

Policy Plan SamenwerkingsOverleg Faculteitsverenigingen

2022-2023



Written by the XXXIInd board of SOFv:

Rianne Zwarts - Chair

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1. Preface

Dear reader,

It is with great pride that the XXXIInd board of Samenwerkingsoverleg Faculteitsverenigingen (from hereon referred to as 'SOFv') officially presents its policy plan for the upcoming study year. In this plan you can find a summary of values, goals and practical information that the board of SOFv wants you to know, in order for you to familiarise yourself with the umbrella association for study associations of all faculties of Radboud University. In concurrence to the aims of the university to further internationalise the campus and celebrate its rich diversity, the board of SOFv has decided to fully transition to an international organisation. This will hopefully create a greater sense of inclusivity for foreign board members. Furthermore, the board strives for better visibility of SOFv amongst member boards.

The board of SOFv encourages you to read this document carefully and potential questions or remarks can be proposed during general member assemblies.

Kind regards,

Rianne Zwarts

Chair

Chris-Jan Hoekman

Secretary

Sebastian Blom

Treasurer

Anne van Poppel

Political Chair

Samenwerkingsoverleg Faculteitsverenigingen 2022-2022





2. Summary

The Policy Plan consists of eight parts. The first part contains the general information of SOFv, of which a lot has stayed the same compared to prior years. The second part consists of the general occupations of SOFv. The first focal point of the XXXIInd board is to have greater involvement of international board members at SOFv. The board will continue the steps taken in internationalisation by previous boards. Another aim of the XXXIInd board is to increase the number of associations present at the General Member Assemblies by introducing a sign-out policy, which will be elaborated on more at that chapter. A second change in comparison with the previous years is the house style. The XXXIInd board of SOFv will introduce a house style which will be implemented on all outputs of SOFv. To add to this, the board plans to make more use of the social media channels of SOFv to increase the visibility for members and other interested parties. The last big change in comparison with previous year is that the XXXIInd board wants to create two WhatsApp groups (one formal and one informal) to increase the facilitative role of SOFv by enabling the member associations to communicate in an easy way with one another. Finally, a summary of the responsibilities of each board member will be given.

3. SamenwerkingsOverleg Faculteitsverenigingen

3.1 Origin

Het SamenwerkingsOverleg Faculteitsverenigingen (SOFv) was founded on 11 April 1991. Sofv is the umbrella association for all study associations of the Radboud University in Nijmegen.

The board of SOFv consists preferably of members of different studies and preferably from different faculties as well.

SOFv has three main functions:

1. Represent: SOFv represents member associations on different levels.
2. Inform: SOFv conserves, shares, and gathers knowledge important to the member associations, varying from formal rules to informal traditions.
3. Facilitate: SOFv facilitates the contact between member associations by both actively and passively acting as a connector.

These three goals come to expression at the General Member Assemblies of SOFv. These GMAs take place every six to eight weeks. During those GMAs, member associations can ask their questions and after the GMA they can talk to each other in an informal manner during the social drink in de Ondergang.



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3.2 Goals

Besides the three main functions of SOFv, the XXXIInd board aims to improve and to reach certain other goals during the coming year. These are summarised below for your convenience.

- Keep SOFv an approachable entity;
- Attract new study associations to become members of SOFv;
- Take further steps towards internationalisation;
- Enlarging the presence of the GMA's;
- Increase the activity at the Instagram page of SOFv;
- Promote sustainability among member associations;
- Garner more involvement, visibility, and input from member associations;
- Create a recognisable house style.



4. General

4.1 General Member Assemblies

The General Member Assemblies (GMA) take place just before the end of every cyclus of the University Student Council (USC). The planning is communicated to all member associations. The GMAs will take place in the Elinor Ostrom Building.

SOFv strives to create an environment during GMAs where board members of member associations can speak freely. Conversations will be encouraged and facilitated by the board. The board will ensure this by making sure that every member association gets the opportunity to speak and by inviting interesting guest speakers. The GMAs will be in English but the opportunity to ask questions in Dutch will remain.

