

# TABLE OF CONTENTS

## PREFACE

3

## COMMITTEE TREE

4

## UMBRELLA PLATFORMS

5

## CHAIR

7

## SECRETARY

8

## TREASURER

9

## EDUCATION OFFICER

10

## ACTIVITIES OFFICER

11

## EXTERNAL AFFAIRS OFFICER

12

## COMMUNICATIONS OFFICER

13

## PREFACE

You are about to read the general policy of the study association Itiwana. We appreciate your involvement with association. The general policy includes all that is consistently being done every year. Besides the general policy, every board makes an annual policy in which they explain their specific plans for their board year. This way of having two policies was implemented by us, Board 27. We appreciate your involvement with association.

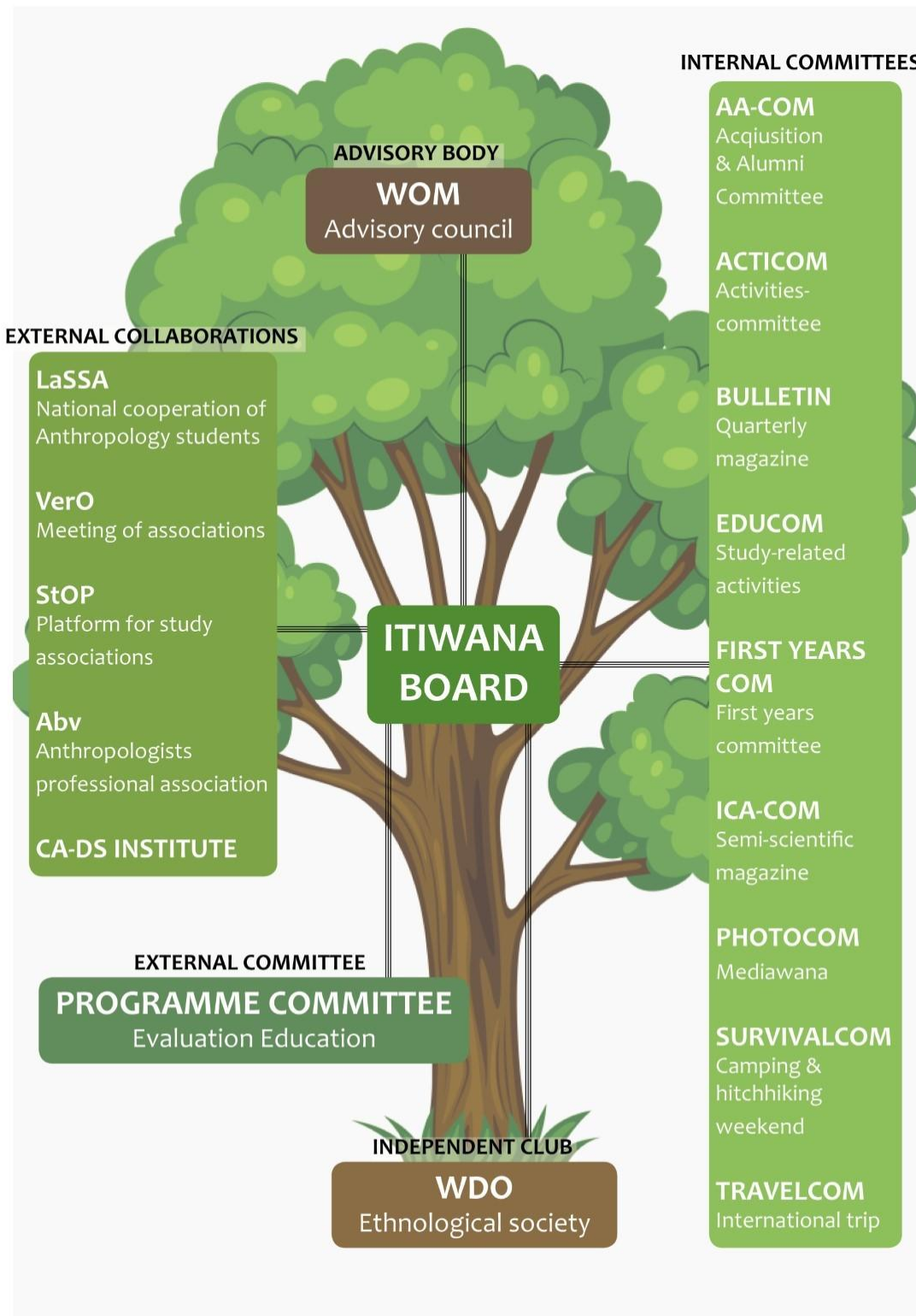
First, the structure of Itiwana and the internal and external contacts will be explained. Furthermore, the general tasks of all board positions will be described. These tasks are the main tasks of all board positions which need to be executed every board year. Secondly, the committees will be described.

