members	Function
Wouter Keijzer	Chair
Florentino Rodao	Secretary
Jenny van Lienden	Treasurer
Thirza van 't Rood	Promotion

This year's Education Committee will be more focused on education and career, an idea that was developed last year. We will drop some previously held activities, such as the 'antropologen houden van'-pubquiz and the documentary evening, because of their limited animo and relevance for the committee. That creates room for new ones, such as *Local For a Day* and the congress. Collaborating with other parties, such as fellow Itiwana committees, other study associations, alumni and others, will take a central role in filling in those new events, where presenting new perspectives and a broader worldview are the priorities.

INTERACT

Concrete steps 'interact'

1. We will frequently collaborate with other committees, fellow study associations and other parties, in order to broaden the subjects and perspectives of information presented to our members.
2. We will organize and lead a sub-committee for a congress taking place on January 31st, which will be brought to life by a collaboration between the Educom, Photocom, AA-com, and a number of other study associations. Frequent communication from all sides is necessary. This will mean meeting up regularly and constant flows of information from and to our side with the goal of successfully organizing the event.
3. On the one hand a professional kind of interaction within the committee, with transparency toward each other in terms of our tasks, and keeping each other up to date with the progress, so that we can organize our activities as well as possible.
4. On the other hand personal, friendly and informal contact within the committee, which also comes down to doing things such as eating together.

INFORM

Concrete steps 'inform'

5. We will concretely inform the external parties with whom we collaborate, by sending clear and timely emails, about what we're organizing and what we hope to expect from them to avoid harmful confusion.
6. We will inform our members of our activities, but also making sure our collaborators' members are enthusiastic about the shared activity as well, through verbal and online promotion.



FIRST YEARS COMMITTEE

Committee members	Function
Isabel Freie	Chair
Mai-Lu Ensink	Secretary
Rémi ten Hoorn	Treasurer
Emma van der Plas	External Affairs

This year the First Years Committee consists of four first year students. I, Amber Tolboom, will not (officially) be part of the committee; I will be a guide to the committee and the connection with the board. Like previous years, the First Years Committee will organize a fixed number of activities. The first three activities will be activities for the current first year students: the Parent's evening, the Teacher's activity and the Easter Brunch. The other four activities are meant for the upcoming first years: the EL-CID morning, the Introduction Day, the First Years Weekend and the First Years Reunion.

INTERACT

Concrete steps 'interact'

1. I will make sure that a member of the First Years Committee will also be a member of the sounding board of Itiwana because the first years committee members play an important role in interacting with first year students and can give direct feedback.
2. I will always be available for questions and requests to the members of the First Years Committee. This way I will make sure the communication runs smoothly.
3. I will make sure the state of affairs of the committee is communicated to the board.
4. We want to organize the teacher's activity together with the activities committee to make sure more teachers are available and to have more budget to organize the activity. The former guide of the First Years Committee, Kira Nijland, suggested the idea of organizing the teacher's activity together with the Activities Committee.

INFORM

Concrete steps 'inform'

5. I will make sure there is a clear division of labor within the committee. This is extra important this year because of the fact that the committee consists of only four people. The function 'Promotion' will be divided among the members.
6. I will train the chair of the First Years committee, Isabel Freie, and give her every information she needs to know on how to be a chair by having a one on one meeting.

This way the chair of the First Years Committee 2020-2021 can rely on both the chair of the first years committee 2019-2020 and me, Amber Tolboom.



ICA COMMITTEE

Committee members	Function
Loes Moree	Editor-in-chief
Roos Capel	Text editor & Lay-out editor
Rémi ten Hoorn	Text editor & Lay-out editor
Irene Midttum	Text editor & Promotion editor
Ole Witte	Media member & Lay-out editor
Veronie Rouschop	Media member & Lay-out editor

The ICA is the semi-scientific magazine of Itiwana. The magazine connects the study Cultural Anthropology and Development Sociology with the association. Publishing this magazine will stimulate Itiwana members to think about anthropology related issues. The ICA also functions as a platform to present Itiwana to external parties.