During consultations with the previous boards, it became apparent that a high attendance at GMA's has been a challenge. Low attendance resulted in difficulties during voting and possible misrepresentation of the member associations. For that reason, the board wishes to highlight that it is expected for every member association to be present (or represented) during the GMA's. This can be done physically or through an autorisation. When necessary, exceptions can be made by formally announcing their absence through an email. The board hopes this will increase the number of associations present during the GMAs. Having more associations present at the GMA will make the discussions livelier and the voting on matters easier. This is beneficial for both the board of SOFv as for the member associations.

The board also expects the member associations to have read the documents that were sent to them before the meeting starts to make the GMAs more efficient.

During GMAs the relevant documents of the USC will be presented to the GMA.

After the General Member Assembly has ended, a free borrel will take place in De Ondergang so the board members of the members associations of SOFv can take in an informal way to each other. The aim of this is to increase the informal bonds of members.

4.2 Office Visits

Following previous years, the board of SOFv will schedule office visits with board members of member associations. The goal of these visits is to get more insight on the areas SOFv can be of assistance to the board and what SOFv membership entails. Furthermore, the visits offer a great opportunity to improve the cohesion between member associations and SOFv. The board of SOFv strives to have the first round of office visits in October and a second round, if asked for by the member associations, halfway through the year in February. The office visits will preferably take place in the boardrooms of the member associations. Of course, when this is not an option the board of SOFv is open to alternative locations if this is preferred by the association.



4.3 Code of Conduct

For a few years there has been a lot of discussion about the Code of Conduct drawn up by Student Life and International Mobility (SLIM). Last year, every association had to sign this document. In addition, SLIM also introduced the Code of Conduct for mentors during the introduction week. Both associations and the USC had some comments regarding the procedure the Code of Conduct was introduced and the content of the document. This topic will also come back in the upcoming year. The board of SOFv strives to keep close contact with SLIM and the Political will be actively involved within the procedure regarding the Code of Conduct for mentors to represent the associations.

4.4 Alcohol Policy

Some associations have their own alcohol policies. To create unity amongst all study associations and to comply with national policies on alcohol use the Radboud University will come up with an Alcohol Policy. This policy will be created in the upcoming academic year. The university agreed on creating focus groups to give the study associations the opportunity for more input to this matter.

4.5 Career Central

In the year of the XXXth board the university created the career platform called Career Central. In the last two years the board of SOFv was closely involved in the execution of this initiative and a workgroup had been set up to involve student board members. Although the platform was finished last year, the board of SOFv feels it is still important that the interests of the study associations are being looked after. This year, the board of SOFv wants to play an active role in this platform to ensure an open and transparent way of communicating the course of events.

4.6 Board room

The boardroom of SOFv is located beneath the Elinor Ostrom building (N -1.323) and regularly occupied by one of its board members. As part of its greater goal of visibility, the board of SOFv invites its member associations to visit this room for a cup of coffee or to discuss any upcoming board-related issues during office hours. These are to be announced via the social media outlets of SOFv.



4.7 Databases

Over the years, SOFv has composed a number of databases for its member associations to use. These contain information regarding topics such as study trip destinations and advice for the application of grants provided by SLIM. It is an aim of the board to update a selection of these important documents, in order for member associations to get a clear vision of the possibilities SOFv has to offer. This is in continuation of the efforts of the previous board.

4.8 House style

The board of SOFv wishes to improve the professionalisation of documents and social media. For this reason, the XXXIInd board created a guideline. The guideline will be implemented in every outing of SOFv.

4.9 (Social) media

The board of SOFv has decided to use the (social) media of the association as follows:

4.9.1 WhatsApp

At the beginning of the year, two group chats will be created.

The first chat will be purely functional. This means that only the members of the board of SOFv will be able to send messages. Every association will be able to add two persons to this chat. The messages will contain updates about certain topics, announcements of activities, and reminders for activities/ GMAs.

The second chat will be more social. This chat is meant to function as an easier way for boards to contact each other about various topics. This way, SOFv can fulfil its function as a bridge between associations.

There will also be guidelines in the description to ensure that there will not be any undesired behaviour.

4.9.2 Instagram

The Instagram page of SOFv will be used to promote the activities and to announce guest speakers. This way, the information is more accessible for all member associations. With every post or story, the house style of SOFv will be implemented to make it easily recognisable. In addition, the board aims to create content twice a week in order to boost the visibility of SOFv.

