



Universiteit
Leiden

ITIWANA

Policy 2021-2022

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 XXIXth Board of Itiwana will be presented.

First, there will be an overview of the division of the Board and their functions within the Itiwana Committees. Then, there will be an overview of the internal and external contacts of Itiwana and a short evaluation of Board year 2020-2021. After that, the drafted Policy Pillars for Board year 2021-2022 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, 2021-2022. 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 XXIXth Board of the Study Association Itiwana,

Charlotte van Straten

Chair 2021-2022

BOARD DIVISION

Name and Title(s)	Division of Committees		
Charlotte van Straten Chair	Guide of the First Years Committee	Contact WDO and WOM	
Scott Leesberg Secretary Vice-Treasurer	Travel Committee	Clothing line 1	Confidant
Donna van Uffelen Treasurer	Cooking Committee	Clothing line 2	
Annika Krüger Education Officer	Education Committee, LaSSA Committee	Clothing line 1	
Eva van der Boog External Affairs Officer	AA Committee, Co-Chair Media Committee	Clothing line 2	
Kim Meijer Internal Affairs Officer Vice-Chair	Activities Committee, Survival Committee, Logo Think Tank ¹	Clothing line 1	Confidant
Marthe Baalbergen Communications Officer	ICA Committee, Co-Chair Media Committee	Clothing line 2	

COMMITTEE COMPOSITION

<p>AA Committee Eva van der Boog Daria Ilina Des van Binnebeke Kieke Kleijne Noëla Streifeneder Nóra Pátrovics</p>	<p>Activities Committee Kim Meijer Carla Biddlecome Cañaverál Dianne Vos Demi Maaíke Stroober Floor Niemans Rachel Cruickshank Veerle Berk</p>	<p>Cooking Committee Donna van Uffelen Benjamín Felipe Maldonado Fernández Carla Biddlecome Cañaverál Elin Vergeer Roshan Glum Sa Mu Tuan Hoang Truong Xiangjun Sun</p>
<p>Education Committee Annika Krüger Benjamín Fernández Holly Zijderveld Julia Estela Lila van Grieken Maria Stanculescu</p>	<p>First Years Committee Julia Gorzelańczyk Lili Thomas Luisa Felices Barrios Marieke Ruitenberg Sibley Zepeda Viola Palmiotto</p>	<p>ICA Committee Marthe Baalbergen Bente Heydelberg Jelmer Sijperda Katyanna Horvath Liselot Voordouw Roos Capel Saika Nishikawa</p>
<p>LaSSA Committee Annika Krüger Amber Rademaker</p>	<p>Media Committee Eva van der Boog Marthe Baalbergen Roxanne Hedrix Frances Roberts Ambika Ramachandran Elisa Josefina Peset Martin Linde Schouffoer Mai-Lu Ensink Sa Mu</p>	<p>Survival Committee Kim Meijer Hanna Schoneveld Iza Blankendaal Jaap Dechering Rémi ten Hoorn Thirza van 't Rood Vince Kajzinger</p>

Travel Committee		
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Alia Dobson

Des van Binnebeke

Katyanna Horvath

Myrthe List

Nina Aalders

Scott Leesberg

Synniva Geus

Viola Palmiotto

'FRIENDS OF ITIWANA'

WOM	WDO
Igor Boog	Claire van den Helder
Sophie Frankenmolen	Marta mas Castellà
Simone de Boer	Rémi ten Hoorn
Bregje Schreuders	Thirza van 't Rood
Sanne Hogesteeger	Hiba Argane
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	
Amber Tolboom	

SHORT EVALUATION 2020/2021

The XXVIIIth Board of the Study Association Itiwana drafted two Pillars: 'Inclusion' and 'Engagement'. Here I, Charlotte van Straten, Chair of Board XXIX, will commence a short evaluation of their achievements regarding these Pillars.

INCLUSION

In order to include more of the diverse students of Cultural Anthropology and Development Sociology in Itiwana, Board XXVIII drafted the Pillar 'Inclusion', which focused on creating a safe and welcoming space for all students, particularly international students. They succeeded in making English the main language in all activities, as well as involving more second year students. They also successfully celebrated non-Dutch holidays, especially considering they had to do this online. Similarly, some of their plans were not fully realised because of this, such as redecorating the hok. The only critique I could give is that Dutch and international students tended to gravitate towards their own 'group', so to say, which was recognisable in the make-up of the Committees. In order to avoid this we plan to introduce Dutch student culture as soon as possible. We feel that Board XXVIII had some great ideas and made a lot of headway on them, and we would like to further this trajectory and work on inclusion ourselves, for which some ideas of Board XXVIII will be used.

ENGAGEMENT

In the Pillar of 'Engagement', Board XXVIII focused on creating a feeling of connection between the Members of Itiwana as well as fostering the investment of Members in Itiwana. Similarly to the Pillar of 'Inclusion', many plans were limited by the online structure Itiwana maintained, such as the Hok-hours and Iti-drinks, as well as the introduction of the Cooking Committee. However, despite this, Board XXVIII managed to make me, as a new member, feel very much part of a community. They did this mostly through personal contact between the Board and the Members, but also by giving a nice personal touch to the Iti-weeks. Furthermore, the Board, as well as the Members of the Committee contributed to incredible activities where the atmosphere was 'gezellig' and relaxed. Lastly, the Sounding Board was a great way to get feedback from some of the Members and have more people contribute their ideas in a fun and informal way. Something concrete that came out of this was the WhatsApp-group for promotions.

