

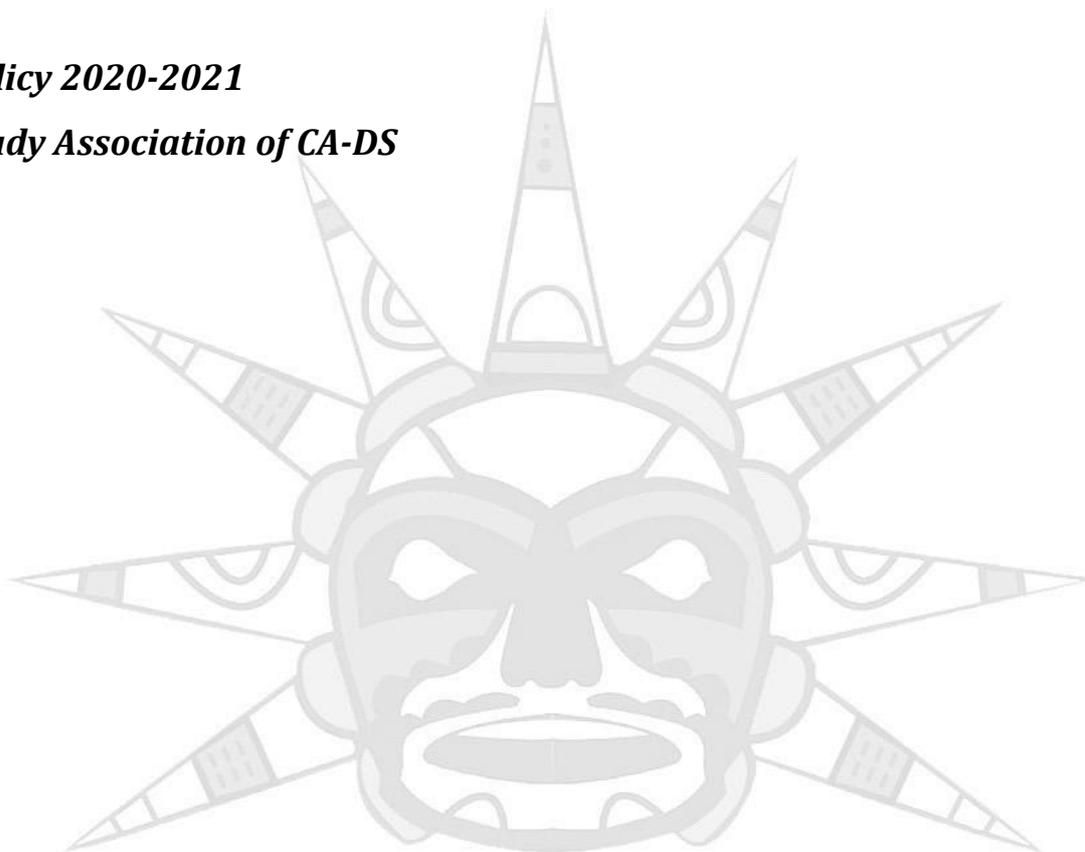


Universiteit Leiden

ITIWANA

Policy 2020-2021

Study Association of CA-DS



Study association Itiwana

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PREFACE

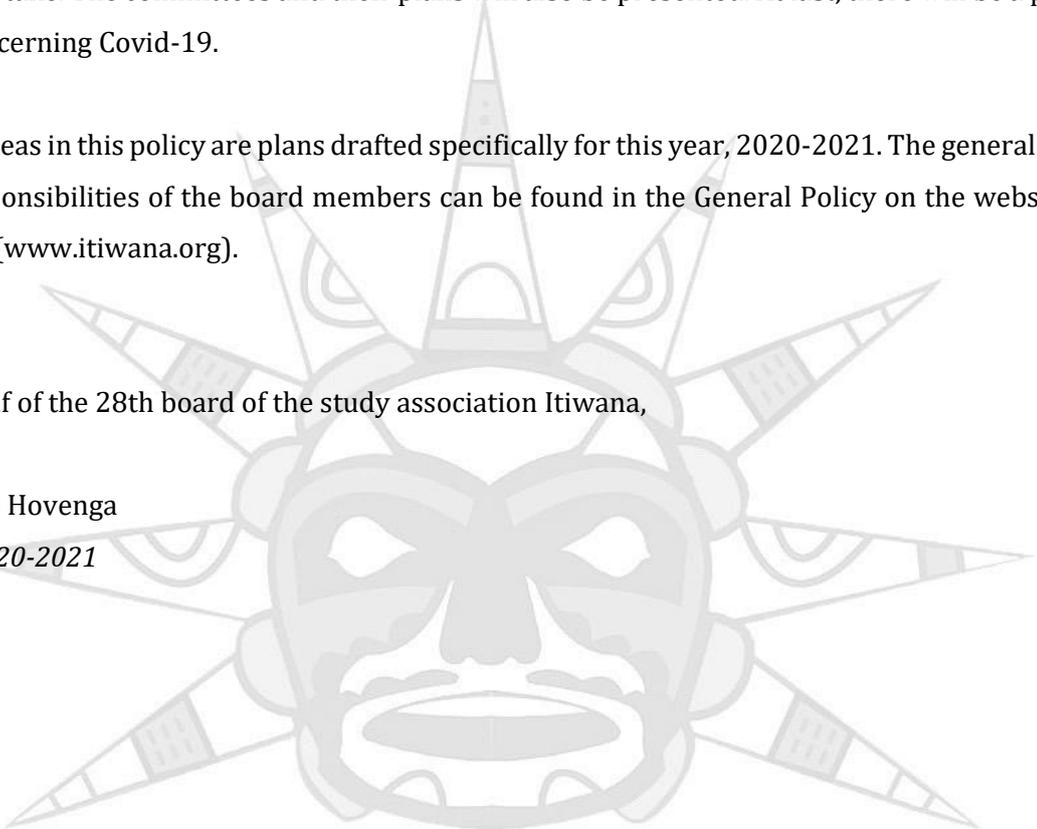
You are about to read the policy plan of the study association Itiwana. We appreciate your interest and involvement with the association. In this document, the annual policy of the 28th board of Itiwana will be presented.

First, there will be an overview of the internal and external contacts of Itiwana and a short evaluation of board year 2019-2020. After that, the drafted policy pillars for board year 2020-2021 will be explained and every board member will individually elaborate on the concrete steps they will take. The committees and their plans will also be presented. At last, there will be a policy plan concerning Covid-19.

All the ideas in this policy are plans drafted specifically for this year, 2020-2021. The general tasks and responsibilities of the board members can be found in the General Policy on the website of Itiwana (www.itiwana.org).

