

**Study Association of International Management Leiden Policy Plan  
2022-2023**



**Chair:** Sharon Post  
**Secretary:** Tessa Visser  
**Treasurer:** Kate Horstman  
**Assessor:** Lyvana Ignacio

## **Introduction**

Dear members and fellow students,

We are living in ever-changing times; with on-campus lessons becoming the new normal again after the uncertainty-filled COVID-19 years has shown that some things that we previously took for granted are actually quite precious. Now that the semester is officially in full swing, we intend to take all the opportunities that 2022-2023 will offer us. As the board of this year's VIML, we are tasked with enthusing our fellow VIML members to actively take part in our activities and make it memorable together with everyone.

Hereby we present the policy plan of the 2022-2023 board. The association is tied to the Leiden University minor International en Intercultural Management (IIM). As the board, we are responsible for organizing activities for the students, and we aim to make them both enjoyable and informative for the students. The responsibilities of the board will also include tasks which are organizational, financial and secretarial in nature, as well as manage comments on the broader ambitions for the VIML. The essence of the policy plan is to promote knowledge, chances for self-development and the strengthening of interpersonal relations. As this year's board of the VIML, we shall do our utmost to fulfill these promises and we look forward to the coming year with enthusiasm.

Sincerely,

VIML board, 2022-2023

## **General information**

The twelfth board of the VIML enters into force starting from October 1st 2022. A new board is established, which also entails new goals and perspectives. We would like to start off by thanking the previous board for their hard work and commitment. The VIML board of 2020-2021 aimed to take advantage of the newly granted freedom brought about by the lifted COVID-19 restrictions, as well as to motivate the VIML members to take part in the association's activities. As the board before us has done, we also want to do our best to re-build connections between people and focus on including students in order to expand the membership of the VIML.

We shall continue to hold physical meetings, including monthly drinks during which students, as well as the lecturers can get to know each other. We also intend to hold a number of lectures and workshops focused on skills which can help members after their graduation. We are also responsible for organising the final Conference and presentations at the end of the second semester, and shall strive to do our utmost to make it a worthy ending of the year.

Finally, we are of the opinion that the maintenance and expansion of the VIML is crucial for its existence. We want to continue including external parties to our network and maintaining good relations with our alumni. This means that we are also open to the idea of including students from other faculties, as the old saying goes: "the more the merrier."

## **Job-specific tasks & objectives**

### **Chair – Sharon Post**

- The chair provides leadership to the association and her board whilst also being ultimately responsible.
- The chair leads the board meetings.
- In collaboration with the treasurer, the chair is responsible for subsidisation.
- The chair is the main communication channel with the faculty and university.
- Together with the secretary, the chair will determine the annual plan, policy plan and final report.
- The chair makes sure the association is well established in the chamber of commerce.
- The chair provides the association with locations for the various activities.

### **Personal objectives**

As chair I will fulfil a leading role within the board this year. With my fellow board members I will commit to VIML and take charge. In my opinion taking initiative and bringing input is very important for myself and my fellow board members. I will give my fellow board members the opportunity to do so and I will encourage them. As chair of the board, I will maintain an overview and help with potential improvements. By using my own network, but also by contacting external parties, we hope to expand the VIML professional network. Through this we can contact interesting lectures and also promote the minor in a larger way. Besides this, communication is important. Not only communication between the board, but also between all the other parties. The members will be kept up to date of activities and we want to promote them in a suitable manner. We will also search for better contact with the lecturers and we want to work with them to optimise the minor.

## **Secretary - Tessa Visser**

- The secretary is responsible for taking minutes of every board meeting. Every other written communication will either be drafted or checked by the secretary.
- The communication with members and external parties will be done through the mail and pigeonhole, and will be overseen by the secretary.
- During any activities the secretary will, together with the treasurer, keep up the inventory of external parties.
- In collaboration with the chair the annual plan, policy plan and final report will be determined.
- Regarding the social media channels, the assessor and secretary will work together. The secretary will keep up the website and LinkedIn page. The design of the social media channels is also a joint venture.
- Finally, the secretary will maintain a clear internal communication. This will happen through administrative purposes meaning the upkeep of the board drive.

