

# POLICY BOARD VI

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**Leiden Study Association Custodia**

**2023-2024**

Presented at the General  
Assembly on:  
14<sup>th</sup> of September 2023



# Preface

Dear members of Leiden Study Association Custodia,

This document is the policy document of L.S.A. Custodia's sixth board. Since the last General Assembly, we have been excitedly at work to start this year with a head start. The board is honoured to follow up on the fifth board's hard work, and to continue their success. We are still learning from them every day and will try to expand on the community that already exists. Unfortunately a head of external affairs has not been found yet, but their responsibilities are currently carried out by other board members. We will continue our search for that position in the coming period.

We are very happy to announce we had a very successful HOPweek and introduction day. During these introductions we set out a scavenger hunt, played laser game and had a pizza dinner. In the coming year we will try to set out more events that suit Custodia members and the student bodies of Security Studies and Crisis and Security Management. Lastly, our goal is mostly to expand on the existing structures, improve communication lines and increase financial health.

Let's continue success.

On behalf of the sixth board of L.S.A. Custodia,

*Alexandra Hattink*  
*President*

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# 1. Long-term Goals

In the statutes of the association the long-term goals are established as follows.

- 1.1. Represent the needs of students at Leiden University (Campus The Hague), especially focused on the bachelor program “Security Studies”, and the master program “Crisis and Security Management”, with regards to their studies and study program;
- 1.2. Broaden the knowledge of her members in the field of Safety and Security;
- 1.3. Expand the networks of her members;
- 1.4. Advance the social connections between the members of the association.
- 1.5. To ensure better board transitions, the current board will let the potential board know that August is the month of HOPweek and EL CID. Therefore, it is recommended to start in June or July to use the opportunity to gain new members during these introduction events.

Additionally, two goals that have been set by our predecessors.

- 1.6. To ensure better committee transitions, the board will ask last year's committee to exchange tips & tricks to the new committee every year. In what form (transition document, real life meeting) is yet to be determined by the board.
- 1.7. In addition, not all committee members will have to reapply every September for their position. Preferably, at least one member will stay in the committee to help the new members during the start of the year. Whether this is only the case for the February cohort or for all committee members is yet to be determined by the fifth board.

## 2. The association wide goals board VI

Along with the long-term goals set by the statutes, this board would like to improve on the representation, communication, collaboration, community building and transition periods. These goals are intended to elevate our organisation and the experience of our members.

### **Representation**

Our main objective is to authentically represent the diverse voices and aspiration of the students enrolled in BSc Security Studies and MSc Crisis and Security Management. We aim to be unwavering advocate for the student body within our academic community and beyond.

### **Communication**

To enhance our capacity to serve our members, we are dedicated to improving our communication channels. Our long-term goal is to establish clear, accessible and efficient lines of communication that ensure our members are informed and engaged.

### **Collaboration**

Collaboration is key to our success. We aspire to forge robust partnerships with the institute, faculty, companies and other study or student organisations. By fostering collaborations, we aim to enhance resources, opportunities, and support available to our members, driving the mutual growth of all parties involved.

### **Community Building**

Building a vibrant and inclusive community is at the heart of our long-term vision. We are committed to creating an environment where students from BSc Security Studies and MSc Crisis and Security Management can come together, share experiences, and find a profound belonging within Custodia.

### **Transitioning**

We recognise that transitions between academic years can be pivotal moments for our members. Our goal is to facilitate smooth transitions in the future, by improving the framework already in place. Ensuring the continuity of our community and our mission.

## 3. President

I am incredibly excited to start my journey as President. During this year, I will be focussing on a few key points, namely the external and internal collaborations the effective functioning of the board and increasing member participation.

### **Collaboration**

From my experience as chair of the acquisition committee, I have learned that there are many possibilities for collaborations with companies, the university and other associations. In this board term I intend to make use of our network to the fullest extent possible and extend it even further by continuing our work with alumni. Improving our communication channels should make that possible, I hope to work closely together with Renske and Siddharth in making this happen.

Within the association, collaboration could also improve. By organising regular chair, treasurer and secretary meetings we can share ideas, increase productivity and improve internal communication lines.

### **The board**

During this board year, we have a lot of exciting plans and projects everyone would like to undertake. It is therefore essential to set expectations on what each member can deliver, giving aid where necessary and ensuring a healthy environment for everyone. I look forward to working closely together with Ryan to see how we can use his extensive knowledge and experience in improving Custodia. Additionally, ensuring that the board is approachable to members is crucial for the internal communication.

