



Job description - Operation Controller

1. Composition

The Operation Controllers consists of two students at Jönköping University who are elected by the Annual Meeting. The Operation Controllers appoint one among them to become convener and who is also responsible for coordinating auditing activities so as to keep within the budget limits set by the Annual General Meeting

2. Tasks

The Operation Controllers shall evaluate the degree of effectiveness and consequences for the organisation based on plan of operation, annual report, by-laws, letter of opinion and other steering documents.

This is done by:

- Being present at JSU board meetings and other student-related gatherings. The Operation Controllers are constantly co-opted by JSU board meetings and have the right to speak.
- Participating in the Annual General Meeting and other meetings that are relevant to information retrieval.
- Especially observe if the by-laws are suspected to be violated.
- Tracking and monitoring the presidium decisions and executive orders,
- Review of meeting minutes and annual reports from JSU (the annual activity report shall be given to the Operation Controllers no later than March 15th).
- Writing an annual report, which shall include a management report.
- Sending the annual report, no later than April 15th the following to the JSU board, Student Associations and the Directorate.

3. Qualifications

- The Operation Controllers 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 Operation Controllers may not be an active JSU board member or member of another board within associations or student associations.
- The Operation Controllers must possess a good knowledge of English, spoken and written.
- Recommended are to possess a good knowledge of Swedish, spoken and written.

4. Handover

It is the outgoing Operation Controllers' responsibility to give incoming Operation Controllers a handover and documentation from the previous fiscal year. After the annual meeting the outgoing Operation Controllers shall call the newly elected Operation Controllers 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.

Revised: 20150327

Revised: 20190909