Policy Plan Template

*The policy plan should at least consist of the following topics. It is important to remember that every association’s policy plan is different so do not be afraid to deviate from the template.*

# Name

*State the association/foundation’s name.*

# Goal

*Describe the association/foundation’s main goals/mission and the strategy on how it will achieve the goals. This should include both the strategy as an organisation (long-term planning) and what you will do each year to implement this strategy (short-term planning). If your association has an annual plan the short-term planning can be left out of the policy plan. There is also a guide and template for an annual plan on the SU website.*

# Core values

*Describe your association/foundation’s core values. What brings you together and what do you find important?*

# The board and the supervisory board

*Describe how the board functions, what members the board consists of, what each member’s functions are and how the supervision of the board is organised. Also describe how the succession of the board is guaranteed, how the board is chosen and how many times a year a General Members Assembly (GMA) must be held.*

# Committees

*If the association/foundation has committees, add an explanation of these different committees.*

# Events

*Describe what events will be hosted and add an annual event calendar with events/activities that are planned as an appendix.*

# Budget plan

*Add an explanation of each post of the budget plan. You can find a template for the budget plan on the website of the SU as well.*