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 2021-2022: 'Inclusivity', 'Sustainability' and 'Communication'. The Pillars of 'Inclusivity' and 'Communication' go hand in hand, as clear and equal communication creates a strong base for 'Inclusivity'. Furthermore, our plans to digitalise some parts of Itiwana's communication methods form a sustainable method to provide diverse and engaging content accessible to all Members, even those studying abroad.

We realise that our Pillars of 'Inclusivity' and 'Communication' are very similar to the Pillars of the previous Board. This is not meant to criticise Board XXVIII, but rather to expand on what they have already achieved and to create the opportunity to implement plans and ideas that were postponed due to COVID-19 and the online format Itiwana has used these past 1,5 years.

INCLUSIVITY

As a Study Association we want to provide a safe space for students of CA-DS to express themselves, share and learn from each other, and to socialize. In order to achieve this, we feel that it is important to create an environment that is welcoming, open and accessible to all, as well as representative of all Members of Itiwana.

The Pillar of 'Inclusivity' is a part of a continuation of Board XXVIII's efforts to internationalize Itiwana. Large scale improvements such as these take time to take effect, rather than halt this process now, we wish to nurture what Board XXVIII has sown and create change within Itiwana that is long lasting and durable.

Our efforts to include all members are not limited to the internationalization of Itiwana, but will also include efforts to create a similar atmosphere concerning matters of gender, sexuality, disability and financial difficulty.

Concrete steps 'Inclusivity':

1. Promote and explain the concept of Study-, and Student-Associations to internationals.
2. Create opportunities for international students to share their cultures and learn from each other, for example, the Cooking Committee will host activities directed towards sharing food and recipes from all over the world.

3. Throughout the year, we will provide opportunities for members to give input on activities as well as critiques, such as an anonymous mailbox set up by Board XXIV, and a survey.
4. All activities as well as Drinks, Hok-hours and all social media activity will be in English.
5. We will contact the University and Faculty to discuss extra funding for those who cannot afford to join more expensive activities, such as the Study Trip.
6. We want to make all members feel included. We will therefore encourage all students and members of Itiwana to come to Itiwana related activities by promoting equally between Dutch and international students and we will have activities that are targeted on integration of internationals to creatively get them into contact with Dutch language and culture, such as Dutch language games.
7. The confidants, Secretary, Scott Leesberg and Internal Affairs Officer, Kim Meijer, will have a fixed time slot in which they will be in the Hok and will be available for contact. This time is reserved for one-on-one conversations and more serious problems. It is important to note that they have not been properly trained in handling larger psychological issues, and if a problem of this sort does arise, they will refer the person in need of assistance to a professional. They will also leave their contact information at an easily accessible place in the Hok and on our social media platforms, as well as our website.
8. We want to allocate money to make more expensive activities accessible for those who cannot afford to join. We will talk to the institute about the proper way to go about this, as well as look into the possibility of having an unbiased monetary confidant form outside of Itiwana, who decides which people need the extra funding. Furthermore, we plan to organize a charity-activity, from which the profit will go to the travel committee so that the price to participate can be lowered, thereby allowing more members with financial difficulty to join. Any money left-over from this endeavour will be saved for future generations of Itiwana to use for the same purposes, it cannot be accessed as an income for Itiwana.

Furthermore, we will adopt the following points from the previous Board's Policy into our Policy:

9. 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 Hok-hours.
10. 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.

11. At least twice a year the Sounding Board Dinner will take place, in which any member of Itiwana can join and contribute.

SUSTAINABILITY

Even though sustainability has been important in previous Board Policies, we would like to highlight the importance of climate change, environmental damage and what we, as a Study Association can contribute to this battle. While our focus lies on environmental sustainability we will try to be mindful of social sustainability as well as the sustainability of our choices this year, so that any changes we make are long lasting and worthwhile. Therefore, we will perform the following steps during our Board year.

Concrete steps 'Sustainability':

12. We will have a Sustainability Month in which Itiwana and all its Committees will raise awareness for the environment during the organization of their activities and/or through their writing.
13. All Committees will keep sustainability in mind when organizing their activities and such.
14. In cohesion with our Pillar of Communication we will try to limit paper waste, for example, through communicating mainly digitally.
15. As much as possible, we will buy and use sustainable products instead of those contributing to plastic waste and one-time use products.
16. By not buying into fast-fashion, we will get sustainable Board-blazers.

COMMUNICATION

The pillar of 'Communication' is central to our Board year as we plan to improve our methods of communication through digitalisation. This ties into our goal to be more sustainable, as this would reduce paper waste, and our goal of Inclusivity, as it would be more accessible to international students and Alumni living abroad.

