



Policy Plan

14th Board of A.S.V. Gay

"Queer joy through queer safety"

2023-2024

Introduction

It is with conviction that we present the new policy plan of A.S.V.Gay. We as Board 14 carry the association in our hearts and are proud of everything it has achieved. A.S.V.Gay is more than just an association. It is a lively community with *gezelligheid* at its core, whilst it is also a safe space where people come together to be themselves. For many, this is their first experience with a queer community.

In line with our A.S.V.Gay mission and the multi-year plan, we will place our focus on continuing to develop this community further. We want to foster an environment where every LGBTQ+ student in Amsterdam feels welcome and where we celebrate diversity. Where members' individual needs are addressed, and everyone's unique background and identity are taken into account. To achieve this, we are focusing on two crucial pillars: accessibility and social safety, with two new committees, the Sports Committee, and the Education Committee, playing a significant role.

With determination we will put our words into action and live up to our motto so we can contribute to an environment where queer joy thrives in the midst of queer safety.

"Queer joy through queer safety"



Board 14

Kathi Hornig, **Chair**
Annick Wolfs, **Secretary**
Koen van Es, **Treasurer**

Franka Wiegman, **Commissioner Internal Affairs**
Maud Smeets, **Commissioner External Affairs**
Jaimy van Voorn, **Commissioner PR**

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1. Accessibility

1.1. English Whitebooks

With a membership population consisting of a quarter of non-Dutch speaking international students, we believe it is important to focus on the mutual bonding between Dutch and international students. In the past years, a lot of steps have been made in this area. We want to work on translating internal documents that are currently only available in Dutch, to accommodate international members.

Participating in a committee gives members the opportunity to develop themselves, as well as learn vital organizational and communication skills. It is a core part of engaging with the association. It is important for our international members that committee information is available in English. Unfortunately, it is currently largely only available in Dutch. For these translations we will use the ASVA free translation service. Additionally, we will ask committee chairs to add any changes made to the whitebooks in both languages. The Commissioner Internal Affairs will be available to help if a committee chair is unable to do this. By making this information more accessible, we hope to encourage active participation in committees among international members who do not speak Dutch.

1.2 Low Stimulus Borrels

We understand that while some members enjoy lively and crowded *borrels* (drinks), others may feel overwhelmed. To accommodate the latter, we are introducing at least one low-stimulus *borrel* during the first six months of the upcoming year. This event will feature a more subdued setting, including soft, ambient or no music, stable lighting, and sufficient seating arrangements. Afterwards, we will conduct a survey to evaluate how this was received among attendees. Should there be significant interest, we will proceed to arrange at least one more low stimulus borrel.

1.3 Digital Accessibility

It is imperative that all members and interested parties have access to our information. To make this as accessible as possible, alt-text and an image description (ID) will be added to every image, both on social media and on the website. This approach will be included in the house style manual, and committees and groups are asked to provide this information for photos they wish to post on digital platforms. The commissioner PR bears the ultimate responsibility for posting this, including carrying out a color check to ensure that the images are easily visible to those with color blindness.

1.3.1 Video Subtitling

Additionally, subtitling for videos, as outlined in Board 12's media plan, will be included in the house style manual to ensure consistent implementation across platforms. Subtitles are not only important for the deaf and hard-of-hearing but also for individuals who have difficulty processing auditory information.

The subtitles will always be in English, regardless of the language of the video. The media plan will further elaborate on the application and quality control of these accessibility measures.

1.4 General Member Meetings (GMMs)

We aim to make the GMMs an accessible place for everyone, as the concept is experienced as intimidating by some. During the GMM, posters with information about the voting process and the finger system will be displayed at the front and back of the room. The goal is to make information more accessible during the GMMs and to avoid any possible confusion.

2. Committees

In light of our growing association, several changes are being made surrounding the committees. As an important part of the association, committees are responsible for organizing activities and thus contribute to member engagement. We are proud to introduce two new committees this year: the Education Committee and the Sports Committee.

2.1 Education Committee

In recent years, the board has organized various workshops and activities around social safety and inclusivity. These included a white dominant culture workshop, a consent workshop, and a pub quiz about sexual safety. The overarching theme guiding these activities is: How do you navigate the world as a queer person?

Next year, a new committee will be formed that revolves entirely around this theme: the Education Committee. This committee will organize workshops and activities, with the aim of spreading information on topics that are important to LGBTQ+ people. These will include topics such as consent, drug use, STDs and dealing with labels. These events will serve as an accessible space to create awareness within the association, and thus ensure a safe environment. We will collaborate with various organizations, using existing contacts with social organizations and experts. To make these activities accessible, we want to offer them free of charge (where possible) and encourage the committee to provide sufficient information about accessibility in advance.

