

## **Work description - Operations Auditor**

### **1. Responsibilities**

Jönköping Student Union's (JS) Operations Auditors shall continuously monitor JS activities and also suggest measures for improvement.

The Operations Auditors shall write an annual report, which should also include a management report. The Annual Report shall be handed to the JS Board no later than three months after coming fiscal year (provided that the activity report is submitted to the Operations Auditors three months before that it should be JS board provided).

### **2. Composition**

The Operations Auditors consists of two students at Jönköping University who are elected by the Annual Meeting. Operations Auditors appoint, between themselves, one person for coordinating their mission/goals and to adapt it to the budget approved by the annual meeting.

### **3. Approach**

Validation is done by tracking and monitoring Presidium decisions and executive orders, review of meeting minutes and annual reports. Special attention should be given to JS by-laws when conducting any validation.

- The Operations Auditors shall be present at JS board meetings and other student-related gatherings. The Operations Auditors shall also participate in the annual meeting and other meetings that are relevant to information retrieval. The operation auditors are constantly co-opted by JS board meetings and have the right to speak.
- The Operations Auditors shall evaluate the degree of effectiveness and consequences of the organisation based on business plan, annual report, by-laws and opinion document.
- The Operations Auditors must also be able to make observations question when violations of the by-laws are suspected.

### **4. Qualifications**

The Operations Auditors must be students at Jönköping University when their assignment begins, and it is an advantage to have been active in the Student Union.

The Operations Auditors must have a good understanding of JS and its mission, how student politics work and the prevailing legal scope about student related issues.

The Operations Auditors may not be a board member or member of another board within Jönköping University.

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

## **5. Handover**

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