Concrete steps 'Communication':

17. We are introducing the Media Committee, which is an amalgamation of the Photo Committee and the Bulletin.
18. The Media Committee will support the Communications Officer in maintaining Itiwana's social media platforms as well as update the Itiwana Blog.
19. The Bulletin issues will be sent electronically and bundled at the end of the year to add to the archives.
20. We will re-designing the Itiwana website to have a version that is completely in English as well as more modern and up-to-date.
21. All social media posts will have a description of the photos, subtitles and color combinations that keep colourblind people insight so as not to exclude blind, deaf/hard of hearing and colourblind people. Furthermore, we will include flash warnings for people with conditions such as epilepsy.
22. 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. As was devised by Board XXVIII.

ALL PILLARS

23. We will instate an evaluation sheet that states the criteria an activity should strive for in regards to our Pillars, after an activity, the Board will go over this evaluation sheet and discuss any improvements or things that could have been done differently. We will share the results of this conversation with said activity and use this to improve on our activities.

CHAIR

Charlotte van Straten

Chair 2021/2022

As the Board of Itiwana we believe we have to be representative of all students of CA-DS, which means that we must continually be aware of how our actions impact our Members, especially in regards to our goal of Inclusivity. As Chair, it will be my responsibility to remind myself and my fellow Board Members of this throughout the year.

Tasks:

1. I will guide the First Year's committee.
2. I will be the main person of contact between Itiwana and the WDO, the WOM and the Institute.
3. I will make the agendas for, and lead, the meetings of the XXIXth Board of Itiwana

INCLUSIVITY

Concrete steps 'Inclusivity':

1. I plan to urge the First Years Committee to create activities that promote the inclusion of international students in Itiwana activities, especially during the First Year's Weekend, by underlining the importance of speaking in English and highlighting the exchange of cultures and intermingling of Dutch and international students.
2. I will try to arrange opportunities for the exchange of cultures between Members of our diverse Association through activities and provide space for them to share their experience and their way of life by creating monthly Instagram Stories with features of the international students within Itiwana.
3. I will continue the Sounding Board set up by Board XXVIII, together with the Internal Affairs Officer, Kim Meijer.

4. I will talk to the Faculty and the Institute about arranging funds for students with little to spare to join in on more expensive activities such as the Study Trip, and the possibility to appoint someone from the Institute as the monetary confidant of this sum.

SUSTAINABILITY

Concrete steps 'Sustainability':

5. We will implement a Sustainability Month in the second semester, in which we promote sustainability and focus our events on topics that have to do with it. I will also work together with Communications Officer, Marthe Baalbergen, in creating an Instagram Story Highlight that focuses on both how to be sustainable as well as which larger organisations are sustainable.
6. We will try to work together with a non-profit organisation through the means of community service, such as a beach cleaning day, and I plan to create a database of organisations to work with for future Boards to use.

COMMUNICATION

Concrete steps 'Communication':

7. I will promote open communication and clarity between the Board of Itiwana and their Members and Alumni, through bi-yearly updates on our Pillars.
8. I will make myself approachable to the members of Itiwana by making one-on-one contact with them, either online or in the hallways and in the Hok.

SECRETARY

Scott Leesberg

Secretary 2021/2022

As Secretary of Itiwana, I hold an important title of arranging communication for Itiwana, its Board, and its Members. It is my duty to be well informed of everything relevant that is happening within Itiwana, and be transparent to its Members when needed. It is important that Itiwana communicates well with the Members, and it is my task to responsibly form a bridge between the Board and the Members, so we can successfully communicate. Furthermore, I will form an alliance with Kim Meijer, Internal Affairs Officer, to be a Confidant for anyone that needs support or has the need to talk to somebody.

Tasks:

1. I will be the Chair of the Travel Committee.
2. I will be the vice-Treasurer, and I will stay in close contact with the Treasurer, Donna van Uffelen, and offer my help when needed.
3. I will create the clothing line together with Kim Meijer & Annika Krüger.
4. I will be the Confidant for any (former) Member of Itiwana, together with Kim Meijer, the Internal Affairs Officer.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. I will make sure Itiwana activities are a place in which anyone feels safe to be who they are, and where all people are celebrated for who they are. I will do this by speaking up to people who do not accept other people for who they are, and by checking in on people from time to time to check if they are okay.

SUSTAINABILITY

Concrete steps 'Sustainability':

2. In my Secretary duties, like informing Itiwana members, I will limit my waste by recycling all recyclable products, and using sustainable and biological products wherever I can. For instance, by limiting my paper use and instead using digital formats.
3. Together with my merchandise team, I will make sure to sell sustainable and possible recycled and recyclable products to the members, to limit Itiwana's carbon footprint.

COMMUNICATION

Concrete steps 'Communication':

4. As Secretary, it is my duty to be transparent towards members and between me and my fellow Board members. I will do this by publicly posting the minutes and answering all questions I get asked.
5. As Confidant, I will be open to talk with anybody who needs support, and I will make sure to stay in touch until they find peace or professional help. I will also stay in touch with my fellow Confidant, Kim Meijer, to make sure she is managing possibly mentally hard matters well, without disclosing sensitive and private information in any shape or form.
6. When all Committees have been formed, I will organize a day in which I give all Secretaries of all the Committees a basic training on the know-hows of being a Secretary. I will also keep in touch with them by making a group-chat and making sure they know they can reach me privately.