This year the Chair will be a part of the Education Committee to ensure a good start and maintain external contacts. By giving these activities a clear place within the association, we hope that these themes will be discussed more regularly in the coming years. In this way, the existing Current Affairs Committee can focus on other important current themes, such as sustainability, politics, and the annual symposium.

2.2 Sports Committee

Sports not only promote physical and mental wellbeing, but also encourage social interaction and provide enjoyment. However, many LGBTQ+ individuals unfortunately have (had) negative experiences due to homophobia in sports, for example in school lessons or team sports. This year, the initiative to establish a Sports Committee came from our members. A Sports Committee allows members to try out various sports in a safe environment, fostering a more positive connection with sports. We fully endorse this initiative. This also means that when organizing activities, LGBTQ+ friendly locations must be selected. Some contacts are already enthusiastic about supporting A.S.V.Gay in this endeavor, including an offer for a Krav Maga self-defense training.

2.3 Photo Committee

Photos are essential for external visibility and promotion, both on digital platforms and at information markets, offering outsiders a glimpse into the life of the association. In addition, the posting of photos on Socie and in the yearbook contributes to internal visibility and member engagement.

The Commissioner PR will be a member of the Photo Committee to maintain a direct overview of the photos being taken. This choice is made because the Commissioner PR has a lot of experience within the Photo Committee and is heavily dependent on the quality of the visual materials produced within the association. This makes her the point of contact within the board. This includes handling questions about the association's camera and ensuring that the photos are timely uploaded to Socie. This should occur within ten days following an event, with the exception of multi-day events that generate a large volume of photos. This procedure adds an extra layer of quality control, as the Photo Committee does not have administrative rights on Socie.

2.3.1 New Association Camera

The success of the Photo Committee is closely linked to the quality of the available camera. Unfortunately, our current association camera often falls short, particularly in challenging conditions such as low light, resulting in blurry and unusable images. This results in committee members bringing their own, superior cameras and is far from ideal. In addition to being impractical and fraught with risks, this creates inconsistency in photo quality and can present a financial barrier for potential new committee members.

Therefore, investing in a new association camera is essential for ensuring consistency, quality, and accessibility. This camera will be financed by using some of the association's savings. The current association camera will be made available to other committees and groups upon request, but only when the Photo Committee is unavailable to cover an activity.

2.3.2 Alumni Photo Drive

To accommodate the needs of alumni, who do not have access to Socie, we will introduce an 'Alumni photo drive' in the coming year. This online storage will contain photos of events that the alumni have attended, providing them with an alternative way to view their photos.

2.4 Yearbook Committee

Given the persistent challenges faced by the Yearbook Committee over the past years, particularly concerning time pressure for publishing the yearbook, it is necessary to consider structural adjustments. The Commissioner Internal Affairs, along with the Commissioner PR, will explore how to improve the committee's functioning in the coming year. To alleviate work and time pressure, templates will be made available. After considering accessibility for both Dutch and international members, it has been decided to offer the yearbook in a bilingual format. The specific form will be determined in consultation with the committee.

2.5 Alumni

2.5.1 Communication

We see that the longer alumni members have been unregistered, the more difficult they find it to stay informed of all association matters. To make this run more smoothly, the entire board will become a part of the alumni WhatsApp group and send an update about the association at least four times a year. This will be done by means of a digital postcard. Additionally, we will add the Alumni Committee to the WhatsApp announcement group (see 6.1 WhatsApp). This is all done with the aim of improving communication between the association and the alumni members.

2.5.2 Alumni Committee

The members of the Alumni Committee are often on the committee for several years. This gives them the opportunity to work on longer-term projects. There are currently four people in this committee, and there is thus room for two additional members. Because all current members of the committee will officially become alumni from next year, we will look for two active members with a strong link to the alumni. It is important that these members want to stay part of the committee for a longer period, so that they can grow together and to ensure a good transfer of information.

2.5.3 Donations

In response to some alumni's desire to increase their financial contributions to the association, a donation system will be introduced in the upcoming year. When members register as alumni, they will have the option to choose from various membership types, each with a different donation amount. These additional contributions will be processed according to A.S.V. Gay's standard donation procedure. This structure has been chosen to simplify the collection process. All donating alumni will receive a personalized thank-you email, written by the Treasurer. For more details about the implementation of this system, please refer to Appendix I.

2.5.4 Budget

Starting from the upcoming year, 50 percent of the contribution from each alumnx will be allocated to the Alumni Committee, which currently amounts to 10 euros per member. This amount has been determined in consultation with the committee and is intended to support their planned activities and the expansion of the alumni member base. A reduction in this percentage may be considered in the future if there is an increase in the number of alumni.