On behalf of the 28th board of the study association Itiwana,

Yong Lin Hovenga
Chair 2020-2021



BOARD DIVISION

Name and Title	Division of committees		
Lin Hovenga Chair	Guide of the First Years Committee	Contact WDO	
Rémi ten Hoorn Secretary Vice-Treasurer	ICA Committee	Vice-Chair of the Cooking Committee	Clothing Line 1
Roxanne Hendrix Treasurer	Travel Committee	LaSSA Committee	Clothing Line 2
Florentino Rodao Herrero Education Officer	Education Committee	Contact SKG	
Iza Blankendaal External Affairs Officer Vice-Chair	Acquisition & Alumni Committee	Survival Committee	Clothing Line 2
Thirza van 't Rood Activities Officer	Activities Committee	Bulletin Committee	
Amber Rademaker Communications Officer	Photo Committee	Cooking Committee	Clothing Line 1

COMMITTEE COMPOSITION

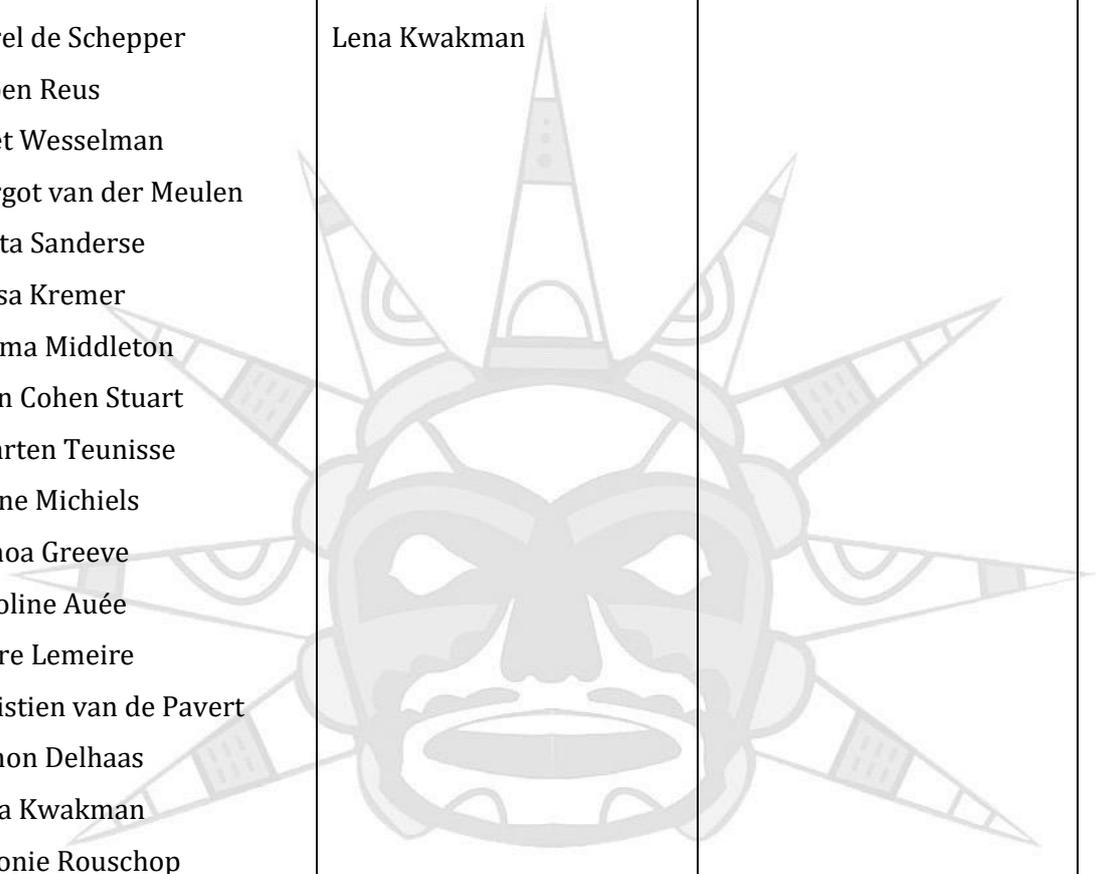
<p>AA-Committee</p> <p>Iza Blankendaal Justin Brakkee Loes Moree Mai-Lu Ensink Manon Delhaas</p>	<p>Activities Committee</p> <p>Thirza van 't Rood Alia Dobson Anouk Zilvertant Floor Niemans Synniva Geus</p>	<p>Bulletin Committee</p> <p>Thirza van 't Rood Annika Krüger Anouk Zilvertant Despina van Binnenbeke Mai-Lu Ensink</p>
<p>Cooking Committee</p> <p>Amber Rademaker Hilde Kokx Jet Huugen Karmijn Lange Marta Mas Castella Rémi ten Hoorn Selina Tartaglia Thaisa Duijn Yefu Finn Pan</p>	<p>Education Committee</p> <p>Florentino Rodao Herrero Aloíta van Maris Charlotte M. van Straten Ebba van Merwijk Nienke Traa</p>	<p>First Years Committee</p> <p>Lin Hovenga Daniela Tinca Kim Meijer Linde Schouffoer Natacha Pittet</p>
<p>ICA Committee</p> <p>Rémi ten Hoorn Loes Moree Liselot Voordouw Marthe Baalbergen Matteo Bensi Wouter Keijzer Xianjun Sun</p>	<p>LaSSA Committee</p> <p>Roxanne Hendrix</p>	<p>Photo Committee</p> <p>Amber Rademaker Anne van Egmond Annika Krüger Aranka van der Post Daniela Tinca Elian van der Linden Emily Berube-Palsboll Liselot Voordouw Nika Heijne</p>
<p>Survival Committee</p> <p>Iza Blankendaal Maaike Oude Veldhuis Mila Benjamins Simon Lutzke Veronie Rouschop</p>	<p>Travel Committee</p> <p>Roxanne Hendrix Amanda Doornik Anne van Enden Asma Mataich Isabel Freie</p>	

	Jennifer Atkinson Pien Huijbens Scott Leesberg	
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'FRIENDS OF ITIWANA'

WOM	WDO	
Igor Boog	Kira Nijland	
Sophie Frankenmolen	Sarah Bozuwa	
Simone de Boer	Emma van der Plas	
Bregje Schreuders	Nova Folkersma	
Sanne Hogesteeger	Iris Molenaar	
Nadia Teunissen	Claire van den Helder	
Merel de Schepper	Lena Kwakman	
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		
Amber Tolboom		



SHORT EVALUATION 2019/2020

The 27th board of the study association Itiwana drafted the pillars: 'interact' and 'inform'. Hereby a short evaluation of board year XXVII on the basis of these pillars.

INTERACT

In order to keep members actively involved with the association, board XXVII drafted the pillar 'interact'. They have successfully provided different forms of interaction. They continued with the monthly Goodfood Hokhours and reintroduced the monthly Itewana Hokhours, stimulating members to visit the Hok more often. Instead of once a month, they organized the Itidrinks twice a month. They also continued with the 'Committee Clash', introduced by board XXVI. As 2019-2020 was the first year with international students, they strived for using English as the main language on the website, in the Hok and at activities, so no one would feel excluded. To introduce Itiwana to the international students, they have attended the OWL week. Due to Covid-19, board XXVII was unable to carry out many of their original plans and were obligated to look for alternatives. They did an amazing job providing various forms of online interaction. For example, they moved the Hokhours to Discord, created Instagram challenges for members to participate in and organized a pubquiz and the 'Annual Smort Games'.

INFORM

Board XXVII drafted the pillar 'inform', since informing members well is essential to keep them actively involved. They focused on giving members clear and structured information about Itiwana. They used the Facebook page 'Study association Itiwana' as the main page for promotional and informal posts. Apart from publishing the calendar with upcoming activities in the newsletter, they also made weekly posters for Instagram. This was a success because a lot of students are active on Instagram. The informal flyers that they created about the committees and the board functions were very useful. Promotion was an important part of this pillar and a recurring agenda item during their meetings. They also changed the procedure of appointing a new board and improved the construction of the policy. Furthermore, they focused on clarity within the board, not only about Itiwana related matters but also personal matters, to support each other and to present themselves as a unity towards others. At the beginning, they constructed a social contract to be able to fall back on in case needed. Lastly, board XXVII kept the members up to date regarding the cancelled activities due to Covid-19. They handled various setbacks in a professional way, with the refund money of the trip to Poland as a great example.

POLICY PLAN PILLARS

Based on the policy pillars of prior years and our own experiences as members of Itiwana, we drafted the following pillars for board year 2020-2021: 'inclusion' and 'engagement'. These two pillars go hand in hand. Being inclusive requires active engagement with all students, members and third parties. By focusing on these pillars, we hope to build a feeling of connection among and between students and Itiwana. Furthermore, we hope that more students will see the benefits of being a member and what Itiwana has to offer.