4.9.3 LinkedIn

The LinkedIn page of SOFv will be used more often in comparison with previous years. The





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board will make a post after every event, and after an interesting topic that was discussed during a GMA. The platform will also be used to promote posts of the university. This platform will mostly cater towards enterprises outside of the university that are interested in sponsorship deals or other professional possibilities.

4.9.4 Website

The website will keep its main function as the easy and accessible place for all important documents and information about member associations. Next to that, the board wants to promote their activities on the website more often.

4.9.5 Facebook

The XXXIInd board will not actively use Facebook anymore. The usage of Facebook has declined over the last few years in favour of Instagram and Whatsapp. The Whatsappgroup shall replace the private group on Facebook.

4.10 Internationalisation

Including and attracting international students has been an important theme over the past few years within the university and SOFv. More and more board positions are being fulfilled by international students and more associations are working towards internationalisation within their association. The previous boards already made a start with the transition towards internationalisation and this year the board of SOFv would like to continue this transition. The board aims to provide GMA documents in English exclusively and likewise change the communication via social media and mail. Member associations are of course still allowed to send emails to SOFv in Dutch, and ask questions during GMA's in Dutch. The board will strive to host all activities in English to include as many people as possible. For formal activities, the board will look into offering bilingual options.

4.11 Unplanned safety hazards

As in the past years COVID-19 has played a big role, the XXXIInd board wants to name this in their Policy Plan as well. Besides COVID-19, other infectious diseases are coming up as well such as the Monkeypox. The board of SOFv will adjust their activities accordingly if the rules regarding diseases or other safety hazards change. The board will also help their member associations if they have questions. If necessary or asked for, the board will make guidelines for the member associations to help them and in case of unclearities the associations can reach out to SOFv.





5. Activities

SOFv organises a few activities every year. In this part of the policy, the activities will be briefly introduced.

5.1 New boards get together event

During this event, all boards of member associations of SOFv are invited to get to know each other. This event takes place at the beginning of the year. As this event is for all new board members it is the goal to form connections outside of their own board or study programme.

5.2 BHV/Emergency Response course

For any board it is vital to have knowledge on how to react when emergencies occur during one of their activities. It is therefore advised that board members are aware of updated safety procedures, and it is for this reason that the board of SOFv will host a two-meeting course in Emergency response (Dutch: BHV). It is a workshop taught by a professional first responder and prepares participants for all sorts of emergency situations. The goal is to teach every participating board member valuable lessons in how to respond to emergency situations. This activity is open for all student board members.

5.3 EHBDD Workshop

The First Aid for Alcohol and Drugs Workshop (in Dutch: Eerste Hulp Bij Drank en Drugs) is a workshop that is initially set up for board members. If the member associations of SOFv need more people to follow this workshop, the board will look into this possibility as well. The aim of this workshop is to teach board members how to deal with (people under the influence of) alcohol and/or drugs.

5.4 Photoshop and InDesign Workshop

The goal of this activity is to teach boards or their graphic design committees the ins and outs of photoshop and InDesign.

5.5 After CoBo Activity

At the end of the Constitution drinks (CoBos) season, SOFv will organise an After CoBo Activity in order to celebrate the end of the CoBo season together. What the activity entails will remain a secret. All boards will be invited to this event.

5.6 Cantus





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SOFv will organise a cantus where all board members of member associations will be invited to celebrate the beautiful tradition of the cantus by singing together and toasting with each other.

5.7 Gala

As per tradition, the board of SOFv will again organise a gala for all its member associations. It is a formal event, aimed to dress up nicely and enjoy a nice evening with other board members.

5.8 BBQ

At the end of the year the board of SOFv will organise a BBQ as the closing of the current board year and as an introduction to the new board members of member associations.



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6. Inclusivity and diversity

As part of the greater goal of representation, the board realises inclusivity and diversity are integral parts to an adequate environment, in which every student feels welcome and encouraged to be involved in policy making of the university. The board encourages its member associations to come up with and share innovative ways to improve these ideals, partially by inviting inspiring speakers to the GMA's and talking with board members and students all over the campus to seek where SOFv can play their part in the improvement of the status quo. Besides that, the board will also promote workshops and masterclasses organised by the university related to this subject. As an umbrella association we invite our member associations to think in ways that they can make everyone feel welcomed and safe.