2.6 Lustrum Committee

In the upcoming year, the Lustrum Committee will be formed in honor of A.S.V. Gay's fifteenth anniversary. One board member will be appointed as the directly responsible individual for this committee. This committee will be voted in simultaneously with the candidate board of the lustrum year during the voting-GMM, to facilitate as smooth a collaboration as possible between both groups.

2.7 Newsletter Committee

Last year, there was insufficient interest to form the Newsletter Committee. As a result, we have decided to dissolve the committee this coming year. In its place, we are introducing the Mega Mail, as outlined in section 6.3.

2.8 General Data Protection Regulation (GDPR) of visual material

Within our association, safeguarding our members' privacy is of utmost importance. Several extra steps will be taken in the coming year to ensure this. Together with the Photo Committee, the Commissioner PR will be ultimately responsible for enforcing the GDPR in relation to visual material. To equip all committees with the tools to be more cautious in this area, a brief GDPR guide will be added to committee whitebooks and the general committee handbook.

Moreover, a GDPR processing register for visual material will be created and maintained, as we handle information regarding sexual orientation, which falls under the category of special personal data. This register will document who has granted permission for the use of which visual material, for what specific purpose this material has been used, and when this occurred.

For all members, a document will be posted on Socie with brief guidelines on association photos and social media.

To further strengthen GDPR compliance, a protocol will be developed this coming year for specific situations requiring careful handling. This includes instances such as appearing in photos without explicit consent and circumstances where members request the removal of photos following the termination of their membership.

During public events, such as the Canal Parade, written GDPR consent will be requested through the registration form regarding the creation and use of visual material. This is especially crucial as external parties often already produce and publish visual material, which we can also use for promotional purposes. This policy does not apply to private activities, where privacy and safety take precedence. Members can wear a sticker to indicate that they do not wish to be recorded, thus enabling participation without compromising privacy.

3. Working Groups and Clubs

3.1 Diversity Working Group

In consultation with the Diversity Working Group (DWG), the group will return to its role as a supervisory and advisory body for the upcoming year. After a meticulous evaluation, it was determined that the working group was less effective in organizing events. Therefore, their focus will return to its original functions, namely monitoring policies and providing support to the board in their pursuit of a more inclusive and accessible association.

3.2. Translation Working Group

Due to a lack of requests, the Translation Working Group will be dissolved. Should the demand increase in the future, the possibility of re-establishing this working group will be seriously considered.

3.3 Clubs

The annual A.S.V.Gay committee market takes place in SoHo, where members can explore the various committees and clubs within the association. Due to recent additions in both groups, we have decided to separate these markets starting from the upcoming year. This will create a more focused setting where interested members can ask all their questions and delve into the different options available. This club market will also be in SoHo and is scheduled within the open period for clubs.

4. Visibility

4.1 Social Media

Over the past year, the association's online presence has grown significantly, particularly on Instagram. We will continue the focus on Instagram, as it remains the most widely used social media platform and further growth is still expected. Posts will be made at least twice a week, with an emphasis on capturing the atmosphere of the association. This will be achieved by featuring members more frequently and offering behind-the-scenes insights, including stories of relevant activities. This way we aim to portray a representative image of the association. Before their first visit or decision to join, (potential) new members should already have some sense of familiarity with both the association and its members. In addition to Instagram, we will focus on TikTok and post at least one video each month. The Commissioner PR will be open to ideas, submissions, or brainstorming sessions with members throughout the year. On LinkedIn, a formal update will be posted monthly, summarizing relevant events, milestones, and important activities. Excerpts from interviews and written articles for magazines will also be shared on this platform.

Twitter will no longer be used, as we have observed that it offered no added value compared to the platforms we already use. Moreover, the platform has assumed a different function since its rebranding to 'X'. Facebook will now solely be used to generate interest and direct people to our website or Instagram. We aim to achieve this by only promoting open activities and keeping the photo albums up to date. Currently, these albums contain outdated photos that are no longer representative and will thus be archived on the drive and replaced by more recent photos. The media plan, based on a target audience analysis and our own social media research, will further elaborate on these plans.

4.2 Website

The Commissioner PR will work together with the Website Committee. We aim to launch the new website in the coming association year. Whereas last year a new Website Committee was formed to work on this as a separate entity, the original and new committee are now being merged. This has two main objectives: actively maintaining the current website up-to-date and building and designing the new website.

The focus of the new website will be on the primary audience of (potential) new members. Current members can find the necessary information on Socie and Instagram, so it is essential to tailor the website's content to the needs of non-members.