TREASURER

Donna van Uffelen

Treasurer 2021/2022

As the Treasurer of Itiwana Board XXIX, I will be responsible for the general financial oversight of Itiwana. This includes funding, financial planning, reporting and record-keeping of all financial in- or outcomes of our Study Association. My aim is to be as detailed with this as I can so everything is clear for all people involved. I will contact Leiden University to see if we can have a financial confidant for students. Together with Treasurer of Board XXVIII, Roxanne Hendrix, the ING Bank will be changed to a more sustainable bank.

Tasks:

1. I will be the Chair of the Cooking Committee.
2. I will contact the University for being a confidant for students' financial issues.
3. I will be responsible for the food at the Hok-hours.
4. I will be responsible for merchandise production together with Communications Officer, Marthe Baalbergen, and External Affairs Officer, Eva van der Boog, in the second semester.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. With cooking activities, I want to celebrate different cultures, not just Dutch cuisine and hope to make this as informative as possible.
2. Together with the Chair, Charlotte van Straten, I will contact the University to set up a plan for additional funding to help students who cannot finance more expensive activities, such as the Study Trip.

SUSTAINABILITY

Concrete steps 'Sustainability':

3. I, together with Roxanne Hendrix, Treasurer of Board XXVIII, will look into the changing of Itiwana's bank to a more sustainable bank. The choice is between RegioBank and Triodos Bank who are both more in line with Itiwana and our vision than ING Bank. This is based on things like transparency, investing in local sustainable projects, and quality of life for humans and animals. This will most likely result in more costs for Itiwana, but we will talk with the University to see if they will allow extra funding for this.
4. For the Study Trip, I will look together with the Secretary and vice-Treasurer, Scott Leesberg, for sustainable ways to make the trip a success, like going by train.
5. With the merchandise team we will focus on bringing out sustainable merchandise by looking into various sustainable options while still keeping it available and affordable.

COMMUNICATION

Concrete steps 'Communication':

6. I will guide the Treasurers of the Committees by giving them a special Treasurer training and will communicate with them often.
7. I will have an open communication with the vice-Treasurer and Secretary Scott Leesberg for matters such as the Study Trip and all other financially relevant subjects.

EDUCATION OFFICER

Annika Krüger

Education Officer 2021/2022

As Education Officer of Board XXIX, I will continue working on including all members of Itiwana, no matter their background, with special attention to the international students, as inclusivity plays a big part in anthropology, the Faculty, and Itiwana.

Tasks:

1. I will apply to be on the Education Committee “OpLeidings Commissie” and subsequently represent the second year CADS students on the OLC Board. Aside from representing the students on the OLC Board, I will also communicate important information between the OLC Board and Itiwana.
2. I will represent Itiwana as Treasurer on the LaSSA Board.
3. I will create the clothing line together with Secretary, Scott Leesberg & Internal Affairs Officer, Kim Meijer.

INCLUSIVITY

Concrete steps 'Inclusivity':

4. I will pay special attention to students who are far away from home. I will do this by checking in with the students in the University halls or via social media as much as possible. I will also send an extra message of encouragement and invitation to international students who are a little more inactive when Itiwana is organising an activity.
5. I will organise an activity that informs members about different cultures, specifically the different cultures present in Itiwana.

SUSTAINABILITY

Concrete steps 'Sustainability':

6. We will organise a book drive, where members can donate their course books to Itiwana and we will sell these to the next year. All proceeds earned at this event, and possible events

such as these, will be used to fund larger expenses for members who cannot otherwise afford to join activities.

COMMUNICATION

Concrete steps 'Communication':

7. I will be open and transparent in my communication with fellow Board Members, the Faculty, Members of Itiwana, and the Education Committee.

INTERNAL AFFAIRS OFFICER

Kim Meijer

Internal Affairs Officer 2021/2022

The function of Activities Officer will be changed to Internal Affairs Officer, in order to include the responsibilities concerning the internal activities of Itiwana. This will relieve some pressure from the other Board Members and will improve the collaboration of all the different parts of Itiwana. We will also make the Internal Affairs Officer ultimately responsible for achieving the concrete steps indicated by the Board Pillars. My focus for this year will thus be further defining this function for future generations.

Tasks:

1. I will organize the bimonthly Hok-hours and bimonthly Iti-drinks, while making sure they are safe within the COVID-19 measures of both the government and Leiden University.
2. For the Hok-hours, I will collaborate with the Cooking Committee and their Chair, Donna van Uffelen, in regards to snacks and meals.
3. As vice-Chair, I will support the Chair, Charlotte van Straten, when needed.
4. I will be the Chair of the Survival Committee.
5. I will be a Confidant together with the Secretary, Scott Leesberg.
6. I will create the clothing line together with the Secretary, Scott Leesberg, and the Education Officer, Annika Krüger.
7. I will set up and guide a Logo Think Tank which will lead the investigation into a new logo and will only exist for one year.
8. Together with the Communications Officer, Marthe Baalbergen, I will set up a fun Committee Clash in the form of an Iti 88.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. I will continue the Sounding Board as set up by board XXVIII, together with the Chair, Charlotte van Straten.

