



Orbis – International Students in the Faculty
of Arts and Faculty of Theology

PLAN OF ACTION FOR 2022

Table of Contents

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Purpose and Values of Orbis	2
Board	3
Aims for the Year 2022	7

1) Purpose and values of Orbis – International Students of the Faculty of Arts and the Faculty of Theology

PURPOSE OF THE ORGANIZATION

As stated in the rules of Orbis – International Students of the Faculty of Arts and the Faculty of Theology: “The purpose of the organization is to further the integration of international students at the Faculty of Arts and the Faculty of Theology, the University of Helsinki in general, and Finnish society as a whole. This integration is seen as the combination of academic, political, economic and social integration of the international student population through student advocacy and the organization of opportunities that bring internationals and their affairs closer to Finns. In addition, Orbis sees that the integration of international students will benefit Finnish students, the university and society as well as the international students themselves. The organization also aims to provide Finnish students with the opportunity to familiarize themselves with international opportunities within their studies.”

PRINCIPLES OF EQUALITY AND SAFE SPACE

Orbis is committed to HYY’s stance on equality: “Equality means that all people are equal, regardless of their gender, age, ethnic or national origin, nationality, language, religion and belief, opinion, disability, medical condition, sexual orientation or other personal reasons. Equality does not mean that every person is treated in the same way regardless of the person's characteristics or special needs.” This means that the organization commits to the principles of safe space: safe space is a “place or environment in which a person or category of people can feel confident that they will not be exposed to discrimination, criticism, harassment, or any other emotional or physical harm.”

2) Board

BOARD

The new board will be chosen in December 2021. The board will consist of three to fifteen positions, depending on the amount of people interested:

Chair, Treasurer and Secretary are essential to form a board; in addition, the non-essential positions of Vice-Chair, Communications Manager, Events Manager, Networking Manager, Representation Manager, Social Media Manager, Member Registry Manager, and Sustainability Manager can be filled. The non-essential board positions and their responsibilities can be shared between two or more individuals.

CHAIR

Job Overview

The Chair is responsible for the overall operations and functions of Orbis.

A good Chair will manage their team efficiently and void of great hierarchy. They will act as the primary spokesperson as well as the chief communicator to other student organizations and HYY. They will be supportive of their fellow board members, but will also ensure commitments by them get fulfilled, on time, and to a high standard. Finally, they have the deciding vote at times where the board is divided.

Qualifications

The Board Chair must be a student at the University of Helsinki in the Faculty of Arts or Faculty of Theology. They must also be a member of Orbis.

VICE-CHAIRMAN

Job Overview

The Vice-Chair supports Orbis by assisting and supporting the Chair and acting in their place at board meetings if the chair is unable to attend.

A good Vice-Chair will help out as needed and take on additional responsibilities based on organizational needs.

Qualifications

The Vice-Chairman must be a student at the University of Helsinki in the Faculty of Arts or Faculty of Theology. They must also be a member of Orbis.

TREASURER

Job Overview

The Treasurer looks after Orbis's money. They produce the financial plans for the year ahead and reports for the year past. They are also responsible for contacting new members about dues.

A good treasurer will manage the group's finances, estimate costs for events, and with the appropriate people negotiate budgets for said events. The Treasurer will also maintain accurate records to ensure that the next board undergoes an easy transitional period.

Qualifications

The Treasurer must be a student at the University of Helsinki in the Faculty of Arts or Faculty of Theology. They must also be a member of Orbis.

SECRETARY

Job Overview

The Secretary takes the minutes of Orbis's board meetings, writes and sends emails on behalf of the board, and- with the chair- coordinates the HYY grant and other paperwork. They are also the Data Protection Officer.

A good Secretary provides logistical support to the rest of the board. At standard meetings they coordinate diaries and take minutes, as well as ensure effective communication within the board and with members. They are also responsible for the membership list as well as the newsletter.

Qualifications

The Secretary must be a student at the University of Helsinki in the Faculty of Arts or Faculty of Theology. They must also be a member of Orbis.

COMMUNICATIONS MANAGER

Job Overview

The Communications Manager supports Orbis through their overall responsibility communicating efficiently with the members of the organization, the applicable faculties, and other organizations.

Their duty is to build lasting connections with other student organizations and to manage the mailing list of the organization. The communications manager will work closely with the social media manager to divide the responsibilities of the website.

Qualifications

The Communications Manager must be a student at the University of Helsinki in the Faculty of Arts

or Faculty of Theology. They must also be a member of Orbis.

EVENTS MANAGER

Job Overview

The Events Manager ensures that varied, fun, and suitable events are organized by Orbis.