This includes experience stories, atmosphere photos of activities, the history of the association, information and photos about committees and clubs, and an interactive committee and club guide. In this digital age, the website should serve as an accessible way to get to know the association and feel encouraged to attend a borrel or activity, if desired.

Furthermore, the website will continue to act as a practical tool for current members and partners, our secondary target audiences. For example, it will be possible for current members to easily find relevant documents. For partners, the website will provide access to information on collaboration opportunities and contact information. Our plans for the website will be further elaborated in the media plan.

4.3 Merchandise

Members purchase merchandise as a keepsake of the great times they have at A.S.V. Gay - a souvenir of sorts. It also serves as an easy and visually appealing form of promotion, be it on the street, at school, or among our sister or brother associations. Even though we have already created various types of merchandise, members can miss out as these items are offered at specific times of the year and do not recur annually. Therefore, it is important to document the designs, specifications, and ordering details. An archive will be created of everything that has been sold in recent years so that these items can be reissued for sale if there is sufficient demand.

In the coming year, the merchandise introduced by Board 13 will be offered again. A survey has also been conducted to identify members' wishes, and we will try to take these into account as much as possible. With sustainability in mind, merchandise can be ordered via an order form, and a price estimate will be provided. The final price can only go down after all orders have been received. Therefore, merchandise cannot be purchased directly to avoid over-ordering and accumulating excess stock. Members will only pay for the production and delivery costs; the association will not make a profit on the merchandise.

5. Collaborations

5.1 Educational Institutions

By collaborating with educational institutions, we create the opportunity to showcase our events, activities, and mission to a broader and more diverse audience. Currently, there is much to be gained from strengthening our ties with educational institutions. In recent years, the focus has predominantly been on scientific education (wo), with little attention paid to middle-level applied education (mbo) and higher professional education (hbo).

With this in mind, we are introducing a shared task of maintaining and developing contacts with educational institutions. This responsibility will be divided between the Commissioner PR and Commissioner External Affairs. This collaboration combines the PR's expertise in communication and media with the External Affairs' relational skills, resulting in a more targeted approach. To ensure continuity and joint responsibility throughout the board year, they will hold a meeting every six weeks to evaluate progress and ongoing contacts. They will also jointly maintain a logbook where all collected contact information and communications are recorded to provide future boards with comprehensive communication possibilities with various educational institutions.

This year, we will contact, among others, ROCvAF, InHolland, and AHK to explore the interest in a collaboration with the association. As these are new contacts, we cannot yet ensure any activities will be organized this year.

While we continue to explore potential collaborations, we remain flexible in our approach. Last year, we saw positive results from an Instagram collaboration with UvA during Purple Friday. We plan to replicate this success while simultaneously exploring other potential collaborations, such as organizing a joint activity with the Pride networks at VU or HvA.

5.2 Brother Associations

A.S.V. Gay is part of the Amsterdam Chamber of Associations (AKvV), an umbrella organization of 25 student associations in Amsterdam, our brothers. We will build upon earlier efforts to form and strengthen ties with them, discovering and sharing commonalities. Our objective goes beyond mere socializing; it includes increasing our visibility and combating prejudice through fostering recognition. We aim to organize at least seven joint activities. In doing so, we do not wish to limit ourselves to associations within the AKvV, but also extend our reach to study and student associations in Amsterdam outside of this network. Through constitution borrels and the AKvV, we maintain existing contacts and establish new ones. All of this is contingent upon the associations sharing our core value of respect, as the wellbeing of our members is our top priority.

6. Member Engagement

6.1 WhatsApp

In addition to the existing A.S.V. Gay WhatsApp group chat, which will continue to exist for spam and interaction, a separate announcement group chat will be created.

In this announcement group, only the board and the chairs of committees, clubs, and work groups will share important information. Other members will not be able to send messages. We will monitor the messages shared in the announcement group to ensure their relevance.

The purpose of this new group chat is to ensure that crucial announcements, such as activity notices, do not get lost and can be received by members without having to sift through unrelated spam. Chairs will continue to have the option to promote their activities and announcements in the general group chat, in order to receive members' responses.

6.2 Socie app

Our members are increasingly making use of the Socie app. To further encourage this, a Socie manual will be added to the introduction guide for new members. To optimize the experience for our members, we will continue to closely monitor the app's developments to timely introduce relevant new features in the coming year.

This association year, members can already acquaint themselves with several additions. Two new options will be added to the menu: a DWG box and a location module. The DWG box aims to make it easier for members to submit ideas and feedback regarding diversity and to increase the visibility of the DWG. The location module will display an updated interactive map of Amsterdam, featuring important and interesting locations that members may encounter through the association and can potentially get discounts at.