INTERACT

Concrete steps 'interact'

1. We will create an Instagram account for the ICA. This will help making the ICA better known among the members and external parties. We will post a short film, a preview or a recommendation every week. If we email authors we can share our instagram page to show what the ICA magazine entails.
2. We are going to organize a photo competition. The winning picture will be published in the rubric 'In the Picture'. By organizing the photo competition, the ICA will be a subject where members can talk about. The ICA will be more known among members and they are more likely to read the ICA.
3. We will have weekly meetings instead of biweekly. This will create a close bond between the committee members. In these meetings we can discuss the topics and we can collaboratively work on the magazine.
4. Members can choose if they want to receive the second publication of the ICA magazine as an online edition or a hard copy. This will reduce printing costs and paper waste.

INFORM

Concrete steps 'inform'

5. We will create a magazine with a great diversity of content to make it interesting for the readers. We will not only publish written articles, but we also make a small documentary that is related to the theme of the magazine.

6. By analyzing other magazine covers that we think are interesting or aesthetically pleasing, we will come up with an interesting cover ourselves.
7. By writing and filming about interesting and anthropology related topics, we want to be appealing to both the Itiwana members as the faculty of Cultural Anthropology and Development Sociology.



PHOTOCOMMITTEE

Committee members	Function
Mandy Huibregtsen	Chair
Anthonie Kluis	Secretary
Nova Folkersma	Treasurer
Mai-Lu Ensink	Archives and Publication
Charlotte Renselaar	Activities
Simone Luca	Camera Care

The Photo Committee has immensely grown in the past few years. We want to add on to this success this year. Besides taking pictures at every activity, we will host a Photoshop course, a congress and a trip to a museum. We will also be taking Polaroid pictures at the bigger activities such as Itiwana's prom. Furthermore we will be making aftermovies of the big activities such as the studytrip. The members of the Photo committee and the board are the only members who are allowed to hold the Itiwana camera. They have signed a contract. The pictures taken at activities will be sorted out within one or two weeks after each activity. They will be added to the archives and uploaded to Mediawana within this time span. To make sure that we have many different types of pictures we want different members to take pictures at each activity. Therefore it is important that every one of the members is present, if possible.

INTERACT

Concrete steps 'interact'

1. To improve interaction within the committee I want to plan a day where we get together to enjoy a fun activity. We can get to know each other better so that we can function better as a team.
2. We want to stay in contact with members when it comes to privacy. We want to make sure that every member is comfortable with the photos that have been selected and uploaded. We will be easily accessible and we will listen to members if they want a photo to be removed.
3. The Photo committee will work together with the AA committee and the Education Committee to organize one big congress. The Photo Committee will bring in speakers that work in the field of photography to hold a lecture during this event. This will improve interaction between committees but it will also make the event much bigger than the Ititalks we did last year.

INFORM

Concrete steps 'inform'

4. I want to have a clear division of tasks within the committee so that everyone is aware of what they have to do.
5. The pictures taken at Itiwana's activities will be uploaded to Mediawan. When pictures of a big activity have been uploaded I will post this on Instagram, Facebook, and in the Itiweek to promote Mediawana.
6. We will look into a new lens for the camera, because the current one is already a few years old and a new one will provide us with pictures of higher quality.



SURVIVAL COMMITTEE

Committee members	Function
Jet Huugen	Chair
Iza Blakendaal	Secretary
Sarah Bozuwa	Treasurer
Mila Benjamins	Promotion

Every year the Survival Committee organizes a survival weekend. During this weekend we sleep in tents, we prepare our food on open fire and we've got to make ends meet with everything that nature has to offer us. The survival weekend stimulates interaction among different years. Besides we shall organize a hitchhike weekend, because the LASSA no longer organizes this weekend while students enjoyed this activity very much. In this way there are more opportunities for interaction among different years.

INTERACT

Concrete steps 'interact'

1. By organizing a hitchhike weekend in collaboration with Djembé we create an opportunity to stimulate interaction among different years of students and different study associations.
2. The committee will peak at two moments, therefore it is of importance to keep in contact with each other. We will keep in contact via weekly meetings and a group chat.
3. We will organize interactive games for the survival weekend, to stimulate interaction among different years of students.
4. We will motivate students to interact with each other during the hitchhike weekend and the survival weekend. We will do this by implementing a game element and by organizing one joint activity during the hitchhike weekend.
5. I will update my committee with respect to the committee clash and motivate them to participate with enthusiasm, in this way they will attend more activities outside of the ones they organizes themselves. This stimulates interaction among students.