In addition, the board wants to actively contribute to a safer environment for the board members of the member associations. Initially, the Chair of the board will participate in the Trust Person (VCP) training. If it turns out that there is more demand than we can provide, other steps might be taken.



7. SOFv and other associations

7.1 Collaborations between Associations

Last year, the subsidy for formal activities organised in collaboration between two associations was realised. Since study associations will be able to organise bigger activities with this subsidy and encourage the collaboration between associations, the board of SOFv will bring this subsidy to your attention on multiple occasions. Collaborating when organising an activity could bring new experiences, ideas, and views on the activities. Furthermore, it could increase the interdisciplinarity of the association.

7.2 Facultaire koepeloverleggen

The XXXIInd board of SOFv will continue the line of the past boards by attending meetings with the four umbrella associations of the faculties. The four associations are: Kompanio, Koepelvereniging LETO, Olympus and SVM. The associations of the faculties that are not included in this meeting will be asked at the beginning of the academic year if they would like to join. The aim of those meetings is to keep in touch with the faculties and keep track of everything that is going on within those faculties. In that way, SOFv can track if problems occur in more than one faculty and act upon that knowledge.

7.3 Constitution Drinks

Constitution Drinks or CoBo's are borrels (social drinks) that are held to celebrate the constitution (the forming) of a board. In the previous year, the CoBo's could take place almost in the same way as they could before COVID-19. The XXXIst board of SOFv started with a CoBo-handbook. TheXXXIInd board aims to continue with this document and add more information to it. The members of SOFv will be made aware of the existence of this handbook during the first GMA.



8. Policies per function

8.1 Chair

The position of Chair of the thirty-second board of SOFv will be fulfilled by Rianne Zwarts. She will strive to execute her tasks adequately and in a professional way. The Chair aims to make the thirty-second board as well-functioning as possible by communicating clearly, by being accessible for every member association and by making sure the atmosphere in the board is positive. Furthermore, she strives to maintain and strengthen the reputation of SOFv.

Tasks and responsibilities

- Bear the ultimate responsibility;
- Lead and coordinate the board;
- Lead Board Meetings;
- Lead General Member Assemblies;
- Attend Facultaire Koepeloverleggen (Faculty umbrella meetings);
- Attend Koepeloverleg SLIM (Faculty umbrella meeting SLIM);
- Create agendas for Board Meetings and General Member Assemblies;
- Be the contact person of SOFv for the University.

8.2 Secretary

The position of secretary will be fulfilled by Chris-Jan Hoekman within the XXXIInd board of SOFv. He will strive to maintain the communication from and to SOFv and the board in a professional way. The secretary will help the other board members where needed and also take a role in organising SOFv-activities such as the gala or cantus.

Tasks and responsibilities

- Communication between SOFv and the member association;
- Taking minutes of the Board meetings and General Member Assemblies;
- Take care of the archive;
- Take care of the databases;
- Update and supplement the website.

8.3 Treasurer

Each association has a Treasurer, whose principal objective is to maintain a healthy financial state of the organisation and report any changes in bookkeeping to the designated authorities. This year the function will be fulfilled by Sebastian Blom. It is his personal goal





to remain approachable for student boards to apply for a subsidy. The importance of subsidies for these kinds of activities are apparent and the financial aid of parties such as SOFv allows students of Radboud University to broaden their horizon and gain valuable insight in their study programs. In order to realise this goal easily for both parties, the board of SOFv has decided to maintain strict deadlines for applications of subsidies, as they require the necessary time to be overviewed and granted. It is therefore expected that the treasurer will communicate deadlines clearly and on time to the member associations of SOFv. We emphasise that the board of a member association is responsible for contact with SOFv regarding subsidies and not any possible committees. In turn this will also help student boards in getting a clearer image of the amount of money SOFv will actually distribute amongst their requests. It is mainly through efficient collaboration between SOFv and its member associations, that financial aid of the university for students' well-being can be assured.

Besides that it is expected of the treasurer that he will make a financial report of the association and make sure that any debtors will pay their debt and any creditors will be paid likewise.

Tasks and responsibilities:

- Maintain a healthy financial state of the organisation;
- Report changes in bookkeeping;
- Judge subsidies of member associations and grant funds;
- Make a financial report of the association;
- Draft outgoing invoices and pay incoming invoices likewise.