### **Member participation**

Many members of Custodia have great ideas of how to improve. They have seen how processes work first-hand and how to deal with certain issues. This year I would like their voices to be heard and implemented. This can be achieved by encouraging members to participate in General Assemblies, make use of office hours and an idea box that members can use to (anonymously) leave ideas. Giving freedom to committee members to organise what they think suits the association, should encourage committee membership.

*Alexandra Hattink*  
*President*

## 4. Secretary

As secretary for this academic year, I am excited to share my vision and plans for improving certain aspects of our association. My primary focus will be on improving our promotion material, optimizing the use of our social media channels and website and ensuring effective communication within the association and also our broader network.

Firstly, one of my main goals is to improve and professionalize our promotion material. In order to have members excited about events and up to date about upcoming events, we need visually appealing and consistent promotion material. Last years the secretary and the secretaries of each committee were in charge of promotion material, but this may not be the most effective setup to do this. Instead, this year we will set up a PR committee. I will be overseeing the new PR committee, and hope that centralizing our promotion material will improve the quality as well as making sure it is all in a similar style. Together with this committee I would like to develop an effective PR strategy, to hopefully increase visibility and engagement among students.

Besides our social media, our website is usually the first point of information, therefore I strive to keep our website up to date with all relevant information, making sure it stays visually appealing and improving it where necessary. Effective communication is vital to an association, therefore I hope to, with the other board members, improve our communication channels, to streamline information sharing.

*Renske Veldman*  
*Secretary*

## 5. Treasurer & Vice President

Custodia has in the past year celebrated the huge milestone of being five years old. Having come out of a period of finding its place in The Hague amongst the BaSS and CSM student body the focus will now shift towards cementing the association and ensuring its long-term stability to allow for continuous growth as it seeks to welcome more and more new members every year.

As Treasurer and Vice Chair I look forward to working on the following topics:

**Financial Stability & Reporting.** Improvements towards the associations financial stability have already been made with the strategic reserve. It is my goal to continue the path to ensuring we find the right balance with our financial resources. Additionally, both internally and externally it is important that the reporting is in order. My focus will be to successfully close the financial year with an accurate accounting of our finances over 2023. Additionally, I aim to ensure we have financial protocols in place to ensure a smooth transition between treasurers at the end of the association year.

**Budget Impact.** The membership contributions made by our members throughout the association year should also be spent during that association year. Continuing the work made by the previous Treasurer I am looking forward to closely cooperating with the committees to ensure that their budgets are spent on events that truly benefit our members.

**Strategic High-Level Overview.** Being on the board of an association can lead to the loss of the strategic high-level overview. I hope to be able to focus on those long-term goals stated earlier in this policy. Particularly, I aim to contribute to the updating of the policy manual, protocols, while also developing frameworks in preparation for our transition at the end of the association year.

**Supporting the President.** As Vice President it is my inherent duty to support the President in the managing of the association. Hence, I look forward to closely working with Alexandra and ensuring that our workloads are balanced while also ensuring we cover all areas of running an association.

**Accessibility.** The board should always be accessible to its (working) members. I look forward to being present at events to meet as many of our members as possible. The use of office hours should also allow us to meet our large student body.



I am looking forward to working with you all and remember that our door is always open!

*Ryan Bosman*  
*Treasurer & Vice President*

## 6. Head of Internal Affairs

As the head of Internal Affairs, I will guide and oversee a range of committees, including the Social Committee, Travel Committee, Sports Committee, Dies Committee, and Introduction Committee. My focus for this year is to establish positive and productive relationships with these committees.

One of my primary objectives when these committees are formed is to create a welcoming and friendly environment between me and the committee members. I believe it's crucial for them to feel comfortable reaching out to me for assistance without hesitation. To achieve this, I'll employ several strategies:

Firstly, I will actively participate in the initial meetings of each committee to demonstrate my approachability and readiness to assist. Secondly, I'll make an effort to attend all the events organized by my committees to show my support and provide assistance when needed. Lastly, I will stay connected with the committees through WhatsApp to convey my continuous readiness to help.

Furthermore, I aim to foster stronger relationships among committee members and create a harmonious atmosphere throughout the study association. While I don't intend to force friendships, I believe it would be beneficial for members from various committees to get to know each other better, encouraging collaborations and a more enjoyable atmosphere.