2. I will ultimately be responsible for keeping track of the concrete steps taken for Inclusion, I will check in with all the Board Members regularly to see how they are doing and will give a very short presentation at the General Assembly.
3. The evaluation sheet will include a question about Inclusivity.

SUSTAINABILITY

Concrete steps 'Sustainability':

4. Together with the rest of the Board, I will organize a Sustainability Month in which activities, Hok-hours and Iti-drinks will be centred around sustainability.
5. I will keep sustainability in mind when organizing activities with both my Committees.
6. I will reduce waste produced by Hok-hours, for example paper and food waste.
7. I will ultimately be responsible for keeping track of the concrete steps taken for Sustainability, I will check in with all the Board members regularly to see how they are doing and will give a very short presentation at the General Assembly.
8. The evaluation sheet will include a question about Sustainability.

COMMUNICATION

Concrete steps 'Communication':

9. I will be responsible for improving the communication between Committees, for example when Committees need to collaborate on activities. I will do this by talking to Committee Members and about the collaboration and improving their contact by doing an Iti 88.
10. I will provide opportunities for Members to critique and give their opinions on Itiwana activities by creating a survey and organising the Sounding Board Dinner.
11. The evaluation sheet will include a question about Communication.
12. As Confidant, I will be there to talk with anybody who needs support, and I will make sure to help them, or stay in touch until they find peace or professional help. I will also stay in touch with my fellow Confidant, Secretary, Scott Leesberg, to share the load of challenging matters, without disclosing sensitive or private information in any shape or form.
13. Before the first activity within our Board year, I will create an evaluation sheet which Committees as well as the Board can use to evaluate their activities in order to create references for future Committees.

EXTERNAL AFFAIRS OFFICER

Eva van der Boog

External Affairs Officer 2021/2022

As External Affairs Officer, I aim to create more sponsor deals for Itiwana, while remaining aligned with the values Itiwana holds. One of these values is Sustainability, which is an aspect I will look for in new sponsors. I also want to create more diversity in the types of sponsor deals. In order to realize this, I will maintain close contact with existing sponsors and actively approach various new sponsors. Through communication, with my Board, Itiwana Members and Alumni, as well as sponsors, I aim to increase Inclusion.

Tasks:

1. I will be the Chair of the Acquisition and Alumni Committee.
2. I will be co-Chair of the Media Committee, working together with Communications Officer Marthe Baalbergen.
3. I will be actively involved in the transition from the Bulletin Committee to the Media Committee.
4. I will create the clothing line together with Treasurer, Donna van Uffelen and Communications Officer, Marthe Baalbergen.
5. Together with Internal Affairs Officer, Kim Meijer, I will organize an activity for third year students and masters.

INCLUSION

Concrete steps 'Inclusion':

1. I will approach new sponsors that align with Itiwana's values.
2. I will actively work with current sponsors to enhance the feeling of inclusion with Itiwana.
3. I will organize two activities for Alumni, one of which includes both Alumni and current members of Itiwana.

SUSTAINABILITY

Concrete steps 'Sustainability':

4. I will approach companies that associate with sustainable methods of working for sponsoring.
5. I will review current sponsor deals in terms of sustainability and aim for improvement.

COMMUNICATION

Concrete steps 'Communication':

6. I will maintain contact with Itiwana's current sponsors.
7. I will actively keep in contact with Alumni by sending four newsletters throughout the year.
8. I will communicate any updates related to the Acquisition with my fellow Board Members.

COMMUNICATIONS OFFICER

Marthe Baalbergen

Communications Officer 2021/2022

As the Communications Officer, I will make sure the Members of Itiwana are informed about the activities of the association in an offline and online format. I will coordinate what will be posted on the Itiwana social media platforms by me and the members of the Media Committee. Furthermore, I will be in charge of launching new social media accounts and redesigning the Itiwana website.

Tasks:

1. I will be co-Chair of the Media Committee, together with the External Affairs Officer, Eva van der Boog.
2. I will be the Chair of the ICA Committee.
3. I will promote the activities organised by Itiwana via social media and offline platforms.
4. I will promote the activities of the Association according to the schedule that I will make together with the Chair, Charlotte van Straten.
5. I will create the clothing line together with Treasurer, Donna van Uffelen and External Affairs Officer, Eva van der Boog.
6. I will coordinate the Committee Clash together with the Internal Affairs Officer, Kim Meijer
7. I will keep in contact with the promotional functions within the Committees and make them aware of the promotion schedule.

INCLUSIVITY.

Concrete steps 'Inclusivity':

1. I will make all the dialogue on the English version of the Itiwana website English.
2. I will organise a new Committee Clash with a theme, a list of challenges, and a Committee Clash Day together with the Internal Affairs Officer, Kim Meijer, to increase the connection between Committee Members. We will aim to make the Committee Clash as approachable as possible by making sure that the challenges will include everyone.
3. I will add accessibility descriptions to the Instagram posts in the caption to also make our Instagram account available for people that have difficulties with visual images.