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

Amber Tolboom  
*Chair 2019/2020*

# 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 Labyrinth (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. The institute and Itiwana consult each other for recruiting new first year students, the needs of the students of CADS and important changes within the study programme of CADS. This important contact goes mainly through the study advisor of CADS.

# CHAIR

## TAKS

The Chair will be responsible for the following tasks:

1. Keep an overview of all that is happening within Itiwana and its board. Therefore the Chair will function as the central point of contact within the board and within Itiwana.
2. Representing the study association at the following platforms and activities:
  - a. VerO
  - b. StOP
  - c. Information activities
  - d. The institute of CA-DS
3. Process all of the incoming emails of the email address 'chair@itiwana.org'.
4. Plan and guide board meetings and general assemblies.
5. Function as contact for WDO and make sure we are aware of each other's activities and communicate about the dates of those activities so there will not be any overlapping activities.
6. Project a representative image of Itiwana.
7. Have a professional and active attitude towards all parties involving Itiwana like described in the Ethical Code of Itiwana. The Chair aspires to be taken seriously within these parties even though Itiwana is a small association.
8. Host a sounding board at least twice a year.

# SECRETARY

## TASKS

The Secretary will be responsible for the following tasks:

1. Be responsible for the member database.
2. If board members need an address or email list the Secretary can provide this.
3. Process all the paper mails and the emails from info@itiwana.org.
4. Take minutes during the board meetings and the General Assemblies and publish these minutes from the General Assemblies on the Itiwana website.
5. Be responsible for the archive and make sure that it will be neat and tidy during the year. If something needs to be added to the archive, the Secretary takes care of it.
6. Make sure that the Facebook groups Itiwana and Dumpiwana will be well structured. If necessary, the Secretary adds new members or remove former members from these groups.
7. Backup the member database two times a year.
8. Bear primary responsibility that Itiwana complies with the obligations concerning the General Data Protection Regulation (GDPR).
9. The Secretary conducts a questionnaire two times a year to find out what the members think of the association.

# TREASURER

## TASKS

The Treasurer will be responsible for the following tasks:

1. Manage the ING and ASN account.
2. Manage the tills.
3. Keep an annual financial overview of all income and expenditure, so that they remain clear and transparent.
4. Make a budget considering the advisory budget.
5. Draw up an advice budget for the next Treasurer.
6. 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. Execute the contribution collections through the PC-members system in cooperation with the Secretary.
8. Support and control the committee treasurers in their tasks as committee treasurer.
9. Keep the accountancy safe and make back-ups.
10. Maintain close contact with the rest of the board, in particular with the Vice-Treasurer, to ensure that accounting is always considered.
11. Process all of the incoming emails of the email address 'treasurer@itiwana.org'.
12. Keep up with the finances.
13. Adopt a formal communication style towards external parties in order to create a professional identity.
14. Keep all board members up to date about the finances.

# EDUCATION OFFICER

## TASKS

The Education Officer will be responsible for the following tasks:

1. Contact courses' coordinators in order to create a full list of the books the first and second year students will need.
2. 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. Provide each student with a clear-cut overview of what is expected from them in order to buy and receive books.
4. Function as a point of contact for questions or messages about irregularities concerning the book sale, making sure everyone gets their books.
5. Be the chair of the Education Committee.
6. Be a part of the faculty's Studenten Klankbordgroep (SKG).