A good Events Manager will plan a variety of interesting and inclusive events for international and internationally-minded students. The events manager also manages a number of premises on behalf of Orbis to ensure that all events are safe and enjoyable for everyone. The events manager is encouraged to oversee an events committee which utilizes the time and talents of member volunteers. The events manager also coordinates possible fundraising.

Qualifications

The Events Manager must be a student at the University of Helsinki in the Faculty of Arts or Faculty of Theology. They must also be a member of Orbis.

NETWORKING MANAGER

Job Overview

The Networking Manager supports Orbis through their overall responsibility of building connections with employers in fields applicable to international and internationally-minded students in the Faculties of Arts and Theology.

The networking manager can, for instance, plan excursions to different organizations or companies. They will also be in charge of planning work-related events. The networking manager is also responsible for coordinating an overall committee to obtain sponsors for the overalls, as well as to make orders.

Qualifications

The Networking Manager must be a student at the University of Helsinki in the Faculty of Arts or Faculty of Theology. They must also be a member of Orbis.

REPRESENTATION MANAGER

Job Overview

The Representation Manager supports Orbis through their overall responsibility of equity, safety, and inclusion in meetings, events, and ongoing operations.

A good Representation Manager will be both a point of contact for international and internally-minded students who have questions about representation, as well as the

immediate response for any complaints about Orbis's actions. They will act as the harassment contact person who can be contacted if the principles of safe space are violated at any event or in the faculty at large. In addition, the representation will be in charge of gathering input for and developing Orbis's Equality Plan.

Qualifications

The Representation Manager must be a student at the University of Helsinki in the Faculty of Arts or Faculty of Theology. They must also be a member of Orbis.

SOCIAL MEDIA MANAGER

Job Overview

The Social Media Manager is responsible for promoting Orbis through relevant social media platforms and Orbis's website. They have the main responsibility of Orbis's website and social media accounts and delegate tasks to other members concerning social media.

A good Social Media Manager will ensure that Orbis's visibility on social media is consistent, informative, and visually interesting. The social media manager will work closely with the communications manager to divide the responsibilities of the website.

Qualifications

The Social Media Manager must be a student at the University of Helsinki in the Faculty of Arts or Faculty of Theology. They must also be a member of Orbis.

Sustainability Manager

Job Overview

The Sustainability Manager is responsible for ensuring that all of Orbis' decisions when it comes to all of the Organization's activities are executed in a sustainable way while also implementing ways to promote environmental initiatives within the student organisation.

A good Sustainability Manager will make sure that Orbis's events are organised in a sustainable way and ensures that the rest of the board keep sustainability in mind when decisions are being made.

Qualifications

The Sustainability Manager must be a student at the University of Helsinki in the Faculty of

Arts or Faculty of Theology. They must also be a member of Orbis.

3) Aims for the Year 2022

Following aims for Orbis for the year 2022 are the following:

EQUALITY AND SAFETY

1. One person from the organization shall be chosen to be responsible for the safety at events (chosen specifically for that event, or the acting representation manager).
2. Orbis shall create a form on problem situations, equality or similar for events (or advertise our website's feedback form to be used in case something happens during events) to allow people to give anonymous feedback concerning equality or safety as easily as possible.
3. The organisation shall create an equality plan and state in the annual report concrete measures that promote equality which were undertaken by the members.

COMMUNICATION AND TRANSPARENCY

1. The agendas and minutes of the organisation's board's and association's meetings will be kept accessible to all members without the need to separately request them.
2. A regular, at least monthly newsletter during academic terms should be introduced.
3. Create a short communication plan or similar document to structure the development of the organization.
4. To better communication and transparency between board members, Orbis will seek to find better ways to communicate together as a Board.

ORDERLINESS, DEVELOPMENT OF OPERATIONS AND FEEDBACK

1. Orbis shall actively collect feedback on its activities.
2. Provide its volunteers, Board members and Officials, with training or orientation for their tasks.
3. Have written job descriptions on the contents of the duties of the different members of the Board in the form of guidelines written by previous board members.
4. Plan its operation on a time frame of over one year. This can be demonstrated by an action plan featuring planning on a time frame of several years or a strategy.

EVENTS

1. The events shall be organised every month during academic terms. Events should be of different kinds. Some possible categories are, but are not limited to: non-alcoholic hangouts and parties, other hangouts and parties, study-related events, career-related events, culture events, study trips, sport and wellbeing events, religious and spiritual events, societal events, sitsit.
2. Organize more cooperation events and generally seek more cooperation between student organizations.
3. Recruitment of members and activities for new members, have activities aimed at new members or people both the autumn and spring terms.
4. Participate in the Opening Carnival/Check In Event.
5. Orbis will prioritize quality over quantity in its events to ensure the wellbeing of the Board members. The Board will be intentional in all events and ensure that every event arranged is necessary and wanted by the Board and our members.