### **Personal objective:**

I shall fulfill the position of Secretary for the twelfth VIML board. As Secretary I will be responsible for recording the minutes during the board meetings, the communication between external parties as well as the members of the VIML and shall take care of the international communication by taking care of the administration. I will also together with the Treasurer oversee lectures regarding the inventory of external parties and with the Assessor for updating the social media channels. I regard clear and concrete communication within the board, to members as well as to external parties to be of importance. That way, this will result in order and clarity, which is in everyone's favour. I shall try to enact this by keeping up the administrative and archiving duties, which includes updating the google drive account in an orderly manner. I shall also do my best to take clear and concise minutes, so that everyone is aware of what is expected of him or her. I will try together with my fellow board members to make this year interesting and exciting for everyone, and provide our members with the tools in order to be able to successfully set off after their bachelor

## **Treasurer - Kate Horstman**

- The treasurer is responsible for shaping and supporting the financial policy of the association.
- The treasurer manages and checks the current account of the Rabobank.
- The treasurer is responsible for applying to grants.
- The treasurer is up to date of every expense and income of VIML.
- The treasurer is responsible for the financial health of the association

### **Personal objectives:**

As treasurer this year I am responsible for the financial policy of the VIML for the period September 2022 to September 2023. Now that everything is open again after the Covid-19 pandemic, our board is trying to focus mainly on lectures, workshops, the final congress and other activities. These activities entail things such as dinners with our members. As treasurer, I want to pay attention to the expenses that have to be made for these activities and to ensure that the balance on the bank account of the VIML remains stable. Because the association did not receive any funding last year there are few financial resources this year. I want to solve this by submitting a grant application to the university. If we need extra budget, I will consider grant applications from the Faculty of Humanities and other bodies such as CASA. Due to a tight budget and guidelines that we as a board must adhere in order to get through this year with the resources we have at our disposal, I am hopeful that all our expenditure will take place within a strict budget, taking into account the costs of Rabobank and any unexpected costs.

## **Assessor - Lyvana Ignacio**

- **The assessor is responsible for composing and taking part in the study program committee. She will organise the meetings, collect feedback from students and share this in the meetings.**
- **The assessor represents VIML during the VerO meetings.**
- **The assessor is mainly responsible for the social media channels.**

### **Personal objectives:**

As assessor I am the link between the students and lecturers. This year I hope to achieve active participation in classes and activities. I will form the study program committee, in order to achieve this. By means of the committee we can make sure students are heard and motivated to participate in lectures and activities. In addition, the lecturers can offer input through this committee.

Social media will be an important aspect when keeping everyone updated with regards to our activities. Besides our current members we would like to see our alumni at activities to share experiences. To keep everyone up to date Instagram, LinkedIn and Facebook will be used.

I will also maintain any contact between VIML and other associations of the faculty of Humanities through the VerO (association deliberation).

### **General board responsibilities**

- Organising lectures or workshops: 1 a month 6
- Organising drinks: 1 a month
- Organising the final conference in May 2022
- Organising a company visit
- Organising a city trip

### **VIML activities calendar**

<b>2022</b>	<b>Activity</b>
<b>October</b>	<b>After Exam Borrel (24h)</b>
<b>November</b>	<b>Lecture and drinks (23th)</b>

<b>2023</b>	<b>Activity</b>
<b>January</b>	<b>New Year drinks/Lecture (25th)</b>
<b>February</b>	<b>Workshop (23th)</b>
<b>March</b>	<b>After Exams Borrel</b>
<b>April</b>	<b>Lecture (18th)</b>
<b>May</b>	<b>Final Congress</b>
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	<b>Recruitment new board Introduction day minor</b>
<b>October</b>	<b>Board transfer Drinks/lecture</b>

### **Budget 2021-2022**



Budget VIML 2022-2023				
Income and expense	Post	Subpost	Costs (In Euro)	Total
<b>Income</b>				
	<b>contribution members</b>		€ 370,00	
	<b>Starting amount 2022-2023</b>		€ 99,53	
	<b>Grants</b>		€ 400,00	
<b>Total income</b>				<b>€ 869,53</b>
<b>Expense</b>				
	<b>lectures</b>	<i>Total</i>	€ 125,00	
		<i>gifts lecturers</i>	€ 50,00	
		<i>name tags</i>	€ 15,00	
		<i>snacks and drinks</i>	€ 50,00	
		<i>unforeseen</i>	€ 10,00	
	<b>drinks</b>	<i>total</i>	€ 50,00	
		<i>snacks</i>	€ 25,00	
		<i>drinks</i>	€ 25,00	
	<b>final conference</b>		€ 400,00	
	<b>price final conference</b>		€ 40,00	
	<b>current account</b>		€ 120,00	
	<b>unforeseen expenses</b>		€ 100,00	
<b>total expense</b>				<b>€ 835,00</b>
<b>budget surplus</b>				<b>€ 34,53</b>
Due to the lack of financial resources leftover from 2021-2022, grants are essential to make ends meet.				
The difference will be 34,53 euro. This will result in the inability to reach the minimal amount of 100 euro on the account.				