

Job description – Nomination Committee

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

1. Responsibilities

The Nomination Committee's tasks are to instigate and administer the election of the Board, Presidium and Operations Auditors.

The Nomination Committee shall also:

- 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 Auditors
- Handle and prepare all the obtained nominations/applications
- Actively seek suitable candidates for the aforementioned positions
- Give its recommendation to the Annual Meeting for the election of the Board, Presidium and Operations Auditors.

2. Composition

The Nomination Committee shall consist of: one representative nominated by each student association¹, a representative nominated by Jönköping Student Union Board but 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 31st June. The Nomination Committee is elected at Jönköping Student Union's Annual Meeting.

Recommended requirements are to possess a good knowledge of Swedish and English, spoken and written.

3. Procedural requirements

1. **Investigate:** Discuss with the board and other officials to obtain facts, comments and suggestions. Remember to ask about future plans, upcoming changes in the by-laws etc. leading to new needs that can otherwise influence elections.
2. **Analyse:**
 - 1) **Determine the starting position.** Who leaves? Who remains for another year? Who will re-apply? Who is no longer suitable/fit for the position or has been in the position for too long?
 - 2) **Clarify what positions and functions will become vacant.**
 - 3) **Establish requirement profiles.** What kind of person(s) will be needed and what characteristics and skills they need as individuals or as a group?

¹ With student associations referred to the Student Union and Jönköping University approved student organizations: JSA, HI TECH, LOK and Hälsosektion employed at each school with student union issues and contractually tied to the Student Union.

3. **Seek suggestions** for suitable candidates from the members. The Nomination Committee can also propose their own candidates.
4. **Check candidates:** Make a list of all proposed candidates. Make sure that everyone is a genuine candidate. Interview the candidates if necessary.
5. **Analyse the candidates'** strengths and weaknesses and compare with the requirement profiles.
6. **Select the most appropriate.** Make sure that the proposal is balanced. Write a motivation for each of them.
7. **Give your proposal** to the annual meeting. Motivate and justify it.

4. Work process

A well-functioning Nomination Committee is actively working throughout the year. As soon as possible after it has been appointed should they meet to discuss how the work before the next annual meeting shall be carried out. What choices are relevant, how to obtain the information about how the work functions and how to reach out to members to gather nominations for the various posts to be filled. It is important for a Nomination Committee to know how the organization works and how it is built and to have a wide network of contacts among members which is also desirable of the committee members as well.

During the year, the Nomination Committee prepares elections and bi-elections for the Student Union when needed. The Student Union Board has the opportunity to temporarily fill vacant posts in the Student Union until the Annual Meeting is able to do so.

It is the responsibility of the Nomination Committee to adopt an internal working process where aspects such as education field, experience and interests are taken into consideration during the nomination process. The Nomination Committee shall handle and prepare all received nominations as well as actively search for suitable candidates. One way to obtain the information about the various items to be added is to ask to have all board meeting protocols, to attend board meetings, interviewing individuals with positions of trust within the Student Union but also try to spend time with the presidium in their daily work.

The Nomination Committee shall have access to all job descriptions to be able to question people about the Student Union's mission. They shall also inform that all elected officials must share the goals and direction Jönköping Student Union pronounce in the by-laws, opinion documents and the operational plan.

All personal information handled by the committee regarding any candidates must remain confidential and handled in a secure manner.

The Nomination Committee shall interview all applicants and maintain the highest level professionalism during the interview, but also after when discussions about the candidates take place.

The Nomination Committee shall submit to the Annual Meeting its recommendation of the Board, Presidium and Operational Auditors. The Nomination Committee's recommendation and justification shall be recorded.

5. Set times

No later than four weeks before the annual meeting shall calling of vacant board seats happen.

No later than two weeks before the annual meeting shall the application be in the committees' possession.

6. 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.