Lastly, members will have the option to add pronouns to their profile, if desired. By incorporating this feature, we aim to promote the correct use of pronouns among members and make it easier to change them, as part of an inclusive association culture.

6.3 Wednesday (Mega) Mail

Based on a survey conducted by Board 13 concerning the reception of the Wednesday Mail, the decision was made to only post it on Socie. In the upcoming year, we plan on also distributing it through mail again to appeal to both members who actively use the app and those who do not.

Previously, The Gaily News was our association's newsletter, written by the newsletter committee. Due to limited enthusiastic response to the newsletter and from the committee itself, it has since been discontinued. To fill this gap, in addition to the Wednesday Mail, we present the Wednesday Mega Mail. It will not only act as a summary of important information, but also take on aspects of The Gaily News. These include member interviews, games, and space for our sponsors to advertise. This new publication will be put together by the board quarterly. The Secretary will be the directly responsible individual. A formal version of the Mega Mail will be sent to partners, sponsors, alumni and 'Friends of A.S.V.Gay' who are interested in it. This will allow us not only to keep our external relations informed of our activities, but also to maintain these ties in a lowkey and authentic way.

6.4 Introduction Guide

Based on feedback received from new members, the introduction guide has been revised to enhance its accessibility and relevance. Specific sections have been removed, while others have been added, including a 'How to A.S.V.Gay' guide. The aim is to create relatability and to provide information that new members most need during their first two months at the association. The guide now includes experiences from active members and photographs from the past year to increase its relevance. It is emphasized that it is normal not to know all the information right away, as one will learn over time.

7. Finances

7.1 CREA Rooms

A.S.V.Gay has a long-standing collaboration with the CREA Foundation, which provides our members with a location for meetings and activities. In addition to the location of our boardroom, the annual symposium and GMMs also take place here. Starting from the academic year 2023-2024, the reservation of these rooms will cost 1 euro per hour. This also applies to the large room 3.12, with the exception of three GMMs per year. This policy has financial implications for all groups within A.S.V.Gay that use these facilities.

To minimize costs, the use of alternative locations is encouraged, such as homes or the CREA café. The objective is to keep this expenditure as low as possible, without compromising the need for a comfortable and safe working environment for our members. Therefore, the option to rent CREA rooms will always remain available.

With the implementation of this new policy, a key-holders register will be established, listing all committee and working group chairs, to enable independent reservations. However, access to room 3.12 and the boardroom will remain restricted. The budget includes a separate line item for these CREA costs, determined in consultation with the committees and based on usage needs over the years.

7.2 Savings Account

Over the years, the association has built up a substantial savings account. This topic has already been discussed in previous GMMs, where various investment options have been considered. In the upcoming year, the Treasurer will focus on compiling a list of potential investment opportunities within the association, possibly by organizing a discussion evening. These proposals will be presented to the members for approval during the first GMM of 2024. The aim of these initiatives is to reinvest a portion of our accumulated financial reserves into both the association and its members, rather than leaving the funds dormant in the savings account.

7.3 Bestuurscontributie

Due to the financial burden that a year on the board can entail, we propose to reduce the annual board membership fee to a symbolic amount of 1 euro. This proposal will be presented at a GMM in the upcoming year. Upon approval, this change will be included in the bylaws and will take effect from the next board year. With this measure, we aim to express appreciation for the board members' dedication while simultaneously making it more accessible for members to consider a board year.

7.4 External Sponsoring Goal

Priority will be given to collaborations with local businesses that focus on LGBTQ+ safety, student wellbeing, and sustainability. The sponsorship goal for this year has been set at 7.000 euros, which constitutes a substantial increase compared to previous years.

This target was established in consultation with the former Commissioner External Affairs and is based on complete confidence in its achievability. Over the past two years, we have successfully exceeded our sponsorship goals. By raising the bar now, we aim to generate more financial resources to achieve the policy objectives outlined in this policy plan.

7.5 Bank Account Expenses

In the budget plan, a new cost item called 'Bank account expenses' has been introduced under the general expenses. Previously, this fell under the association costs. This expense encompasses all costs that the association incurs with ING Bank, such as transaction fees. Due to these costs increasing every year, an investigation was initiated last year into the possibility of switching to another bank.

The Treasurer will further pursue this, taking into account factors such as user-friendliness and sustainability.

8. Sustainability

As the board, we feel responsible for making environmentally conscious choices for the association in times of climate change. Therefore, we are continuing the sustainability policies implemented by previous boards. For instance, activity sign-up forms featuring meal options will include standard options like 'vegetarian', 'vegan', and 'kitchen's choice'. This way, the respective committee can decide whether they also want to prepare a meat-based meal.