INCLUSION

The policy pillar 'inclusion' is central during our board year. As a study association we want to provide a safe and welcoming place for all students, where every member should be able to find some sort of fulfilment. 'Inclusion' is also about reaching more people. We believe that Itiwana has the potential to grow into a better representation of the diverse and international group of people that study at the Institute of Cultural Anthropology and Sociology (CA-DS) in Leiden. We want to realize this by including and involving the international students more actively –without neglecting the Dutch students of course.

We not only want to focus on first years, we also want to draw upon experiences of students from our year, as they were part of the first international year. We believe that taking the effort to listen to their experiences with Itiwana so far will help us understand how we should move forward with Itiwana. We want to give students the feeling that their opinion is valued and that we are willing to make changes for them, because Itiwana is for everyone. We are aware that senior students and alumni are not as familiar with the internationalization of Itiwana. However, we are convinced that this, too, can be interesting for them because they can meet people from all over the world. It is our role to provide possibilities to connect the Dutch and international students and bring together the international years and the senior years.

There is a chance that some or many activities will be online due to Covid-19. Therefore, we also want to focus on online inclusion. See page 36 for a more elaborate policy regarding the pandemic.

Concrete steps 'inclusion'

1. English will be the main language in The Hok, at all activities and on social media.
2. With an eye on the internationalization of Itiwana, we will look into the possibilities of translating and improving several documents: the Statuten, the Huishoudelijk Regelement

and the Code ethisch handelen. We will form a small committee for this and sit down with the Institute to find the best solution.

3. We will try to increase the homely atmosphere in the Hok, making it more welcoming for members to come by, by setting up a tea place, tidying up the room and giving our own twist at decorating the walls.
4. We will introduce a new committee: the Cooking Committee¹. This committee will provide snacks for Hokhours and organize dinners with food from all over the world. By doing this, we will be more inclusive to the international students and thus it will improve the representation of Itiwana.
5. We will pay explicit attention to holidays that are not usually celebrated in The Netherlands, another form of being more inclusive. We will do this by posting on Instagram, organizing themed activities and making relevant snacks for the Hokhours.
6. Signing up for Itiwana is possible throughout the year but only promoted at the beginning of the academic year. We will also promote this at the beginning of the second semester, to give students the chance to join later on.
7. We will construct and sign a social contract within the board, so we can fall back on our agreements regarding cooperation and social manners. We will try to solve misunderstandings in a mature way without losing respect towards each other.

ENGAGEMENT

Engagement is key to a good association. It leads to a more inclusive association, supporting our first pillar. 'Engagement' as a pillar means prioritizing the involvement of members. Therefore, we must create a friendly and approachable environment so members feel free to participate in activities, engage themselves and share their thoughts and ideas with us. We will do this by acting out our values and paying honest interest in the students when interacting with them.

In order to motivate students to become members and stay involved with Itiwana, we need to give them a reason why they would want to invest their time and energy in the first place. We are convinced that by providing various possibilities to get to know one another, members will develop a feeling of connection with each other and towards Itiwana.

Engagement within the board is important as well in order to form a strong team and operate as efficiently as possible. We also want to maintain and improve relations with external parties.

¹ We will update the Committee Tree in the general policy via InDesign once the new committee has been approved by the General Assembly.

Concrete steps 'engagement

8. We will keep the Itidrinks at two times a month at Studio the Veste, to provide enough space for those interested to catch up and have fun with each other.
9. We will continue with the monthly Goodfood Hokhours and the Iteawana Hokhours.
10. We will try to work on a sustainable relation with the peer mentor network of the CA-DS institute, benefitting the interests of both Itiwana as well as the institute. We will start by reaching out to the study advisor, Taco de Ruiter, for his ideas.
11. We will provide card games with personal questions in the Hok, which encourages people to get to know each other on a deeper level and connect with each other.
12. Each board member will write a contribution for the Itiweek newsletter once every seven weeks.
13. We will start a project called 'Humans of CA-DS', which will contain short stories of people involved with Itiwana and CA-DS in Leiden. We will publish them on social media and the website. It will be coordinated by the board, but we will ask (committee) members whether they are interested in helping to construct the stories. We will start throughout the year and evaluate how it is received by our followers.
14. The Cooking Committee will organize a food festival. We will also invite teachers and other stakeholders of Itiwana, offering them and our members the possibility of engaging with a diverse group of people.
15. We will generate more opportunities for the committees to collaborate, encouraging engagement between different groups of members: 1) the Cooking Committee and Activities Committee will work together for Goodfood Hokhours and other activities; 2) members from different committees can work together on the 'Humans of CA-DS' project; and 3) various committees can collaborate in preparation to and during the food festival.
16. We will work on an outlined training plan for the next board so we can prepare them well and give them confidence before their board year begins.

CHAIR

Lin Hovenga

Chair 2020/2021

As the board of Itiwana, we have to believe in and act out our values of being inclusive and representative of all CA-DS students. I see it as my responsibility to remind myself and my fellow board members of this throughout the year, so we always know why and for whom we are doing this board year.

TASKS

1. I will guide the First Years Committee.

INCLUSION

Concrete steps 'inclusion'

1. Together with the Education Officer, Florentino Rodao Herrero, I will set up a sounding board with the aim to improve the association with direct feedback from students. We will organize two dinners for a small group of students, preferably from different years. The focus of each diner will be on a different theme that is determining the course of Itiwana, such as internationalization. This idea was initiated by board 27 but not carried out due to Covid-19.
2. Regarding the annual planning, I will take into account the quantity of activities so we will not overwhelm members. I will also take into account exam periods, holidays and festivities when possible, making sure more members are available to join.

ENGAGEMENT

Concrete steps 'engagement'

3. I will sit down once a month with the Communications Officer, Amber Rademaker, to stay informed on the promotion of activities.
4. I will set up two interactive board evaluation meetings. The aim is to use the output of these meetings for improving the rest of our board year and the Guides for the upcoming board.
5. Every Thursday I will make a 'Song of the week' poster for Instagram and in the Hok. I will include songs from different genres and in different languages so people can discover new music. I will ask students for their favorite songs for inspiration.
6. Together with the Secretary, Rémi ten Hoorn, I will write a structured training plan in

order to make the board transfer more easily.

7. Together with the Activities Officer, Thirza van 't Rood, I will coordinate the 'Humans of CA-DS' project.
8. I will try to connect with the boards of the other anthropology study associations in The Netherlands by reaching out to the Chairs, making a group chat and initiating a meetup to exchange experiences and ideas.



SECRETARY

Rémi ten Hoorn

Secretary 2020/2021

It is of great importance to be in close contact with the members of Itiwana. As the Secretary, I need to make sure members receive the required material and are well informed about several formal parts of the association. By properly engaging with members, I will be able to understand what I can do to make everything as clear as possible and to contribute to the connection between Itiwana and its members. Besides that, it is important to make sure that members know what they can expect from Itiwana, and in what way they can rely on the study association. By introducing Itiwana on several educational platforms, Itiwana can gain familiarity and become more known among new students.

TASKS

1. I will be the Chair of the ICA Committee.
2. I will be the Vice-Treasurer, and therefore I will sit down every month with the Treasurer, Roxanne Hendrix, to check on the finances.
3. I will be the Vice-Chair of the Cooking Committee, to support the Chair, Amber Rademaker, where needed.
4. We will be doing two clothing lines; one coming out after the first semester and one coming out in September 2021. I will be responsible for the first clothing line together with Communications Officer, Amber Rademaker.