INFORM

Concrete steps 'inform'

6. It is of importance to inform each other about progress, setbacks and personal situations. In this way everyone is up to date, this benefits the cooperation. I will ask my committee members how they are doing every week.

7. We will actively and creatively promote our activities towards members, in this way we hope to achieve large numbers of enrolment. We will make a promotion video for the hitchhike and the survival weekend.



TRAVEL COMMITTEE

Committee members	Function
Simone van der Hoek	Chair
Hannah van der Donk	Secretary
Sanne Klarenbeek	Treasurer
Jasmijn Gultuna	External Affairs, vice-Secretary
Roxanne Hendrix	External Affairs
Iza Blankendaal	Promotion
Anne van der Enden	Promotion

The Travel Committee takes care of the annual study trip for Itiwana members. In 2020 the Travel Committee will arrange a fun and interesting study trip. This year 40 members can be part of the study trip; this includes the board and the members of the Travel Committee. The contribution of the members will be around 300/370 euros. This year the committee will consist of seven members. The announcement of the travel destination will take place on November 13, 2019. Registration for the trip will take place shortly after the announcement of the travel destination. Two travel information evenings will be organized prior to the trip, one in week 11 and one in week 17. A reunion will take place after the trip. The purpose of the trip is to get to know a country in an Anthropological way and to ensure a pleasant time for the members. Good organization and cooperation within the committee will form the basis of a well-organized trip.

INTERACT

Concrete steps 'interact'

1. As a committee, we want to form a strong and close team, so that we form a strong front which you can count on. To achieve this, we will try to have meetings in informal environments and activities will be organized within the committee for team building.
2. The activities during and prior to the study trip will be focused on Anthropology and the goal is for the members to gain more knowledge about the country in which we will stay in a surprising way. The members will also get a stronger bond with each other through teamwork.
3. After the trip we will conduct a survey so that the Travel Committee of 2020-2021 can use this information.
4. I will ensure that all committee members, including myself, adopt a professional attitude towards the organizations at the destination, both during contact from the Netherlands and during the visits themselves.

5. It is of great importance that communication between the Travel Committee and the department runs smoothly because they provide grants and we can stay in contact with teachers through the education director. I will maintain a professional relationship by communicating in a professional manner with the institute about the progress and planning the study trip.

INFORM

Concrete steps 'inform'

6. With the allocation of roles, we can ensure a good division of tasks. I will make sure that it is clear to my committee members what their duties are and thus make them aware of their responsibilities. I will see to it that everyone performs his or her duties and offer help when that is needed.
7. Because we are a committee with seven members this year, we have enough manpower to perform all tasks properly. By appointing two committee members as promotion, putting the program booklet together will be less intensive. By appointing two committee members as external, one can be responsible for the contact with the LUF.
8. The secretary of the committee will become the main administrator of the e-mail address of the Travel Committee, and will make sure that the safety of personal data concerning the rules of the General Data Protection Regulation (GDPR) is considered.
9. During the study trip reunion, I want to show an after movie. To make this possible I will ask members of the Photo Committee who will join the study trip to film during the study trip so that this footage can be used in the after movie.

BUDGET

INCOME		EXPENSES	
Members		Committees	
1. Membership fee	€ 4.900,00	12. AA Committee	€ 90,00
2. LUF	€ 200,00	13. Acticom	€ 350,00
		14. Bulletin	€ 860,00
Acquisition		15. Educom	€ 150,00
3. Acquisition	€ 200,00	16. First-years Committee	€ 300,00
4. Books	€ 610,00	17. ICA	€ 1.300,00
5. Institute	€ 1.250,00	18. Photocom	€ 40,00
		19. Survivalcom	€ 140,00
Saving account		20. Travelcom	€ 1.500,00
6. Unforeseen	€ 0,00		
7. Interest	€ 5,00	Subscriptions	
		21. Pcleden	€ 75,00
Other		22. ING	€ 180,00
9. Starting amount	€ 0,00	23. Mijndomein	€ 80,00
10. Internal transfers	€ 0,00	24. Smugmug	€ 55,00
11. Other	€ 0,00		
		Board	
		25. Committee appreciatio	€ 180,00
		26. Drinks	€ 450,00
		27. Printed matter	€ 150,00
		28. Office	€ 100,00
		29. Unforeseen	€ 140,00
		30. Camera	€ 15,00
		31. El Cid	€ 20,00
		External	
		32. LaSSA	€ 150,00
		33. WDO	€ 294,00
		34. Abv	€ 45,00
		35. Internal transfers	€ 0,00
		36. FSW	€ 50,00
		37. StOP	€ 10,00
		Saving plans	
		38. Lustrum '23	€ 100,00
		39. Camera '24	€ 20,00
		40. Membership fee	€ 100,00
		41. Website	€ 50,00
		Other	
		42. Buffer	€ 171,00
Totaal	€ 7.165,00	Totaal	€ 7.165,00