This year, the Commissioner Internal Affairs is again giving the committee chairs the choice to order sustainable committee shirts. A list of sustainable options will be available, for which a 20 percent discount will be applied to the order. This discount will be partly funded by the ASVA sustainability initiative subsidy of 100 euros and partly by the association. This is included in the budget under 'Committee Clothing'.

Committees are encouraged to source as many of their decorations and materials from the storage as possible. The inventory list shows what committees can find there, thereby reducing the need to purchase new items. Lastly, we expect the Travel committee to continue selecting destinations that can be reached without flying, in line with sustainability efforts from previous years.

Chair

Kathi Hornig (*she/her*)

voorzitter@asvgay.nl

Face of the association

The Chair serves as the face of the association both internally and externally, thus making the position an important point of contact for members. The visibility of the board is increased through regular borrel talks and active contact with members. In doing so, the Chair remains accessible, ensures that every opinion is heard, and is always up to date on current affairs. For external partners, the Chair, along with the Commissioner External Affairs, is the primary point of contact.



Collaboration with the vice Chair

Part of the Chair's role is also an intensive cooperation with the vice Chair. As a result, the relationship with the vice Chair differs from the relationship with the other board members. Whereas the Chair watches over the association and the tasks and mental state of the board members, the vice Chair watches over the Chair.

Connecting

'Connecting' is an important word for the Chair, both within the board and within the association. The Chair has a supporting role within the board and also a binding and connecting role with the members and the association. Making contacts, letting all opinions be heard, being accessible and exuding a positive attitude are central to this. In this manner, the Chair contributes to the connection within A.S.V. Gay.

Safeguarding mission and vision

With the role of Chair comes the responsibility of keeping an overview of what is going on within the board and the association. The Chair makes sure that all board members are performing their functions efficiently and productively and is aware of their personal and professional developments. In addition to keeping an overview of the board and the association, the Chair takes into consideration the policy plan, the mission of A.S.V. Gay and the multi-year plan.

Meetings

Prior to meetings, the Chair prepares and circulates the agenda. This applies to board meetings and general member meetings (GMMs). By default, GMMs are chaired by a technical chair who is not on the board, it is up to the Chair to ensure that one is present.

Multi-annual Plan Working Group

The Chair will take place in the Multi-annual Plan Working Group to work with other members on a new long-term plan for the association, which will be effective from 2025 onwards.

Contact societal organizations

This year, the Chair will maintain contact with various societal institutions as established by predecessors, as well as make new connections. By exchanging experiences and knowledge, we can support and inspire each other in our policies and activities. This year the Chair will also be a part of the Education Committee to support it in its establishment, especially in communication with societal organizations.

Management inventory

The Chair, together with the Treasurer, maintains the inventory list and keeps track of what goes in and out.

Secretary

Annick Wolfs (*they/them*)

secretaris@asvgay.nl

Member administration

The Secretary's main task is to maintain the records of current members, new members, departing members, and alumni. As a result, the Secretary has excellent knowledge of the number of members within the association, the number of members joining the association, and the number of members leaving the association again. Membership records are, of course, confidential and privacy is of great importance. The Secretary will ensure that the privacy of these records is maintained.



Reporting

Another task of the Secretary is taking minutes of official meetings and gatherings. This includes board meetings and GMMs, as well as communicating the decisions of the GMM to its members. The Secretary's objective is to ensure structured and careful communication to our members.

Mail

Handling both incoming and outgoing mail, both physical and digital, is also part of the Secretary's duties, as well as managing the general association email account (info@asvgay.nl). This makes the Secretary the very first point of contact. The Secretary is in charge of ensuring that information received then reaches the right person.

Wednesday (Mega) Mail

The Secretary is responsible for the weekly Wednesday mail. The Secretary will also assume responsibility for the Mega Mail, published quarterly.

Vice Treasurer

The Secretary will take on the function of vice Treasurer this year. The Secretary will have access to the bank account and can keep track of the transactions the Treasurer does, so that the financial security of the association is guaranteed.

Head of General Data Protection Regulation (GDPR)

The Secretary will ensure that all data within the association is shared and processed according to the GDPR. This mainly concerns personal data and sign-ups.

Student Pride

Student Pride is a subcommittee of Youth Pride that focuses on students. This committee organizes activities during Pride week, including the Student Pride party, which has been successfully done for several years now. The Secretary keeps in touch with Student Pride about this party, as well as other possible events.



Youth Pride

Youth Pride is a committee of Pride Amsterdam. This committee organizes a number of activities and events during Pride. The Secretary will keep in contact with Youth Pride this year.