INCLUSION

Concrete steps 'inclusion'

1. I will make a page for Itiwana on Studiegids.nl and LeidenStudentenstad.nl to make the study association more familiar to new or prospective members.
2. I will prepare a contract and maintain contact with Tijs Moree about the new member file system.

ENGAGEMENT

Concrete steps 'engagement'

3. I will use the Facebook page 'Dumpiwana', and the Itiwana Instagram account, to inform students about anthropology related external activities and internships.
4. Together with the Chair, Lin Hovenga, I will write a structured training plan for the new

board.

5. I will translate and update the GDPR guide and I will encourage board members to explain the rules to their committee members.



TREASURER

Roxanne Hendrix

Treasurer 2020/2021

As the Treasurer of Itiwana, inclusion and engagement with my fellow board members and general members are crucial to ensure a well-established financial year. To achieve our values, to include and to engage with each other, the most important task for me is to keep the finances as transparent and clear as possible so that everyone who is involved can easily understand them. I want to make sure that within each board meeting and General Assembly, the members feel included and heard in regards to the finances of Itiwana. Through training and meetings, I want to engage with all the committee treasurers. Lastly, through discussion and close contact with my fellow board members, we will try our best to make Itiwana more sustainable this year.

TASKS

1. I am the Chair of the Travel Committee.
2. I am a general member of the LaSSA Committee.
3. We will be doing two clothing lines: one coming out after the first semester and one in September 2021. I will be responsible for the second clothing line together with the External Affairs Officer, Iza Blankendaal.

INCLUSION

Concrete steps 'inclusion'

1. I will keep close contact with the Vice-Treasurer, Rémi ten Hoorn, and sit down together every month so that the finances of Itiwana are always considered.
2. One of my biggest aims this year is to make Itiwana more sustainable. In order to do this, I have to keep a close eye on the expenditure to make sure it is spent on reusable items. To achieve this, inclusion, especially with my fellow board members is essential so that everyone is conscious of their expenditure within their committees. I will discuss with my fellow board members how each of us can make more conscious purchases.

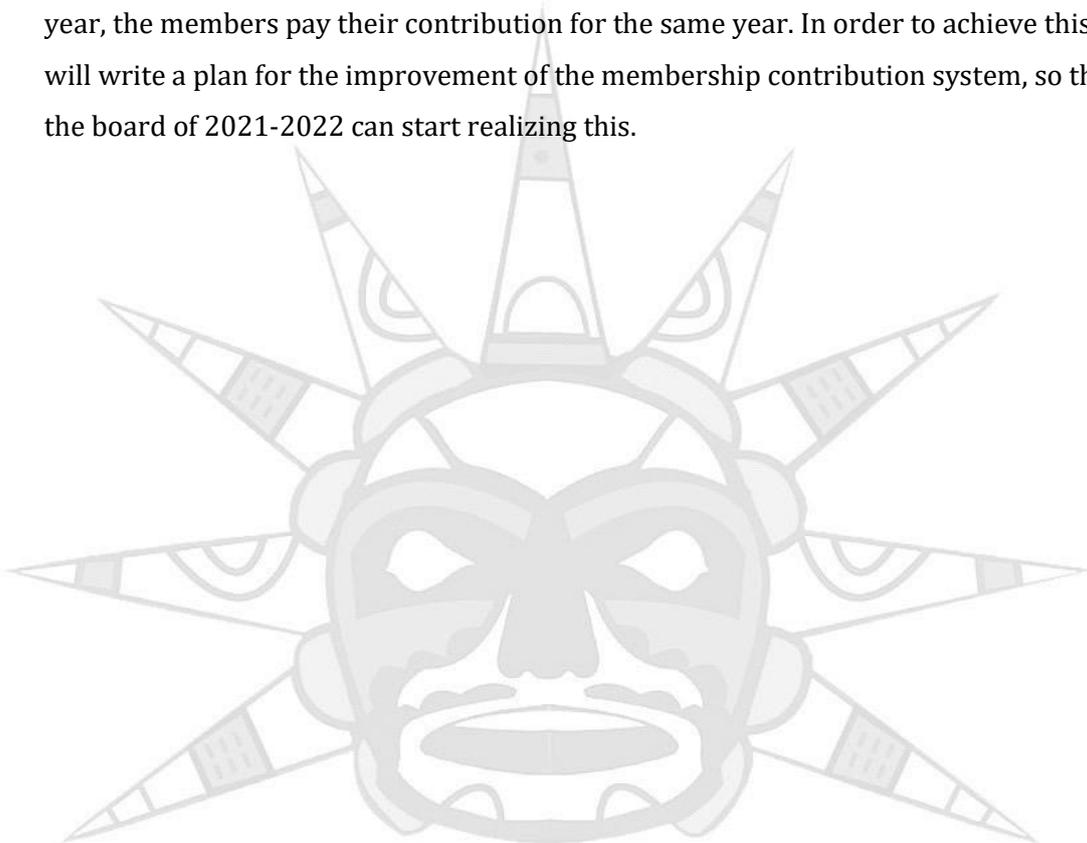
ENGAGE

Concrete steps 'engage'

3. I will set up an easy-to-follow manual for the committee treasurers, inspired by the 'pocket guide' of last year's Treasurer, Simone van der Hoek, which they can follow while handling the finances within each committee themselves. I will provide assistance where

needed. I will provide trainings and meetings and together with the help of a WhatsApp group, efficient communication will be ensured.

4. I will use concrete and precise layout for keeping track of the tiles so my fellow board members and other parties that are involved in the finances of Itiwana, can easily follow them. Keeping a clear overview will ensure accessibility and engagement within the finances. The layout will be divided in different sections; one for expenses and one for income. Within these sections, each is categorized to the committee it belongs to.
5. The money that will not be used because of cancelled activities due to COVID-19, will be used for the savings account. This enables Itiwana to change the system of the contribution of the members, so that instead of paying contribution for the previous year, the members pay their contribution for the same year. In order to achieve this, I will write a plan for the improvement of the membership contribution system, so that the board of 2021-2022 can start realizing this.



EDUCATION OFFICER

Florentino Rodao Herrero

Education Officer 2020/2021

Education has always strived to share what it has to offer to a wide audience, so I will focus on trying to communicate meaningful information and stories to as many people as possible. Moreover, incorporating more people means incorporating more feedback, benefiting the services of our association, the institute and their relationships with anthropology students. I want to include and transmit an interest in inclusion for as many members as possible, so that more people can benefit from and contribute to our activities. Thus, finding ways to be more engaging and more anthropology students to include.

TASKS

1. 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, Jentje Zaal.
2. I will apply for being a member of the Programme Committee (OLC) in order to tighten the relationship, 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.
3. I will send out quarterly first years newsletters and work on how they can be improved, assessing their reach and convenience efficiency by taking feedback and ideas from first years.

