Guide on How to make a Policy Plan

In this guide we will explain what a policy plan is and how you can make it. There is also a template on the SU website. It is important to remember that every association’s policy plan is different so do not be afraid to deviate from the template.

## What is a policy plan?

The main idea of the policy plan is to describe the functioning of the student organisation and how it is able to provide services to all students of the University of Twente. With this policy plan, the association/foundation makes clear how the financial resources are used for the main goals/mission of the organisation.

## Structure and contents

The policy plan should at least consist of the following topics.

1. Name

State the association/foundation’s name.

1. 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.

*E.g.: [Imagine we want to start a cooking association.] Our goal is to unite students who enjoy cooking together. We want to improve our members’ cooking skills while also improving their social/soft skills mostly by practicing together and planning activities. We want to learn how to cook in different cultures’ kitchens so in the coming five year we will want to have achieved 100 members of at least 10 different nationalities.*

1. Core values

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

*E.g.: Our core values are a shared love for cooking and an open mind to all cultural kitchens.*

1. 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.

*E.g.: The board is chosen by the general members assembly and is responsible for:*

* *Managing the association;*
* *All communication with external and internal parties;*
* *Carrying out their annual plan;*
* *Baking a cake for every member of the association every year;*
* *…*

*The board consists of a chairman, a secretary and a treasurer.*

*The chairman has the following responsibilities:*

* *Chairing the members and board meetings;*
* *…*

*…*

*The board is supervised by the supervisory board which consists of at least three members chosen by the general members assembly. They make sure the association cooks and bakes enough. Etc.*

*Each year, a new board is chosen by the board and approved by general members assembly.*

1. Committees

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

*E.g.:*

*ComCie: The competition committee (ComCie) organises at least one cooking competition each year.*

*Workcie: The workshop committee (WorkCie) organises at least one cooking workshop in a specific culture’s kitchen per quartile.*

*…*

1. Events

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

*E.g.: Every year, at least the following events take place:*

* *Two general members assemblies*
* *One cooking competition*
* *…*
1. 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.

## Optional additions

There are many more topics you could add to the policy plan. These are not mandatory for your association to be acknowledged by the SU but could still be very useful to add.

1. Rights of members (and former members)
2. How can someone become a member
3. Termination of membership
4. Membership fee rules
5. Financial policy
6. Suspension policy
7. Other member corporations/sub-associations
8. Many more…