EXPLANATION BUDGET 2019/2020

INCOME

MEMBERS

1. Membership fee: The expected contribution has been raised. This because more first-year members came in than previous years.
2. LUF: The expectation is that the members stay registered at the LUF.

ACQUISITION

3. Acquisition: The acquisition has been set to 200 euro. It has proven to be difficult to recruit new sponsors. That is why the amount has been reduced compared to previous years.
4. Books: The books are reduces compared to the budget of last year, this is because fewer books are ordered per first-year member and the increase of first-years members does not outweigh this.
5. Institute: The expectation is that the contribution remains the same.

SAVINGS ACCOUNT

6. Unforeseen: No unforeseen incomes are expected this year.
7. Interest: Due to a low interest rate we have set the budget on five euro.

OTHER

8. Starting amount: We assume that there is no starting amount left.
9. Internal transfers: Item intended for income that is quickly spent again.
10. Other: We do not expect that there will be any other incomes.

EXPENSES

COMMITTEES

11. AA Committee: The Acquisition & Alumni committee has received less money than last year because there is no special activity planned this year.
12. Acticom: The Activity committee has received the same amount of money as last year.
13. Bulletin: The budget for the Bulletin has been raised due to an increase in members.
14. Educom: The Educom has been reduces because they had few expenses last year.
15. First-years Committee: The amount for the First-years Committee has remained the same.
16. ICA: The ICA has been raised because there are more members who will all receive the ICA.
17. Photocom: The Photocom has received less money than last year because last year they remained well below their budget by selling polaroid's and we want to continue doing that this year.
18. Survivalcom: The Survivalcom has more money this year because they will organize a lift weekend in addition to the survival weekend.
19. Travelcom: The amount for the Travel Committee has remained the same.

SUBSCRIPTIONS

20. PC-leden: No changes for this item are expected.
21. ING: Increased with 30 euro, mailing lists are sent more often than previously thought.
22. Mijndomein: The membership fee to continue to use of the emails of Itiwana.
23. Smugmug: The website where the photos of Itiwana activities are saved and members can see them.

BOARD

24. Committee appreciation: This item has decreased a bit to save money for the buffer.
25. Drinks: Because more drinks are being held this year, this amount has gone up.
26. Printed matter: A budget of 150 must be enough for all the printed matter to keep our members informed. Also, In the context of environmental friendliness, we do not want to do unnecessary printing.
27. Office: This item remained the same.
28. Unforeseen: This item has increased a bit; we will continue to handle our expenses carefully this year. But this is a good amount to serve as a buffer.
29. Camera insurance: This has decreased a little.
30. EL CID: This item has remained the same. This amount is enough to make it a successful day.

EXTERNAL

31. LaSSA: Our support to the LaSSA will remain the same.
32. WDO: The support to the WDO is a percentage of our contribution (6%) and this has decreased a bit with the budget. The percentage is lower than the previous 8% because the members of Itiwana have increased and we think this amount will be enough.
33. ABv: The membership fee will be 45 euro.
34. Internal transfers: Item for expenses that will be paid back soon.
35. FSW: The contribution for the organization of the FSW party.
36. StOP: The membership fee will stay 10 euro.

SAVING PLANS

37. Lustrum '23: The first 100 euro for the next Lustrum.
38. Camera '24: The saving plan for a new lens will be paid. There was a saving plan to buy a new lens for the camera this year, but we decided that is was better if we saved more and buy a better lens later.
39. Membership fee: The saving plan will be continued.
40. Website: Next year the website has to be paid for again.

OTHER

41. Expansion of the buffer: Transferring the contribution at the start of the board year.

