

Job description - Board

The Board is Jönköping Student Union executive body and the highest decision-making body between the annual meetings. The Board is obliged to follow the instructions and directives in the by-laws, opinion document and operations plan set out by the annual meeting. The Board is responsible for drawing an operational plan the coming fiscal year and to deliver an annual report after completion of the term of office.

A member of the Board is expected to, be in addition to the specific requirements and participation at board meetings, help where it is needed in the organisation. This may include assisting with major events and to represent the Student Union where it could be considered important.

Invitation with agenda and meeting related documents shall be sent at least one week before any monthly meeting.

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

I. Positions and responsibilities

I.1 The Board

In accordance with the Student Union's by-laws, the Board manages the activities of Jönköping Student Union based on operations plan and decisions approved at the annual meeting.

The Board's main responsibilities and tasks are:

- Prepare matters to be at the annual meeting.
- Provide opinions regarding the annual meeting filed motions and interpellations.
- Establish a draft agenda for the annual meeting.
- Prior to the annual meeting bear responsibility for the Student Union's finances.
- Execute the decisions made at the annual meeting
- Establish a draft budget.
- Create annual reports and associated financial accounting.
- Designates of the by-laws enshrined executives.
- Hire and dismiss employees of the Student Union within the framework of the established budget and create job descriptions for employees' duties and be responsible for their work.
- Officiate the elections that are not listed in the by-laws.
- Establish an plan for the Student Union's operations.
- Institute and issue guidelines for the Student Union's committees.
- Exercise the powers which rests with the Board as stated in the by-laws when required.
- Hold a founding meeting for the newly elected Board no later than 30th June. At this meeting only signatories, the delegation of authority and the executive board instructions can be decided.

1.2 President

The President of the Board has ultimate responsibility for, and leads, the activities of the Board. The President of the Student Union is always directs the Board's work and is responsible for ensuring that the Board meets its statutory mandate. Together with the Administrative Manager (authorized signatory,) the President ensures that the by-laws, opinion document and operational plan are followed and that meetings are held regularly and when needed.

The President's responsibility and duty is to:

- Write the board meeting summons and agenda together with the secretary.
- Summon the Board.
- Lead the Board meetings and ensure that protocols are implemented.
- Ensure that decisions made on various issues are executed in a strategic and tactical manner.
- Keep themselves and the Board informed of what is happening within the Student Union.
- Keep themselves and the Board informed of the Student Union's financial situation.
- Ensure that the Board agrees on transparency towards Student Union members.
- Together with the Board prepare the summons for the annual meeting.

1.3 Secretary

The Secretary keeps minutes of all board meetings. The Vice President of the Student Union is always the secretary of the Board and is also responsible for ensuring that protocols are adjusted and archived in time. Summon the Board to a meeting by the date requested by the President.

The secretary's role is to:

- Together with the President write the summons for board meetings and other meetings as well as circulating the summons to the: board members, alternates, and others invited.
- Write the minutes of board and other meetings.
- Circulate the protocol to all meeting participants.
- Participate in board and other meetings with the Board members to consider all matters within its remit.
- Remain responsible for the revised protocol circulate to Board members and other interested parties (delegates and others invited) within four weeks and that it should be attached to the documents before the next board meeting.

1.4 Member of the Board

The Board is elected at the annual meeting and consists of the following representatives:

- A student from each faculty school at Jönköping University.
- An Alumni from Jönköping University
- A PhD student from Jönköping University.
- Three externals.

Regular board members' responsibilities are:

- Responsible of the overall areas in accordance with 1.1 of this document.
- Together with the President and the Secretary be decision makers and drive the Student Union forward within the Jönköping Student Union by-laws, opinion document and operations plan.