



JÖNKÖPING
STUDENT UNION

Role Description

Operation Controller

Revised:

2015-03-27

2019-09-09

2021-03-29

Introduction

The Operation Controller is one of the most important functions to uphold the democratic structure within JSU. The main responsibility is to continuously evaluate the JSU Boards work to ensure the board is acting according to all steering frameworks and operate according to the members wishes as expressed at the Annual General Meeting.

Tasks

- Being present at JSU board meetings and other board related gatherings.
- Participating in the Annual General Meeting and other meetings that are relevant for information retrieval.
- Especially observe if the by-laws are applied correctly.
- Monitoring the presidium decisions and executive orders.
- Review meeting minutes and annual reports from JSU.
- Write an annual report which is presented at the Annual General Meeting the following year.
- Perform a handover with the next operation controllers.

Composition

The Operation Controllers consists of two students at Jönköping University who are elected by the Annual General Meeting.

The mandate is from 1st of July to 30th of June with a handover period in May and June starting after the Annual General Meeting.

Qualifications

The most important thing is to have an interest for developing JSU and student-life in general and have a special interest for democratic structures as well as having an interest to learn new things.

Formal Requirements

- Very good knowledge of English both spoken and written.
- You must be a student when you apply.
- The Operation Controllers may not be an active JSU board member or member of another board for a suborganisation or a student association.

Meritorious

- It is an advantage to have a personal experience of the Student Union.
- Previous experience of board work is an advantage.

Personal Requirements

Curious:

Interest for learning new things and looking for knowledge on her/his own initiative.

Independence:

Dares to express deviating opinions, if there are any, and stand by it regardless of the group's opinion.

Structured:

Plans the work in time and keeps a long-term perspective. Organises and prioritises activities in an efficient way. Sets up and meets deadlines.

Self-propelled:

Takes initiative and responsibility for the tasks, structures the approach on her/his own and drives the processes further independently.

Strategic:

Thinks strategically and has a broad perspective on issues. Looks at the long-term significance of things and further consequences and adapts their actions to this.