



Job Description – Nomination Committee

The Nomination Committee is the Jönköping Student Union body that handles and prepares all the elections that are during their mandate period. The Nomination Committee's suggestions shall always seek to reflect the organisation and its operations. The President of the Student Union is the Nomination Committees' main point of contact.

1. Tasks

The Nomination Committee shall:

- Prepare the election of the President
- Prepare the election of the Vice President
- Prepare the election of the Board
- Prepare the election of the Operations Controllers
- Prepare the election of the Nomination Committee
- Prepare the election of the Project Leader
- Prepare the elections of vacant positions
- Handle and prepare all the obtained applications /nominations
- Actively seek suitable candidates for the positions
- Give its recommendation to the Annual General Meeting or the Board

2. Composition

The Nomination Committee shall consist of one representative from each faculty and one representative from Jönköping Student Union. It may not be the Student Union President or Vice President. The Nomination Committee elects a Chairman and a Vice-chairman. Members of the committee may not be a candidate in the elections they have been designated to administer. The term of office runs over one fiscal year, 1st July to 30th June. The Nomination Committee is elected at Jönköping Student Union's Annual General Meeting.

3. Qualifications

- The members of Nomination Committee must be students at Jönköping University when their assignment begins, and it is an advantage to have a personal experience of the Student Union organisation.
- The members of Nomination Committee shall possess a good knowledge of English, spoken and written.
- The members of Nomination Committee should have an interest in recruitment.

4. Handover

It is the outgoing Nomination Committee's responsibility to give the incoming Nomination Committee a handover and documentation from the previous fiscal year. After the Annual Meeting, the outgoing Nomination Committee shall call the newly elected Nomination Committee to a founding meeting where preliminary meeting dates and procedures for communication shall be determined. The recommended start date for the handover is within one month after the annual meeting.