ENVIRONMENT

1. Have a person elected to be in charge of the environment/sustainability.
2. Create an environmental plan or a similar document, which would include taking the environment into account in a concrete manner fulfilling at least 3 of the following suggestions: favouring vegetarian food, minimising food waste, avoiding disposable dishes, avoiding disposable decoration, avoiding the use of paper, recycling, favouring public transport, communication on environmentally friendly travel option.

WELLBEING OF ACTIVE MEMBERS / LOOKING AFTER THOSE INVOLVED IN THE ACTIVITIES

1. The action plan shall pay attention to the wellbeing of people involved in the activities.
2. The annual report shall reveal diverse or recurring concrete actions taken to increase the wellbeing of people involved in the activities.
3. These measures must be aimed at supporting the coping of the people (discussing the matter, hangouts, pints after meetings, recreational events, is working on the board made meaningful). More efforts should be put towards getting the Board together for casual hangouts, and taking care of the Board's mental health and energy levels in general.
4. Encouragement of people involved in the activities of the organization should take place.

INTERNATIONALISATION AND TAKING INTERNATIONAL STUDENTS INTO ACCOUNT

Orbis will work together with multiple different international student organizations in 2022 to find out about the issues that international students face at the University of Helsinki and, to our best efforts, address and fix them. Orbis will aim to create an “alliance” of international student organizations supporting each other and communicate with HYY's organizational bodies which align with international priorities, such as the permanent committee which will stem from the International Task Force.

1. Participate in the Welcome Fair/Check In Event.
2. Participate in the Fresher Adventure.
3. Participate in training events organised by HYY. Make requests for HYY to create the trainings in English in addition to Finnish, so active international students can also participate.
4. Ensure that all events and decisions made by Orbis put international students at the forefront.

ORBIS AS THE ORGANIZATION BETWEEN FACULTIES

1. One of the following must be fulfilled: Orbis shall have activities that support studies (e.g. study circles, training on study techniques, mentoring, exam archives, support courses or similar) or support the people of the member organisations or organise cooperation between the organisations.
2. Have regular contacts with the personnel of the faculties E.g. a coffee hour with the subject/department or some other hangout event.
3. Keep in contact with the student representatives in administration.
4. Have objectives in its educational policy advocacy work.
5. Conduct cross-disciplinary cooperation on recreational matters with other subject or faculty organisations. The organisations should, if possible, be from different degree programmes.
6. Organise diverse fresher activities.
7. Keep in contact with the tutors of the subject or have a person in charge of freshers or tutors.
8. Organise alumni activities or cooperate with the alumni. Create an alumni-group.
9. Organise career events or activities that provide support to Orbis members in finding employment (events, excursions). Keep LinkedIn and other Orbis' social media platforms active.

ORDERING STUDENT OVERALLS

Orbis shall provide all its members the opportunity to order student overalls in turquoise from (most likely) the company Opiskelijahaalarit.fi. The order will be made once or twice a year, depending on the need.

UPDATING THE ORBIS WEBSITE

Orbis will set up its website and a section of frequently asked questions where international students can find answers to all sorts of issues, ranging from study-related to mundane.

Orbis will also update the website to reflect the current state of the organisation. This will include creating content like blogs, updated board member pages, and providing added value for students looking to join Orbis.

SPRING GENERAL MEETING

Before the end of March 2022, the spring general meeting of the organization will be held. The new board will present its take on the events of 2022 and the financial statement, annual report and audit of fall 2021 will be officially approved. Also, the membership fee of the organization can be changed.

NEW BOARD, PLAN OF ACTION AND BUDGET FOR 2022

In November 2022, Orbis will start to work on its plan of action and budget for the next year with new members of the organization. The plan of action and budget shall be discussed and verified in the annual general meeting of the registered organization, where a new board and auditors shall be elected. The organization meeting of the new board will be in December.

EVENTS

In 2022, Orbis shall organize at least four big events, which will be aligned with the current pandemic situation: 1) Valentine's day sitsit 2) May Day party 3) Welcoming the new students in September 4) Orbis's birthday party. All events of the organization will take place according to the latest regulations provided (online or offline).

In addition to these events, Orbis will be organizing a wide range of smaller scale events monthly: networking events, parties, fundraisers, collaborative events with other student organizations and end of term celebrations. The list of the events will be a subject of change due to changing regulations. The wellbeing of all the participants of possible events should be secured. Participants must be encouraged to follow the current pandemic regulations by the organizers.

NEW VISION STATEMENT

Orbis shall create a vision statement for 2022. This means that Orbis, as a student organisation, shall spend 2022 refining its purpose and its position in the student community at large.