INCLUSION

Concrete steps 'inclusion'

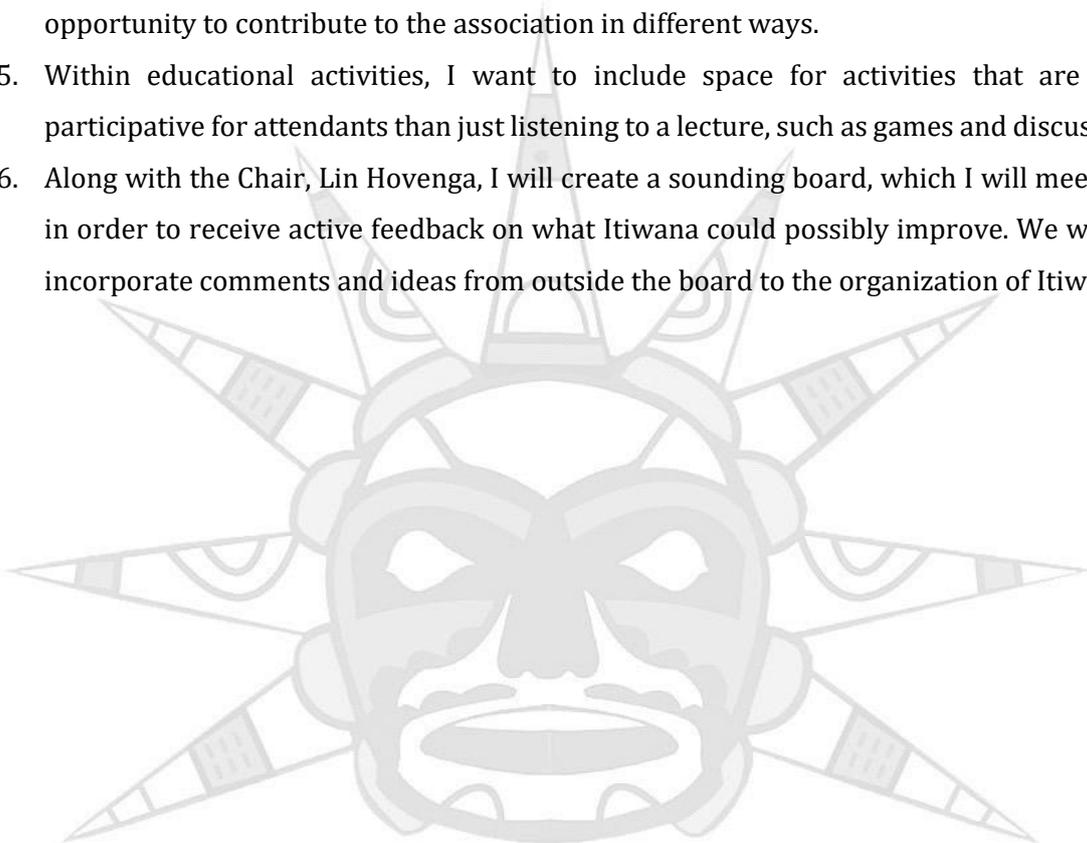
1. I will send a survey at the start of the semester to first and second year students asking them for their interests regarding educational topics. This way, not only I plan to organize educational activities that adapt more to everyone's interests, but also to transmit to students that their voices are heard.
2. I will try to include voices that differ from the mainstream background that is usually found in the Netherlands. I will check that there's some degree of diversity in every educational activity by trying to have at least 25% of the speakers from a non-Dutch background.

3. As part of the Programme Committee, I will try to remind students that their concerns and opinions about the course are always valuable. This includes keeping in touch with first years and asking them regularly about their academic experiences and reminding people individually and via group chats about my (our) interest in their feedback.

ENGAGEMENT

Concrete steps 'engagement'

4. I will regard the experiences of students as valuable for the Education Committee's activities, if possible giving them the opportunity to let them participate in an activity. This is so that not only members learn from other student's experiences, but also have the opportunity to contribute to the association in different ways.
5. Within educational activities, I want to include space for activities that are more participative for attendants than just listening to a lecture, such as games and discussions.
6. Along with the Chair, Lin Hovenga, I will create a sounding board, which I will meet with in order to receive active feedback on what Itiwana could possibly improve. We want to incorporate comments and ideas from outside the board to the organization of Itiwana.



ACTIVITIES OFFICER

Thirza van 't Rood

Activities Officer 2020/2021

Inclusion in the broadest sense of the word is key to organizing fun activities for everyone. I want to explicitly make it clear that any Itiwana activity is friendly and open to every member. The policy pillar 'engagement' is also key to my position as activities officer and board member. I have to make sure to organize engaging activities, be engaged with the members of my committees and with Itiwana members. This will result in a closer bond of Itiwana members with Itiwana itself. This year I will focus more on fun, yet educational activities than in previous years because of the enthusiasm about these kinds of activities last year.

TASKS

1. I will be responsible for the organization of the bimonthly Hokhours and the bimonthly Itidrinks. I will consider corona policy when organizing both, and will either organize them corona-proof, in an online variant, or not at all – depending on feedback from members and governmental/university measures.
2. I will be the Chair of the Bulletin Committee.
3. I will collaborate with the Cooking Committee.

INCLUSION

Concrete steps 'inclusion'

1. When organizing any activity, I will make sure to target every student, yet with a focus on 'minorities' within the study, such as internationals, disabled and LGBTQ+ members, by using inclusive language and organizing types of activities that are well accessible.
2. In both Committees, the only language used will be English, to make them accessible for non-Dutch speakers.

ENGAGEMENT

Concrete steps 'engagement'

3. I will try to be aware of the needs and wants of students when organizing the activities, by taking into account the results of the survey about Itiwana that the Secretary, Rémi ten Hoorn, will make, and by regularly asking feedback from members.
4. Together with the Chair, Lin Hovenga, I will coordinate the project 'Humans of CA-DS'.

EXTERNAL AFFAIRS OFFICER

Iza Blankendaal

External Affairs Officers 2020/2021

It is important to stay engaged with alumni, so they stay involved with Itiwana. This can be realized by good communication between Itiwana and alumni, therefore creating possibilities to engage members and alumni. I want to include new sponsors, and to realize this goal I want to make Itiwana more attractive to companies. I want to include companies that are in line with the study Cultural Anthropology and Development sociology.

TASKS

1. I will be the Chair of the Survival Committee.
2. As Vice-Chair, I will support the Chair, Lin Hovenga, where needed.
3. I will maintain good contact with Studio De Veste, so we can continue to have our bi-monthly drinks there.
4. We will be doing two clothing lines: one coming out after the first semester and one in September 2021. I will be responsible for the second clothing line together with Treasurer, Roxanne Hendrix.

INCLUSION

Concrete steps 'inclusion'

1. I will approach new sponsors who are in line with Cultural Anthropology and Development Sociology.
2. To include alumni in Itiwana I will organize two alumni events.
3. I will ask an alumni to join the AA-committee so, it will improve the contact between Itiwana and alumni.

ENGAGEMENT

Concrete steps 'engagement'

4. I will create attractive deals with current sponsors, to keep them interested in Itiwana. For example organizing an activity around a sponsor.
5. I will organize a dinner where alumni and Itiwana members can meet.
6. Approaching companies can be daunting. Therefore, I want to develop a guideline where the steps how to write a proper email to companies are explained. This way, every company receives a formal email, committee members know what to send and no

important information will be left out.

7. I will lead the individual evaluation of the board members. I will speak with them in private and ask about their experiences. These evaluations will be implemented in the general evaluation.



COMMUNICATIONS OFFICER

Amber Rademaker

Communications Officer 2020/2021

As Communications Officer, it is my responsibility to make the promotion and content of Itiwana clear, fun and accessible for everyone. By doing this, I can stimulate people to engage more.

TASKS

1. I will be the Chair of the Photo Committee.
2. I will be the Chair of the Cooking Committee.
3. Together with the Chair, Lin Hovenga, I will make a schedule with all the promotion that has to be done. I will share this schedule with my other board members so they know the deadlines for each promotion.
4. We will be doing two clothing lines: one coming out after the first semester and one in September 2021. I will be responsible for the first clothing line together with the Secretary, Rémi ten Hoorn.