4. I will add subtitles to the videos produced by Itiwana.

SUSTAINABILITY

Concrete steps 'Sustainability':

5. I will promote activities online as much as possible through the use of our social media platforms, in order to decrease our use of paper.
6. During the Sustainability Month, I will use social media platforms to promote sustainable activities organised by Itiwana as well as guide the ICA Committee and Media Committee in publishing posts and articles related to sustainability.
7. I will include the sustainable steps that we are taking into the new website design, by adding a 'sustainability' description to the merchandise and by including information about the 'sustainable goals' of Itiwana where needed.
8. I will promote the Sustainability Month in the Hok by looking at different options for advertising activities instead of posters. For example using the chalkboard and hand-made posters.

COMMUNICATION

Concrete steps 'Communication':

9. I will guide the Media Committee members with posting the after-activities posts on the social media platforms.
10. I will make a new and better arranged Itiwana website. The website will get a new design that is more 'modern' and the information will be re-organised under several pages to be found more easily.
11. I will make a blog section on the website for the Media Committee.
12. On the Itiwana social media platforms, there will be space for the Media Committee to publish their posts.
13. I will make a promotional video for Itiwana during this year.

COMMITTEES

Below is an overview of the Committees of Itiwana and their plans for Board year 2021-2022.

ACQUISITIONS & 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.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. We will send a newsletter to the Alumni four times a year.
2. We will organize two activities, one of which will include Alumni as well as current members of Itiwana.
3. We will maintain active contact with current and new sponsors. We will organize activities in cooperation with current sponsors as well as new sponsors.
4. We will approach organisations and companies for sponsor deals that can be useful in terms of integration of international students in Leiden/The Netherlands in general or that have to do with LGBTQIA+ rights to increase inclusion for all our members.

SUSTAINABILITY

Concrete steps 'Sustainability':

5. We will review current sponsors in terms of sustainability and aim for improvement.
6. We will contact sponsors that align with sustainable ways of working.
7. We will set up the production of creating sustainably made products by our Committee (inspired by the jewelry sale from last year) that can be sold to our members and Alumni.

COMMUNICATION

Concrete steps 'Communication':

8. We will ensure good communication within the Committee and from the Committee to external parties.
9. We will inform my fellow Board Members on our progress and ideas monthly.

ACTIVITIES COMMITTEE

The Activities Committee will be organizing 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 Committee's Communications Officer will design the promotion for the Activities Committee and make short promotional texts.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. We will organize at least one activity specifically targeted for internationals.
2. We will organize at least one activity, specifically for master and third year + students together with Eva van der Boog, the External Affairs Officer.
3. Together with the Communications Officer, Marthe Baalbergen, we will make sure that our promotion also reaches internationals and third year students, by for example putting it in third year's group chats.
4. We will organize activities around festivities from all around the world, such as the celebration of Thanksgiving, Eid and Holi. We will do this by asking members at the beginning of the year about their festivities and collaborate with them to organize an educational but culturally sensitive activity. If we don't get many responses from this, we will try to approach organizations dealing with this.
5. We will make our activities as accessible as possible for people with a disability.

SUSTAINABILITY

Concrete steps 'Sustainability':

6. We will try to use sustainable products as much as possible for our activities.
7. During the Sustainability Month, we will organize an activity specifically with the theme sustainability.

COMMUNICATION

Concrete steps 'Communication':

8. We inform students of our activities on social media and during lectures.

9. We will use social media to collect feedback on our activities.
10. We will communicate clearly for who it is, and isn't accessible.

COOKING COMMITTEE

Food is one of the best ways to connect and include everybody, as it is a universal experience. Being able to connect and get to know each other through sharing food and by cooking and eating together is what the Cooking Committee will strive for this year. Within the Pillar of Sustainability, we want to educate people on how to live and cook more with a smaller carbon footprint. In regards to Inclusivity we can show so many delicious and new foods, including as many people and cultures as we can. We will be organising 10 activities this year, some will be in collaboration with other activities, and some will stand alone.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. We will focus on celebrating different cultures, led by people from those cultures and hope to make this as informative as possible so as not to appropriate, but appreciate them.
2. The Hok-hour food will be vegetarian, if not vegan.
3. Every Cooking Committee activity we will be open to people who want to join in regardless of Itiwana-membership because we want members to be able to represent their cultures without any need for longer commitments.
4. Together with Spil, the Study Association for Political Sciences, we will collaborate on an activity together about Ramadan. We will include them every step of the way.

SUSTAINABILITY

Concrete steps 'Sustainability':

5. We will focus on reducing food waste with our activities by using leftovers for either compost or to make doggybags.
6. We will focus on using local produce and "forgotten" ingredients.
7. We will reduce plastic waste with our activities by being mindful of the ingredients we buy and their packaging.

COMMUNICATION

Concrete steps 'Communication':

8. We will have open communication with everyone so as to not appropriate someone's food and culture and give them the opportunity to share their heritage.

EDUCATION COMMITTEE

While the focus must be on education, We will continue to move away from the seriousness of formal education to a more informal and engaging version of educational activities. We would like it if the Committee could become a group of friends instead of just anthropology students. We also believe that getting to know the people you work with, no matter the circumstance, will not only be beneficial for those working together but also for each individual.

Tasks:

1. Along with the members of the Education Committee, we will plan at least three activities this year.
2. We will reinstate the tradition of cooking and having a meal at one of the committee members' houses before or after our meetings.