8.4 Political Chair

SOFv has, as an umbrella for the study associations of the Radboud University, a seat in the University Student Council (USC), This seat is filled by the Political Chair. The position of Political Chair of the XXXIInd board of SOFv will be fulfilled by Anne van Poppel.

The USC, in cooperation with the Works Council (OR) and the Executive Board (CvB), contributes to the policy of Radboud University. The board differs from other university student councils in the Netherlands, as there are also six elected members of the student parties, all of whom represent a specific target group.

The USC year consists of eight cycles, in which predetermined policy documents are discussed in each of these cycles. These are first discussed in three committees: Finance, Personnel and Real Estate (FPV), Education, Research and Students (OOS) and Strategy, ICT and Impact (SII). Per cycle, it will depend on the relevant documents to which committee the Political Chair will join. The Political Chair will be kept informed of the other committees through the weekly internal meetings with the entire USR. After discussion in the committees, these documents will be discussed in the Joint Meetings (GV) with the CvB.





In addition to the GV's standing committees, the USR sets up internal workgroups focusing on a specific subject. As this can be addressed in more detail on certain issues, this also offers opportunities for the advocacy of member organisations. This year, the Political Chair aims to be in three internal workgroups:

- Active Student;
- Campus & Sustainability;
- Wellbeing, Inclusion and Identity

In the event that other workgroups (Education & IT, Visibility & Relations) also come to see interesting subjects, it may also be included. In addition, she aims to sit on:

- the review committee;
- the resonance group faculty management (FB);
- the external working groups sustainability covenant;
- the committee of Assessors meetings.

8.4.1 Sustainability

Sustainability will be an important topic this year again. The Political Chair will be part of the workgroup sustainability covenant. Furthermore, the university is currently working on a new campus plan and the Political Chair is of the opinion that it is important that the interests of study associations are being looked after and will therefore play an active role in this workgroup. During the room visits will inquire what the exact needs and preferences from associations for the campus plan are.

8.4.2 Board months

Following her predecessors, the Political Chair wants to continue the work regarding the field of board months. In the upcoming year, every association will have a mandatory assessment. To prevent a too high workload, the Political Chair has decided not to take place in the review committee but to be the direct contact person for the review committee to keep up to date with the information and process of the committee.

8.4.3 Active Student

Over the last couple of years, it became clear that multiple associations are having trouble finding active members and board members. With the COVID-19 crisis this problem has not yet been improved. The Political Chair would like to see what associations need and what they come across regarding this problem during the office visits. She will invent the solutions the university might offer in the Active Student workgroup.

8.4.4 Well-being

The well-being of students and board members has been an important topic for a long period of time. After the COVID-19 crisis the importance of focusing on well-being has only



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increased and the Political Chair feels that this is again an important point to focus upon in the next year. During GMA's and office visits inquire what the needs of boards are and what role the university could play in this. The Political Chair hopes to find possibilities and solutions for that within the workgroup Wellbeing.

8.4.5 Other focus points

Besides the points touched upon previously, the Political Chair also prioritises the social safety of students and will be up to date with the plans of the university. To keep being informed with the issues arising per faculty, the Political Chair will also attend the committee of Assessors meeting.



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9. Epilogue

Dear reader,

We hope that we have informed you enough about our plans and goals for SOFv the coming year. We strive to keep SOFv approachable and are looking forward to getting to know all of our member associations. SOFv will also take further steps towards internationalisation and enlarging the presence of the GMA's. Moreover the presence on Instagram will be more noticable and via other social-channels we hope to garner more involvement, visibility and input from our members. During the coming year sustainability will be promoted and all of this in a recognisable house style.

The XXXIInd board has learnt a lot from the XXXIst board during the candidate period. We are grateful for showing us the ropes and we are confident that we can fulfil the role of SOFv in full. We would like to thank the previous boards of SOFv for their effort on which we can build further.

We are looking forward to a year where hopefully everything will go back to normal. For us that would entail a year in which COVID-19 doesn't play a major role anymore and where SOFv can operate fully with four board members. Making sure to pop in wherever we can during constitution drinks. We look forward to helping you wherever possible and feel free to mail, message or approach us.

On behalf of the XXXIInd Board,

Rianne Zwarts

Chair of the XXXIInd board of SOFv 2022-2023