INCLUSION

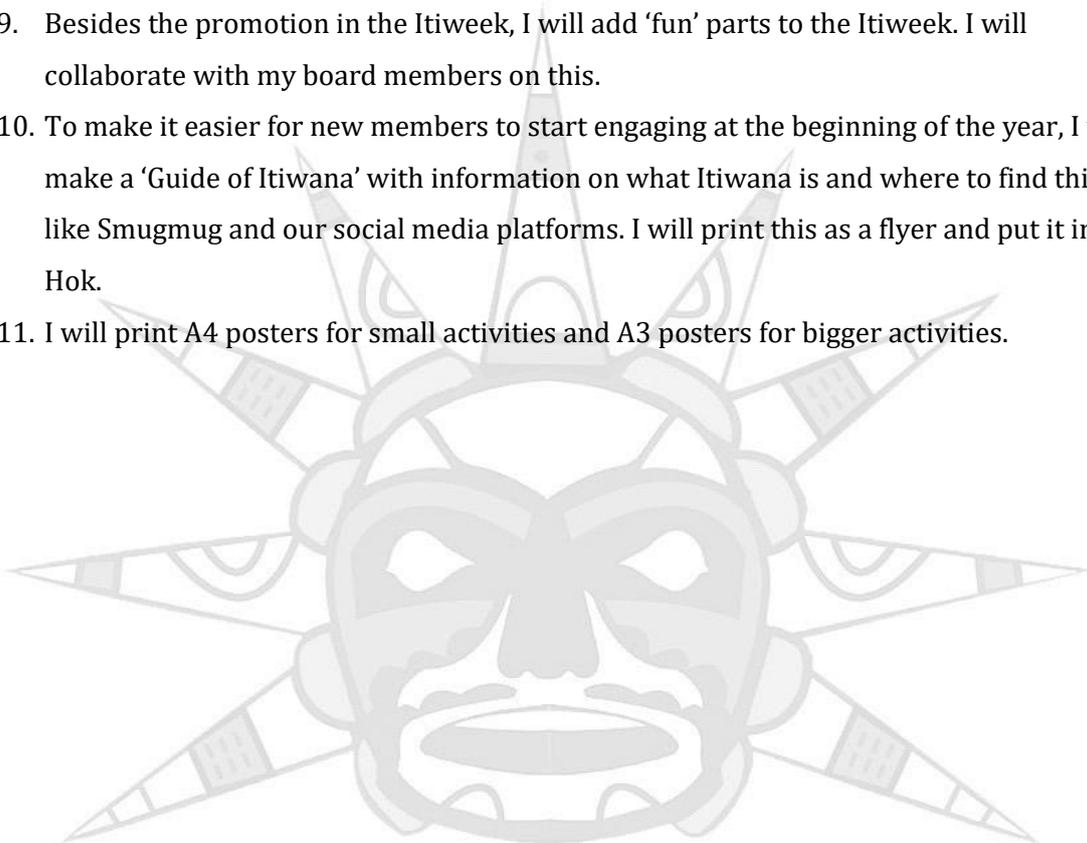
Concrete steps 'inclusion'

1. I will promote activities on all social media platforms, to include members no matter what platform they use. 'Dumpiwana' will also get a highlight on Instagram.
2. To include people and let people engage with Itiwana more, I want to use Instagram and Facebook to post photos of as many activities as possible, in collaboration with the Photo Committee. In this way people can take a look at the social media to see what Itiwana, and its activities, look like. Also, it could make members feel more included when seeing themselves on the social media platforms. I will keep the GDPR regulations in mind for this.
3. I will make signing up for activities accessible for everyone by sharing a link on all different platforms. In addition, I will make a linktr.ee to share on the Instagram so people can access multiple links from there.
4. I will contact a member of WDO and LaSSA weekly about their activities, so I can promote these. This will make sure that we include all possible activities for members.
5. I will arrange monthly Instagram or Facebook 'take-overs' for each committee. Every month, one committee will share photos and information on their committee. This way, we will give attention to each committee and to what they do.

ENGAGEMENT

Concrete steps 'engagement'

6. To stimulate engagement within Itiwana, I will be responsible for the Committee Clash, introduced by board XXVI. After each activity, I will update a file with the scores. I will give an update on the scores monthly on Facebook, Instagram and the website.
7. I will make a video of each semester and all trips for the YouTube channel of Itiwana. I will collaborate with the Photo Committee on this.
8. I will share an Instagram story every month with an 'input-box' to give members the opportunity to share ideas for future activities. I will share these ideas with the Activities officer, Thirza van 't Rood.
9. Besides the promotion in the Itiweek, I will add 'fun' parts to the Itiweek. I will collaborate with my board members on this.
10. To make it easier for new members to start engaging at the beginning of the year, I will make a 'Guide of Itiwana' with information on what Itiwana is and where to find things like Smugmug and our social media platforms. I will print this as a flyer and put it in the Hok.
11. I will print A4 posters for small activities and A3 posters for bigger activities.



COMMITTEES

Below is an overview of the committees of Itiwana and their plans for board year 2020-2021.

ACQUISITION & ALUMNI COMMITTEE

The Acquisition & Alumni Committee has two goals. First of all, maintaining contact with current sponsors and actively searching for 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.

INCLUSION

Concrete steps 'inclusion'

1. To maintain contact with alumni, we want to carry on sending the alumni newsletter four times a year. Together with my committee I will discuss new ideas for the newsletter.
2. We will extend the jewelry line with bracelets and earrings. We will look at the opportunity to sell the jewelry on Vinted. So, we reach a bigger audience and it will provide Itiwana with money we can spend on activities and members.
3. We will organize a full day on which we will make standard designs for the jewelry line, so we can make them all at once and members can count on fast delivery. Members can pre-order these designs so, we know how many to make.
4. We will discuss ideas on how to make Itiwana known among companies.
5. 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 making a video where we promote SponsorKliks. We will show and explain members in a fun way how it works and what it contains.
6. The focus of the acquisition will still be on structural sponsoring.
7. We will investigate the possibilities of designing Itiwana facemasks. In our current situation facemasks have become an important object. It can provide Itiwana with money we can spend on activities and members. It will also keep our members safe.
8. This year we aim to further develop the discount card for our members. We aim to provide our members with discounts on companies in and around Leiden. We will also inform members about contracts with companies. So members know who our sponsors are and where they may get a discount.

ENGAGEMENT

Concrete steps 'engagement'

9. To maintain engagement with Studio de Veste, with my committee I will discuss a way to support consumption at Studio de Veste when there are Itidrinks.
10. We will create new sponsor deals to make Itiwana more attractive for current and new sponsors. Therefore, we keep engaging with our sponsors and give them a reason to maintain sponsoring Itiwana.
11. To engage with my committee members and their progress, I will ask how they are doing every meeting. To get to know each other I want to propose an activity or dinner in addition to the meetings. When we'll get to know each other better this will benefit the corporation.



ACTIVITIES COMMITTEE

The Activities Committee will be organizing at least 10 activities this year. We will have a prom, workshops and open mic night, and we will help the Cooking Committee with the organization of the Food Festival. In January there will be no activities due to Fieldwork of the second-years. The Communications Officer, Amber Rademaker, will design the promotion for the Activities Committee and make short promotional texts.

INCLUSION

Concrete steps 'inclusion'

1. We will organize activities with different cultural themes, such as the celebration of Thanksgiving, Eid Mubarak and Holi.
2. We will promote the activities for students of all years of the study.
3. I will talk with my committee members personally as well as within the committee and organize at least one committee-only activity for group bonding.

ENGAGEMENT

Concrete steps 'engagement'

4. I will do an evaluation with the Activities Committee after every activity.
5. We will collaborate with the Communications Officer, Amber Rademaker, to gather feedback from our members on Instagram about our activities.
6. We will inform other students of upcoming activities through social media (with the Communications Officer) and during lectures.

BULLETIN COMMITTEE

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 so that the members can get involved with the Bulletin as well.