INCLUSIVITY

Concrete steps 'Inclusivity':

3. With our first meeting, we want to spend some time getting to know each Committee Member and offering them the chance to get to know each other.
4. We will rotate through the Committee Members that make their place available for hosting the Education Committee meal and meeting,
5. The Member hosting the dinner can choose what we eat and can also choose to lead the meeting.
6. We aim to increase the variety (i.e. in field, background, etc.) in the speakers we select for the activities the Education Committee will organise.
7. During our activities, we will give the floor to the attendees so they can actively participate in the activity.
8. We will make and spread a survey at the beginning of the year about potential activity topics so the members of Itiwana can specify what they would like to learn about.

SUSTAINABILITY

Concrete steps 'Sustainability':

9. We will challenge ourselves to make sustainable meals for each other.
10. Promote all activities online via social media.

COMMUNICATION

Concrete steps 'Communication':

11. We will have and maintain open communication with the Members of the Education Committee.
12. We will have structured meetings with an agenda made by the person leading the meeting, the Education Officer will lead the first few meetings, and minutes shall be made by the Secretary of the Education Committee.
13. After every activity, we will ask the participants for their feedback on the activity. This feedback will be kept and taken into consideration for when we plan our next activity.

FIRST YEARS COMMITTEE

Three activities directed towards 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, Charlotte van Straten, 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.
3. The parent-evening will be held partially online so as not to exclude international student's parents.

SUSTAINABILITY

Concrete steps 'Sustainability':

4. During the activities where food and/or overnight stay are included, more environmentally friendly modes of transportation as well as reduction of the use of plastic waste will be applied.

COMMUNICATION

Concrete steps 'Communication':

5. The Chair of the First Years Committee will be trained by having a one on one meeting with the Guide.
6. The State of Affairs of the Committee will be communicated with the Board via the Guide.
7. The First Years Committee of 2021-2022 will be encouraged to meet up with the First Years Committee of 2020-2021 for inspiration and tips.

ICA COMMITTEE

The ICA is the semi-scientific magazine of Itiwana, which connects the study of Cultural Anthropology and Development Sociology with its corresponding 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.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. We will reach out to Itiwana Members of all years to write an article for the magazine to increase inclusivity with the Members.

SUSTAINABILITY

Concrete steps 'Sustainability':

2. Within the Sustainability Month, the ICA will add articles that address sustainability.

COMMUNICATION

Concrete steps 'Communication':

3. We will make more promotions for the ICA by posting sneak peeks of the magazine's content on the Itiwana social media before publishing.
4. The Members of the Committee will get specific functions to increase structure in both the promotions and the schedule.

MEDIA COMMITTEE

This year, we will be introducing the Media Committee, which will focus on posting entertaining and visual outputs on Itiwana's social media platforms and on the Itiwana Blog. This Committee will be larger than others, as it has two sides. One of these will focus on reporting on activities and supporting our Communications Officer, Marthe Baalbergen, in promotions, and the other will focus on producing engaging and creative content for all members. The Committee Members will be able to join in both sides and freely express themselves in both written, visual and audio-visual formats. Both sides of this Committee will have a Chair. The first will be led by Marthe Baalbergen, our Communications Officer, and the second will be led by Eva van der Boog, our External Affairs Officer.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. By being active on several different platforms we will increase inclusivity for all of our members.
2. We will approach students of different years, staff and Alumni to contribute to our digital Bulletin and all other platforms.
3. With bringing new visual outputs to Itiwana promotion, we will be transparent with the members about wanting to be in videos.

SUSTAINABILITY

Concrete steps 'Sustainability':

4. The Bulletin will be produced online instead of on paper in order to reduce paper waste.
5. The topic of sustainability will be incorporated in all posts and will be highlighted on all our platforms in order to increase awareness.

COMMUNICATION

Concrete steps 'Communication':

6. Strong communication between Eva van der Boog and Marthe Baalbergen as co-Chairs.
7. Both sides within the Media Committee cooperate and complement each other while work remains clear for all Committee Members. We will therefore have multiple meetings together.

8. Visual social media platform YouTube will be used again by this Committee, because the members will be able to make videos.
9. New Itiwana social media platforms, like TikTok and Spotify, will be, in communication with the Media Committee, opened to be able to make more diverse content.

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 bonding exercise in itself. We will also see if there is a possibility to safely organize a Hitch-hike Weekend this year with the COVID-19 pandemic.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. We will make the Survival Weekend and the Hitch-hike Weekend safe for internationals to join. For example, by giving the opportunity to team up with Dutch students and thus improve the integration between Dutch and international students.
2. After every activity we will evaluate how inclusive that activity was and what future generations could do better.

SUSTAINABILITY

Concrete steps 'Sustainability':

3. Because of COVID-19, we are not sure if a Hitch-hike Weekend will be safe for ourselves and others. If we cannot organize the weekend, we will think of sustainable ways of travelling we could teach our members.
4. For the Survival Weekend, we will think of the most sustainable way of travelling. After every activity, we will evaluate how sustainable that activity was and what future generations could do better.

COMMUNICATION

Concrete steps 'Communication':

5. After every activity, we will evaluate how well that activity was communicated and what future generations could do better.