Treasurer

Koen van Es (*he/him, they/them*)

penningmeester@asvgay.nl

Preparing and ensuring the budget

The Treasurer will consult with other board members and associated parties to create a budget for the upcoming year. This annual budget will reflect the policies mentioned in this policy plan. After the final budget is approved by the GMM, the Treasurer safeguards it throughout the year.



Financial administration

The Treasurer's main responsibility is to oversee, manage, and maintain order in the association's financial administration. Tasks associated with this include:

- Managing the bank and savings account;
- Handling and checking declarations and advances;
- Managing payments for activities;
- Managing cash;
- Collecting membership fees and donations;
- Managing and processing committee budgets;
- Creating an annual financial report;
- Keeping the board informed about the financial condition of the association;
- Making the financial records available for audit by the Financial Audit Committee.

In addition, all matters relating to financial administration not mentioned above also fall under the Treasurer's responsibilities.

Committee treasurers

Every year each committee elects a treasurer. These committee treasurers are instructed by the Treasurer during a joint evening on how to prepare a budget and how to work with the formats in Excel. The Treasurer is also responsible for the committee treasurer handbook, which outlines all the duties of the committee treasurers. In addition, the Treasurer maintains communication with committee treasurers throughout the year.

Management inventory

The Treasurer, together with the Chair, maintains the inventory list and keeps track of what goes in and out.

Sister Associations

This year, the Treasurer will be responsible for the communication with our sister associations. This means that they will take part in the Sister Committee, the board of IQSN. The Treasurer will be in charge of communication between the sister associations and A.S.V.Gay. Together with the IQSN board they will organize joint events with the sister associations. This will include possible contact with international sister associations.

Birthday emails

The Treasurer will congratulate each member on their Birthday through a personal email.

Commissioner Internal Affairs

Franka Wiegman (*she/her, they/them*)

intern@asvgay.nl

Bridge between board and committees

The Commissioner Internal Affairs is the contact for and link between the committees and the board. A.S.V.Gay revolves around and depends on its members. By joining a committee, members can contribute to the association in various ways. This provides them with an opportunity to contribute to the association in vital ways. In addition to composing and guiding the committees, the Commissioner Internal Affairs will keep the rest of the board informed of the plans and ideas coming from the committees. Through the Commissioner Internal Affairs, the board is available for advice about the committees and can, in consultation with the committee, make final decisions.



Contact with the Commissioner Internal Affairs will take place via a designated work phone. This phone utilizes A.S.V.Gay's general contact number, which is publicly listed on our website. This device operates on a separate SIM card and is solely active via Wi-Fi. Through this approach, we aim to maintain a healthy balance between the Commissioner Internal Affairs' professional and personal communications.

Contact person committees and Committee Chairs Meeting (CVO)

The Commissioner Internal Affairs will serve as contact for all committee chairs appointed by the board. She supports and assists the committee chairs where necessary and coordinates them to ensure the best possible functioning of the committees. In addition, she organizes the Committee Chairs Meetings three times a year, where the committee chairs can evaluate the committee work and the organized activities. The Commissioner Internal Affairs also serves as the contact person for the printer responsible for the committee clothing and is responsible for providing the necessary information for this process.

Planning and activities

The Commissioner Internal Affairs is responsible for keeping the members updated about planned events, using the app to create events. In addition, the Commissioner Internal Affairs maintains a general annual overview. This will ensure events will overlap as little as possible, and committee and club members will be able to see when each event will take place.

Bridge between board and clubs

During this year, the Commissioner Internal Affairs will have responsibility over the clubs. This applies to both existing and any future clubs that may be created. The Commissioner Internal Affairs will guide the clubs in their plans and activities and keep the board informed. She will also organize a Club Chair Meeting (GVO) twice a year, where, in collaboration with the club chairs, activities can be evaluated and provided with feedback. She will also ensure that the clubs operate smoothly while adhering to the core conditions for clubs.

Bridge between board and working groups

During this year, the Commissioner Internal Affairs will have responsibility over the working groups. This applies to both existing and future working groups.

Commissioner External Affairs

Maud Smeets (*she/her, they/them*)

extern@asvgay.nl



Contact with external parties

The main task of the Commissioner External Affairs is to maintain contact with external parties on behalf of A.S.V.Gay. External parties include companies and organizations that care about our association and show this through sponsorships or their services. In addition, the Commissioner External Affairs will work towards connecting potential sponsors with A.S.V.Gay for the benefit of the association.

Acquisitions Committee

The Commissioner External Affairs will serve as chair of the Acquisition Committee. The Acquisition Committee will support the Commissioner External Affairs with advice and assistance and serve as a think tank for potential new campaigns between A.S.V.Gay and external parties. In addition, the Acquisition Committee will aid in the management of a number of pre-existing contacts.