## INTERNAL AFFAIRS OFFICER

### TASKS

The Internal Affairs Officer will be responsible for the following tasks:

1. Be responsible for the hokhours and the drinks.
2. Be the chair of the Activities Committee.
3. For the hokhours, there will be a collaboration with the cooking committee.
4. Be ultimately responsible for keeping track of the concrete steps taken for the board pillars, and give a very short presentation at the general assembly.
5. Be responsible for the evaluation of activities.

## EXTERNAL AFFAIRS OFFICER

### TASKS

The External Affairs Officer will be responsible for the following tasks:

1. Be responsible for contacting new sponsors and keeping in contact with current sponsors.
2. Be the chair of the Alumni and Acquisition Committee.
3. Help organize alumni events of the Faculty of Social and Behavioral Sciences.
4. Keep my fellow board members up to date on progress in acquisition.
5. Inform members about acquisition actions through the different platforms of Itiwana.
6. Send alumni a newsletter four times a year containing information relevant for alumni.

## COMMUNICATIONS OFFICER

### TASKS

The Communications Officer will be responsible for the following tasks:

1. Organize all of Itiwana's information flows as good as possible.
2. Manage Itiwana's various media platforms:
  - a. The Itiwana website: [www.itiwana.org](http://www.itiwana.org)
  - b. The Facebook page 'Study Association Itiwana'
  - c. The newsletter 'Itiweek'
  - d. The e-mail address 'communication@itiwana.org'
  - e. The Instagram of Itiwana
3. 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 various media platforms.
4. Keep the promotion corner in het Hok and the pin board in the hall uncluttered, up to date and neat.
5. Stay in contact with the promotion members of each committee for the promoting of activities.
6. Make sure that every committee is given the same amount of attention on Itiwana's media platforms.
7. Hold a position within the Media committee, together with a board member of choice.

## ACQUISITION & ALUMNI COMMITTEE

The Acquisition & Alumni Committee has two goals. First of all, bringing in new sponsors whose activities and plans can be financed and realized. They also maintain contact with alumni and send out an extensive newsletter four times a year, in which we also promote our alumni activities.

## ACTIVITIES COMMITTEE

The Activities Committee organizes about ten informal activities a year for Itiwana. Every year the committee organizes the Prom, the Open Mic Night and the Change of the Board activity. For the rest of the year, the committee can let their creativity flow and make sure every year of Itiwana is one to remember.

## EDUCATION COMMITTEE

Education Committee organizes educational activities. They tend to be more study-related than activities from other committees. It can range from documentary evenings and a pub quiz, which are less educational and more informal, to a congress consisting of many short lectures. There are no fixed activities, other than the annual 'How to survive fieldwork' at the start of the year.

## FIRST YEARS COMMITTEE

The First Years Committee consists only of first year students and organizes activities for other first year students. The activities consist of activities for the current first year students (the Parent's evening, the Teacher's activity and the Easter Brunch) and activities for the upcoming first years (the EL-CID morning, the Introduction Day, the First Years Weekend and the First Years Reunion).

## ICA COMMITTEE

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.

## 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've got to make ends meet with everything that nature has to offer us. The survival weekend stimulates interaction among different years.

## TRAVEL COMMITTEE

The Travel Committee takes care of the annual study trip for Itiwana members. The Committee chooses the destination and fills the week with study related and non-study related activities. Besides the trip, they also organize the trip-reveal activity, multiple information nights and a trip reunion for all the members who joined the trip.

## MEDIA COMMITTEE

The Media Committee is responsible for all of Itiwana's media platforms as well as the Iti-blog, which can be found on the website and will be updated at the end of each month.

There are two sides to this committee, one which has the responsibility of capturing events in photos and videos and reporting on all of Itiwana's activities to eternalize the memories made. Furthermore, this side of the committee makes the after movie of the annual Study Trip.

The other side focuses on writing fun stories and pieces consisting of several rubrics for the blog, which, alongside additional content, will be produced as a digital bulletin four times a year, these will be bundled at the end of the year to be added to the archives.