TRAVEL COMMITTEE

Just like previous years, Itiwana will organise a trip for its members. Last year, due to the pandemic, the Travel Committee could not go abroad and instead organised a trip in the Netherlands. This year, when it is possible to travel out of the country, the Travel Committee will look into organising a trip abroad, with the COVID-19 pandemic in mind. A key-aspect of our trip will be sustainability, and we will organise a trip that is as sustainable as possible. This trip is a great opportunity to get to know fellow Itiwana members while travelling across the world.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. The Travel Committee, and particularly the Study Trip, will be a place in which everybody is accepted and celebrated for who they are, and this will actively be protected and maintained.
2. The main language of the Study Trip will be English, so no internationals are excluded from communicating with fellow travellers.
3. We will be closely monitoring how the Travel Committee can improve on the level of inclusivity, such as gender, sexuality, disability, for instance by spreading a survey and making sure the trip is accessible for everyone.
4. Any funding possibly received by the Faculty and/or University will be used to make this trip more inclusive towards people who cannot afford to join otherwise. This entails that the money raised by charity or funded by the University will be used to lower the price for the trip, and *not* to organise (expensive) activities.

SUSTAINABILITY

Concrete steps 'Sustainability':

5. We will organize a Study Trip that is as sustainable as possible, for instance by travelling by train as opposed to travelling by plane, to lower our carbon footprint.
6. Whenever possible, the Travel Committee will be using sustainable and recyclable products, to limit our carbon footprint.
7. The Travelcom will make sure to limit its waste and recycle products when possible.

COMMUNICATION

Concrete steps 'Communication':

8. There will be clear and transparent communication between the Travel Committee and the travellers. We will answer all questions asked whenever we are able to disclose information regarding said question.
9. The Study Trip will be promoted on social media and through emailing. Participants can ask questions by asking us in person, DM'ing, texting or emailing the Travel Committee.

LOGO THINK TANK

This Logo Think Tank, which will be temporarily initiated until a new logo has been created, will be tasked with creating a new logo. The need for a new logo, as established by Board XXVIII, is because our old logo was not culturally appropriate. To kickstart this Committee, Boards XXVIII and XXIX will host a brainstorm session open to all members as well as Alumni, after which the Committee will find and work together with Members, Alumni and a designer to create the best Itiwana logo possible that is representative of Itiwana and its friendly and relaxed atmosphere.

INCLUSIVITY

Concrete steps 'Inclusivity':

1. We will do our very best to incorporate all the ideas generated by the brainstorm session in order to create a logo that is representative of all of Itiwana.
2. Mostly, we will encourage older year students to join, since they have the most experience with Itiwana, however we would like for everyone to join.
3. Multiple opportunities will be given to everyone, not only Think Tank Members, who want to participate or voice their opinion in finding a new logo. For example, we will send out short questions on Instagram and other socials to gain information from the less active members.

SUSTAINABILITY

Concrete steps 'Sustainability':

4. The name 'Itiwana' will not be included in our new logo, since there is a possibility that this name too might need changing in the future.

COMMUNICATION

Concrete steps 'Communication':

5. The process of finding a new logo will be communicated openly and clearly, which means that we will give updates regularly to all members.

COVID-19

After the past 1,5 years, it seems as though COVID-19 is coming to an end. While this is not yet certain, and certainly won't happen all at once, this means that activities can hopefully resume as they did before. We aim to make this transition as smoothly as possible, and will keep everybody's health and safety in mind when we either loosen or tighten the COVID restrictions. We hope we can realise all of our plans in person, but, of course, safety goes first.

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 XXIX, 2021-2022.

CHANGES TO THE GENERAL POLICY

Due to the addition of new Committees and the changes in the position of Activities Officer we will be updating the following things to the General Policy.

The position of Activities Officer will now be called Internal Affairs Officer, and several tasks will be added to the function.

1. Those added tasks are going to be:
 - The Internal Affairs Officer will be responsible for the internal activities of Itiwana, such as communication between Committees. This will relieve pressure from the Board and will improve the collaboration of all parts of Itiwana.
 - The Internal Affairs Officer will be responsible for achieving the concrete steps indicated by the Board Pillars.
2. The fusion of the Bulletin and Photo Committee into the Media Committee
3. The addition of the Theatre Committee as a Lustrum Committee.

The Theatre Committee will be a temporary Committee that is reinstated every Lustrum year, similarly to the format the Almanac Committee uses. The show will be accessible to all members, likewise, all members can audition to participate in it. We hope this Committee will be a good place to find friends with similar interests, as well as provide a fun experience for both audience, actors and crew.

Initially we wanted to make this a regular Committee, but due to the funding that is necessary for such a production, we decided against producing a show every year. Instead we will produce a show once every five years, during the lustrum year.

ACKNOWLEDGEMENTS

Lastly, on behalf of Board XXIX, I would like to thank all of you for reading our policy, and the input you have given during the General Assembly on the 14th of September. We hope you feel heard and that you can recognise your contributions in this document. We look forward to being your board, and I hope to continue hearing your advice, thoughts, ideas and feedback throughout this year.

Yours truly,

The XXIXth Board of Itiwana

2021-2022