INCLUSION

Concrete steps 'inclusion'

1. The Bulletin will be completely in English.
2. We will continue with the digitalization of the Bulletin. Every Bulletin this year will become available on the Itiwana website and sent through email.
3. I will encourage the members of the Bulletin Committee to think about how we can incorporate 'inclusion' as a common thread in the content of the bulletins.
4. I will talk with my Committee members personally as well as within the Committee and organize at least one committee-only activity for group bonding.

ENGAGEMENT

Concrete steps 'engagement'

5. Within our committee we will have an up-to-date schedule with deadlines so that everyone is aware of when everything that has to be done. This schedule will be managed by the secretary and overseen by me.
6. The Bulletin Committee will collaborate with me, Thirza van 't Rood, and the Chair, Lin Hovenga, to create the Humans of CA-DS stories.

COOKING COMMITTEE

Food is a lot about connecting with people. Sharing and cooking meals together is a great way to get to know other people and their cultures. Eating is simply a way to connect people. As anthropologists, we study the daily life of human beings. By cooking, we can learn about the food of other cultures, since food is an essential part of everyone's daily life. We want to organize about 10 activities related to festivities or cuisines of multiple countries and cultures. Most activities will be dinners. Sometimes we will combine these activities with Itidrinks, in collaboration with the Activities committee, but we will also organize activities independently. We also want to provide food for the Goodfood Hokhours. By having a great variation in activities and types of food, we hope to reach many people.

The members will have to pay a fee for the activities to compensate the costs of the dinners. This will be a small amount of money, to make the activities accessible for everyone.

INCLUSION

Concrete steps 'inclusion'

1. We will organize activities that are related to festivities or cuisines of multiple countries. Every activity will highlight a different culture.
2. We will organize an activity where we will volunteer at the food bank or another organization related to food.

ENGAGEMENT

Concrete steps 'engagement'

3. In order to encourage internationals to engage with Itiwana, we will ask them for ideas and recipes thus letting them share their own culture.
4. We will ask members of Itiwana, beside the members of the committee, to help cooking for each activity. In this way, more people can actively participate with the committee.
5. We will end the year with a Food Festival. This activity will also be for non-members and alumni.

EDUCATION COMMITTEE

This year's Education Committee will try to focus on topics that students show their interest in. Therefore, we will be open to the interests that we find more popular and finding creative and enjoyable ways to make them in to educational activities. We will also maintain the focus on education and career that we had last year, as some corresponding planned activities were canceled due to the pandemic. Collaborating with other parties, such as fellow Itiwana committees, other study associations, alumni, professors and others, will take a central role in our events in order to bring new perspectives and a broader worldview.

INCLUSION

Concrete steps 'inclusion'

1. We will frequently collaborate with other committees, fellow study associations, professors from outside our faculty and other parties, in order to broaden the subjects and perspectives of information and stories presented to our members.
2. We will organize a sub-committee for a congress by collaborating with the Photocom, AA-com, and a number of other study associations, trying to attract students from any career and interest.
3. On the one hand, we will try to create a good environment within the committee by doing non-committee activities such as cooking together.
4. On the other hand, we will try to transmit this environment to others, so that they feel encouraged to transmit whichever feedback or ideas to our committee.
5. As some CA-DS students have shown interest in engaging with a diverse group of lecturers, we will also try to include in our activities the voices of people with a cultural background not as common in the Netherlands.
6. We will make sure there is something for everyone by offering different forms of activities, in which we will include engaging aspects such as games or discussions.

ENGAGEMENT

Concrete steps 'engagement'

7. As many Itiwana members have had interesting experiences with other cultures, we will consider giving them space in activities so they can engage themselves by sharing them. This could attract students to Itiwana and our activities.
8. We will pay attention to contemporary international issues that may arise, as topics that become more socially relevant may be more engaging.

FIRST YEARS COMMITTEE

The first three activities for the current first years that this committee organizes include: 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. The Guide, Lin Hovenga, will not (officially) be part of the First Years Committee, but always available for questions and assistance and the mediator between the board and the committee.

INCLUSION

Concrete steps 'inclusion'

1. One committee member will be suggested to join the Itiwana sounding board, because they can give direct feedback from their interactions with other first year students.
2. A collaboration with the Activities Committee and the institute for the Teacher's activity is encouraged, so there will be a larger budget and more teachers available. This idea was initiated by the guide of the First Years Committee of 2018-2019, Kira Nijland.

ENGAGEMENT

Concrete steps 'engagement'

3. The Chair of the First Years Committee will be trained by having a one on one meeting with the Guide.
4. The state of affairs of the committee will be communicated with the board via the Guide.
5. The First Years Committee of 2020-2021 will be encouraged to meet up with the First Years Committee of 2019-2020 for inspiration and tips.

ICA COMMITTEE

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

INCLUSION

Concrete steps 'inclusion'

1. We will search for both International and Dutch anthropology students to write small columns. This will not only highlight the diversity of the magazine through its articles, but also through its authors. Articles written by students themselves can strengthen the connection between the magazine, members of Itiwana and students of Cultural Anthropology and Development Sociology.
2. We attempt to organize a talk show and to create a documentary, ideas initiated by the ICA Committee of 2019-2020. By doing this, we hope to create diverse content that is interesting to both members of Itiwana and the Faculty of Cultural Anthropology and Development Sociology.
3. For the second publication of the ICA-magazine, members can choose if they want to receive it as an online edition or a hard copy. This will reduce printing costs and paper waste. The first ICA-magazine will be an online-edition for all members.
4. We will still send the ICA magazines to relations of Itiwana.

ENGAGEMENT

Concrete steps 'engagement'

5. To create a close bond between the committee members, the meetings will be weekly. In these meetings we can discuss the progress of the magazine and work on it collaboratively. The meetings will possibly be online due to the Covid-19 measures. Besides the regular meetings, we will start the year with an activity to create a stronger bond between the committee members from the beginning.
6. The Instagram account for the ICA will stay up to date. In this way, the ICA will remain familiar for its members and posting regularly will create the opportunity for members to feel more connected to the magazine. We will be posting a short film, a preview, recommendation, or other post related to the theme of the ICA every week, according to a schedule that is made at the beginning of each semester. The Instagram page can also be sent as annex to the authors we contact, to show what the ICA magazine entails.

PHOTOCOMMITTEE

The Photo Committee is responsible for the photos at all activities. We will also be making aftermovies of some big activities like the study trip, in collaboration with the Communications officer. The past few years, the Photo Committee has hosted their own activities. I want to host some activities related to photography this year as well, but what exactly we want to organize depends on the input from the upcoming committee members and the measures regarding Covid-19. The professional Itiwana camera is only allowed to be held by the Photo committee and board members, who have signed a contract for this. Because everyone has a different style of taking pictures, we want multiple members to take photos at each activity. Therefore, it is important that there are enough members of the Photo Committee present at activities. After the activities, the photos will be sorted out and uploaded to Smugmug within a week.

INCLUSION

Concrete steps 'inclusion'

1. To make sure everyone feels safe and included in the Committee, we want to plan an activity with the members of the committee at the start of the year to get to know each other better.
2. We will focus extra on making sure that everyone is in the photos and videos. This will prevent members from feeling excluded by not being in the photos and videos. Therefore, the content will be more representative of Itiwana.

ENGAGEMENT

Concrete steps 'engagement'

3. The photos that were taken at activities will be uploaded to Smugmug. We will post photos after as many activities as possible on the social media platforms to promote Smugmug.
4. We will look into the possibility of purchasing a new lens or flashlight for the professional camera, to be able to make photos with a better quality.
5. We will organize photography related activities for Itiwana members so they can learn more about photography.