To stimulate these interactions, I have devised the following strategies:

Firstly, building on the efforts of the previous board I will encourage committee members to attend events organized by other committees. Allowing for the different committee members to get to know each other. Secondly, I will organize committee-specific events to express gratitude for their hard work and facilitate better mutual understanding among committee members.

Now, let's outline specific goals for each committee:

A year planning has been made to help the different committees for if they have trouble organizing an event. This planning is not meant as a mandatory schedule to follow. It is crucial that committees continue to have creative freedom to organize what they enjoy. That being said, the previous board and committees were able to organize some very successful events so there are some that I would like to see back this year including NATO, Borssele, Wijnhaven bunker and Karaoke.

Social and Sports Committees:

The Social and Sports Committees hold a pivotal role within our association, and as such, my primary objective for the forthcoming year is to enhance their accessibility for new members. To achieve this, I intend to implement strategic initiatives, including offering select activities free of

charge and encouraging committees to judiciously allocate their budgets throughout the year. Central to this endeavor is the goal of hosting a Custodia event every week, encompassing a diverse range of themes, from formal gatherings to social outings and sporting activities. This diversified approach ensures inclusivity, catering to the preferences of a broad spectrum of students. Quality remains a paramount consideration, with adequate time and resources allocated to facilitate the organization of popular and enjoyable events.

#### Travel Committee:

Building upon the notable success of the two trips organized in the previous year, the Travel Committee's primary objective is to sustain the momentum by continuing to plan engaging trips biannually. Furthermore, our focus extends to ensuring seamless transitions between different academic years. In pursuit of these objectives, a revised budget allocation strategy has been implemented, specifying designated amounts for each excursion.

#### Introduction Committee:

The Introduction Committee's trajectory is gradually evolving towards a new direction. Specifically, we aim to transform it into a committee that specializes in organizing events for first-year students throughout the academic year. The long-term vision involves staffing the Introduction Committee predominantly with first-year students who will subsequently orchestrate events for their peers. While accomplishing this transformation within a single year may prove challenging, we aim to lay a strong foundation. It's worth noting that significant events at the onset of each new cohort, notably in September and February, will remain integral to our mission and continue to receive due attention and resources.

*Maike Buitelaar*  
*Head of Internal Affairs*

## 7. Head of Master Affairs

*Empowering your academic journey*

**Elevating Career-Related Activities.** The end-product of any study is to ideally land a job. At LSA Custodia, we believe in preparing our members not just for academic success but for a promising future beyond the classroom. As Head of Master Affairs, I am committed to enhancing the focus on career-related activities for our members – with a prime focus on this for our master students who are in the final phases before entering the labour market.

The objective is to do this with methods that bridge the gap between academia and real-world application. As such, a greater deal of attention will be given to organizing workshops, networking events, seminars, and alumni events. Through these activities, the idea is to provide valuable insight into potential career paths, offer room to develop practical skills and connect members with former members and others who are professionals in the industry.

**Strengthened interaction between Bachelor and Master Students.** The journey from bachelor to master is a crucial one in setting a foundation for one's career. To ensure our members make well-informed decisions, I aim to place more emphasis on increased interaction between bachelor and master students.

We aim to create a dynamic platform for open discussions, knowledge sharing, and mentoring. Bachelor students will have the opportunity to gain insights into the master's programs and specializations, empowering them to make informed decisions about their academic future. This is particularly important in encouraging a sense of community within the association; beneficial for its long-term longevity.

**Smoother transition between boards.** Efficiency in leadership transitions is pivotal to the association's continued success. As Head of Master Affairs, I am committed to facilitating a smoother transition process between the outgoing and incoming boards. We will implement structured knowledge transfer protocols, mentorship programs, and collaborative initiatives to ensure that the wealth of experience from outgoing board members is seamlessly passed on to the new team. This is significant, especially for the Master committee, because the master program is only 1 year long. As such, many, if not all, Master committee members end their term and move on when the boards and

committees are being transitioned. This has previously led to a lot of the information being lost in transition between the years.

In summary, as head of master affairs, the policy plan for my committee during the coming term revolves around three key themes: career readiness, academic guidance, and efficient board transitions. These initiatives reflect our commitment to empowering our members academically, professionally, and organizationally.

Together, we will shape a brighter future for LSA Custodia.

*Siddharth Jethwani*  
*Head of Master Affairs*