Pride Committee

The Commissioner External Affairs will sit on the Pride Committee. Due to the high costs involved in the Canal Parade, sponsored advertising is allowed on the boat. By ensuring that this is taken into account at all stages of design and execution, it is possible to reduce the cost of participation for members. In addition, this connection to the rest of the board allows them to potentially act quickly, which is important throughout the entire preparation period to ensure a successful boat sailing through the canals of Amsterdam.

Contact with educational institutions

This year, the Commissioner External Affairs and the Commissioner PR are jointly taking the initiative to reach out to educational institutions. Their aim is to forge ties with various Amsterdam educational institutions to enhance the visibility of the association. Together, they are responsible for diligently pursuing the objectives outlined in this policy plan.

Technical vice Chair

This year, the Commissioner External Affairs also takes on the role of technical vice Chair. The vice Chair has two main tasks. First, in the absence of the Chair, the vice Chair will take over the Chair's duties. Secondly, the vice Chair supports the Chair where necessary. This requires close cooperation between the vice Chair and the Chair. After all, where the Chair watches over the board members, the vice Chair watches over the Chair.

Commissioner PR

Jaimy van Voorn (*she/her*)

pr@asvgay.nl

Promotion Committee

Led by the Commissioner PR, the Promotion Committee enables direct communication between the committee and the board. Given our unique mission and member structure, it is crucial to reach those who may not wish to join more conventional student associations. For this, increasing our brand awareness and visibility is vital, which takes place both in digital and physical spaces, including promotional and information fairs.



Website Committee

In her role as chair, the Commissioner PR will closely collaborate with the Website Committee and will be responsible for maintaining and updating both the desktop and mobile website. The goal is to keep the website up to date at all times, both technically and aesthetically, and to ensure relevant content. She will also ensure that all information on external websites remains current and accurate.

Social Media

The Commissioner PR bears ultimate responsibility for social media and ensures compliance with the media plan.

Mobile application and uploading photos

The mobile application is part of our digital platforms; therefore, the Commissioner PR is responsible for its management and proper functioning. It is essential to stay updated on new features to optimize the user experience. The Socie app is used for various purposes, including posting activities, polls, and photos. This task is partially executed in collaboration with the Commissioner Internal Affairs and the Secretary.

In addition, the Commissioner PR maintains close contact with the Photo Committee. Once the photo selection is received from the committee, she is responsible for timely uploading to the mobile application.

Contact with Amsterdam Chamber of Associations (AKvV)

The Commissioner PR is primarily responsible for maintaining contacts with the Amsterdam Chamber of Associations (AKvV), which represents the interests of 25 student associations in Amsterdam. Engaging with other associations, exploring potential collaborations, and involvement in constitutional borrels form an important part of A.S.V. Gay's external interactions.

Contact with educational institutions

This year, the Commissioner PR and the Commissioner External Affairs are jointly taking the initiative to reach out to educational institutions. Their aim is to forge ties with various Amsterdam educational institutions to enhance the visibility of the association. Together, they are responsible for diligently pursuing the objectives outlined in this policy plan.

Monthly planning

Each month, the Commissioner PR will publish a monthly calendar on both social media and the mobile application by the first day of that month.

Infographics

The Commissioner PR holds the final responsibility for infographics. These infographics will include information on various societal topics, matters related to the association, or other themes of interest.

Safeguarding house style

The A.S.V.Gay house style will be upheld by the Commissioner PR. This means that both social media and internal communication will be published in line with the guidelines set forth in the house style manual. The Commissioner PR will also ensure these guidelines remain up to date.

Data management and compliance

The Commissioner PR will ensure that all visual material produced within the association is shared only in compliance with GDPR regulations. This role encompasses tasks such as maintaining a processing register for visual materials and keeping GDPR guidelines up to date.

She is further tasked with establishing an archive where all online mentions of A.S.V.Gay are stored, including Facebook posts and photos. This digital archive will be maintained on Google Drive, with new mentions and materials being closely monitored to keep the archive current.

Conclusion

We are looking forward to playing a part in the development of this association next year, which is beloved by all of us. With enthusiasm and confidence, we are excited about a new year of connection, personal development, but above all another year with you, A.S.V. Gay. We know that we will continue to build on the enormous efforts of the many passionate and enthusiastic boards that went before us. The realization that our warm and committed community works hard every year to keep the association running together with the board, gives us full confidence that this is going to be a great year.

"Queer joy through queer safety"



Bestuur 14

Jaimy van Voorn, Maud Smeets, Kathi Hornig, Annick Wolfs, Koen van Es, Franka Wiegman