SURVIVAL COMMITTEE

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 need to make ends meet with everything that nature has to offer us. A survival weekend is a great opportunity to engage with members among different years. You must survive together and that can be a bounding exercise itself. Last year we organized a hitchhike weekend, but due to Covid-19 we will think about an alternative activity. The goal is to keep the activity in the theme of survival.

INCLUSION

Concrete steps 'inclusion'

1. 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.
2. We do not know how Covid-19 is going to develop and how it can affect our activities. Therefore, we will create online alternatives for the two activities. This will prevent that we have to organize an activity last minute.
3. Due to Covid-19 we are not sure that a Hitchhike weekend is a good idea. We do want to organize two weekends and therefore we will think about a new concept. We want to support sustainability and will investigate the possibilities of a cycling weekend. We will show our members an alternative way to travel. Just as we did last year with Hitchhiking.

ENGAGEMENT

Concrete steps 'engagement'

4. To engage with my committee members and their progress, I will ask how they are doing every meeting. To get to know each other I want to propose an activity or dinner in addition to the meetings. When we'll get to know each other better this will benefit the corporation.
5. During the survival weekend we will organize games that stimulate engagement among members. This involves bounding games and cooperative games.
6. We will actively and creatively promote our activities towards members, in this way we hope to achieve large numbers of enrolment. We will make promotion videos for both weekends.

TRAVEL COMMITTEE

The Travel Committee takes care of the annual study trip for Itiwana members. In 2021, the Travel Committee will arrange a fun and interesting study trip. This year forty 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. The announcement of the travel destination will take place in November of 2020. 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. Depending on how the COVID-19 unfolds, this will either be a physical gathering or online. 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.

INCLUSION

Concrete steps 'inclusion'

1. 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 and responsibilities are. I will see to it that everyone performs his or her duties and offer help when that is needed.
2. 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.
3. 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.
4. This year, we want to make sure that the members of Itiwana will have more say into the destination for the trip, not only the committee itself. In order to do so, we are planning on doing polls on our Instagram account, and leave space for suggestions.

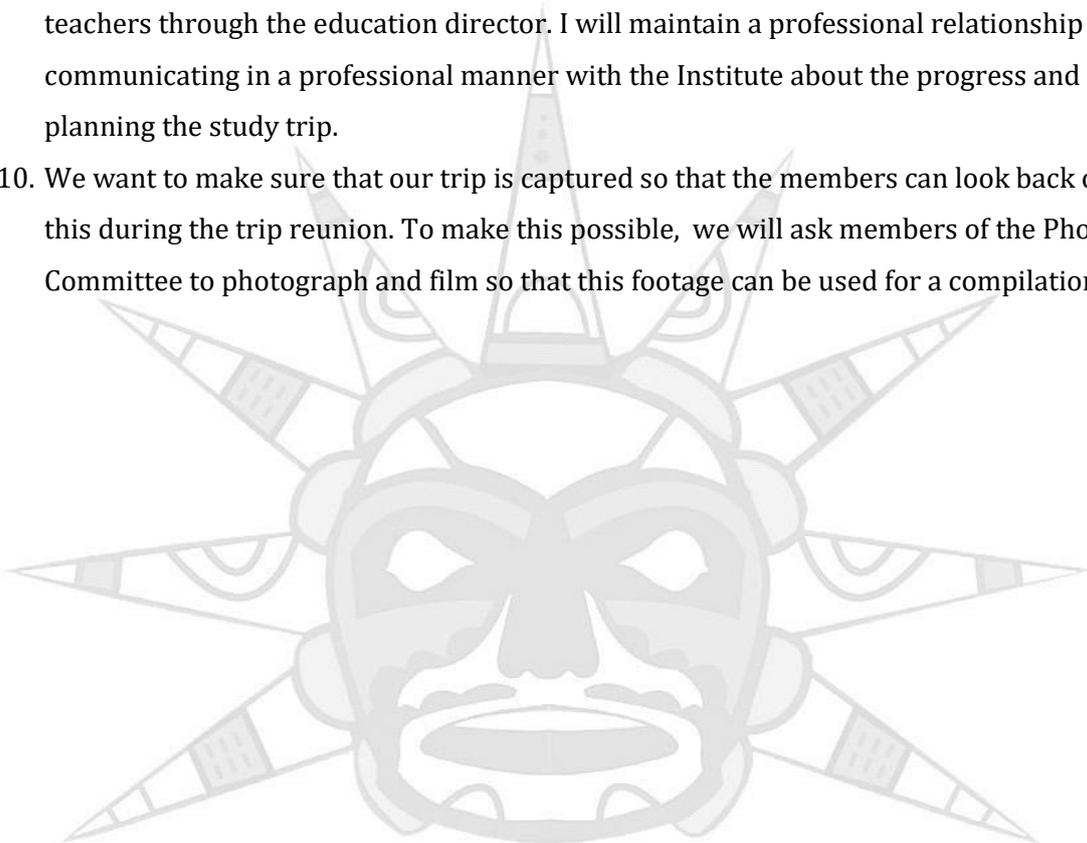
ENGAGEMENT

Concrete steps 'engagement'

5. 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 and engagement with each other. We have to engage within the committee first to allow for engagement with others outside of it.
6. Anthropological activities will be organized prior to and during the study trip. The goal is

to gain more knowledge about the country in which we are staying in a surprising and interesting way. The members will also get a stronger bond and engage with each other through teamwork.

7. If the team building is not an option due to COVID-19, the committee will ensure that there is a replacement with online activities through the Instagram page and WhatsApp group.
8. After the trip we will conduct a survey so that the Travel Committee of 2021-2022 can use this information for planning the next trip.
9. 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.
10. We want to make sure that our trip is captured so that the members can look back on this during the trip reunion. To make this possible, we will ask members of the Photo Committee to photograph and film so that this footage can be used for a compilation.



COVID-19

Drafting a policy plan at times of a pandemic is impossible without taking into account the developments of the virus, the applicable measures and the 'what-if's'. To what extent our initial plans can be realized depends on how the virus will develop the coming months and year. We feel responsible for the health and well-being of our members and we will, obviously, respect and follow the measures and instructions of the government, the University and other parties.

Board meetings

We will make Covid-19 a recurring agenda item for our board meetings. We will evaluate our activities according to the measures and see what we can learn from them for the next activities. In times of emergencies, for example when there is a new outbreak, we will evoke an 'emergency board meeting' to discuss what measures we need to take.

Activities

We will guarantee that participants are able to keep their 1,5 meters of distance at each activity by paying attention to the location, the amount of people and the activity itself. Only members can join physical activities, and they have to sign up for each activity. We will also have activities where there is limited space for participants. We will mention this when promoting the activity, and it will be a 'first come, first serve' strategy where members have to reserve a place. When an activity seems to be popular, we will also look into possibilities of splitting up the group and doing the activity twice. When we need to cancel an activity, for whatever reason, we will let people know at least a day before.

Hokhours

When it is possible to open the Hok, we will allow a maximum of students at once inside so people can keep their 1,5 meters of distance. If someone wants to visit the Hok, we suggest to send us a WhatsApp message first so we can let them know if it is possible. When possible, we will organize the Iteawana and Goodfood Hokhours outside or in a larger room.

Online activities

When it is not safe to organize physical activities, either because it is a governmental call or we decide it for ourselves, we will look for online alternatives. The committees, the Travel Committee included, will think of plan B's from the start, so they can switch quickly when needed. We will reach out to other study associations and look for sources for tips for organizing, promoting and designing online activities as inclusive and interesting as possible.

BUDGET

The Budget will be published on www.itiwana.org after the General Assembly: Policy Presentation. Go to www.itiwana.org > Itiwana Report & Policy > Board XXVIII, 2020-2021.

