

Role Description: **President**

Mandate Period

The position is a full-time remuneration with a mandate period from 1st of July to the 30th of June. You are expected to be available for a handover immediately after the Annual General Meeting, the handover can be adapted to your studies but in June you are expected to be fully available for the handover. You will receive remuneration for the handover in June.

Job Description

The President's work is varied and has a wide range of tasks, everything from replying to an email from a student, setting the next meeting agenda for board meetings, representing the Union on a national level or develop the internal organization from a strategic point of view.

Some of these tasks are tied to the position of the President itself, but the President is also part of the JSU Presidium. The JSU Presidium comes with its own responsibility, tasks, and most importantly, has formal decision power.

The Presidium is the highest decision-making body in the daily operations and has the right to delegate tasks to the rest of the organization if it does not contradict a board or annual meeting decision. In other words, neither the President nor the Vice President has the sole authority to take major decisions in the daily operations on their own. They must make decisions together and following this, it is crucial that the President and Vice President inform each other, as the presidium has the responsibility to have well-founded arguments for their decisions.

The Presidium shall work for the overall benefit of the members and represent their opinions as well as provide for their needs without personal bias or prejudice.

Below you find a list of the tasks and responsibilities which the President shares as part of the Presidium with the Vice President and the position-specific tasks and responsibilities. The tasks and responsibilities of the Presidium can be divided between the two members. The potential division is up to the Presidium to decide in unison and can be adapted over a year to the changing circumstances.

The explanations only serve as an insight into the individual task or responsibility and are not an exclusive list. More information on the exact execution of tasks is given in the handover.

Tasks as the Presidium	Descriptions
<p>Represent the student voice as expressed by the Annual meeting and the JSU Board.</p>	<p>Represent the organization in formal and informal contexts such as speeches, interviews, media participation, articles. This may be done individually or together as the Presidium.</p> <p>Be available for individual students to be able to get an understanding of their opinions.</p> <p>The Presidium, either together or individually, will need to take initiative to seek out the relevant persons both at JU and externally to represent and lobby for different questions.</p> <p>JSU has the right to permanent seats at several councils and committees at JU, such as the Foundation board, JU Executive team, SRU, SRSS and NUF and these are divided up between the two members of the Presidium.</p>
<p>Be the JSU Boards representatives in the daily operations.</p>	<p>Informing the rest of the organization about the JSU Boards decisions.</p> <p>Continuously informing the JSU Board of the organizations progress in terms of achieving the plan of operations, budget and other set tasks or goals as well as advising the JSU Board of actions/measures to take to achieve the set goals and tasks.</p> <p>Continuously informing the JSU Board of the general state of the internal organizations.</p>
<p>Responsible for executing the strategic organizational development of JSU as decided by the JSU Board.</p>	<p>There is not a set number of task but can for example include planning, creating, or updating documents, lead team developments, developing processes or implementing new processes.</p>
<p>Responsible for monitoring and coordinating the student politics and activities at a national level.</p>	<p>Stay informed of the politics that may affected the student-life, stay informed of SFS operations, and actively participate at SFS meetings to bring forward the opinions of JU students.</p>
<p>Responsible for monitoring and coordinating the student politics and activities at the local level.</p>	<p>Manage and gather information from the Student Question committees and Management Team and bring forward to JU.</p>
<p>Staff responsibility for the Chancellery Manager.</p>	<p>Includes a follow-up on the persons work conditions and other staff related questions as well as their performance.</p>

Participate in marketing	Efforts regarding recruitment such as pictures, video and being present at study-social activities, annual meeting and general marketing of the board and the presidium.
Tasks as the President	Descriptions
Chairperson of the JSU Board.	<p>Preparing matters for the board meetings, gathering information for the board, following-up on the plan of operations and budget, support the individual board members, lead the board meetings.</p> <p>To plan and lead the preparations for the Annual Meeting, which in turns include for example to write a new plan of operation and budget and determine if any other propositions shall be written.</p>
Main responsibility over the JSU generals	Following up on their work conditions and other staff related questions as well as their performance.
Contact person for the collaboration between Jönköping University and JSU.	Participate in different meetings from JU and continue the dialogue with the JU President.
Responsible for one Student Question.	Working with one of the student questions: work environment, equal opportunities, accommodation, or sustainability. Which of these questions are coordinated once all JSU Generals are elected.
Responsible for upholding the continuity in JSU by performing a thorough handover to the next president.	Documenting yours and the organization work such as completed projects, achieve goals, the organizational state, the relationship with JU and anything else that the next president can benefit from knowing.

Qualifications

The most important thing is to have an interest in developing JSU as an organization, developing student life in general, and an interest in learning new things.

Requirements

- Good knowledge of English both spoken and written.
- You must be a student when you apply unless you currently hold a remunerated position within JSU.

Commendable

- Been involved in the student life on campus, such as being part of an association board, committee, or project group, for at least one year, more than one year is preferred.
- Previous leadership experience is an advantage.
- Good knowledge of Swedish both spoken and written.

Personal Requirements

These are the skills that will help you in your role as the President, and which you should have an interest in developing further.

Self-propelled:

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

Structured:

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

Strategic:

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

Collaborative:

Works well with other people. Creates contacts and maintains relationships. Listens, communicates, and resolves conflicts in a constructive way.

Leadership:

Leads, motivates, and provides others with the conditions required to effectively achieve common goals. Coordinates groups and follows up on the work of others.