

## Role Description: **JSU Board (Student Representatives & Alumni)**

### Introduction

The JSU Board is the highest decision-making body between Annual General Meetings and is in short responsible for ensuring that JSU achieves the goals and tasks set by the Annual General Meeting. In other words, this means that the JSU Board follow-up on and potentially assist the staff, remunerated and volunteers' performance and is responsible for ensuring that the same has the best possible conditions to work efficiently and perform at a high quality.

### Tasks and responsibilities

To see the individual board members' tasks and expectations see "Rules and Procedures of the Board".

Tasks	Descriptions
Responsible that the decisions made by the Annual Meeting get carried out and responsible for the strategic development of the organization.	Follow-up on performance and the conditions of the organization, taking decisions according to the current circumstances, and coming up with suggestions to ensure the goals and tasks are achieved.
Establish a Plan of Action.	Approving the Plan of Actions which in essence means deciding which areas should fall under the employees and which are under the remunerated. The remunerated can choose which area they wish to work with, from the assigned areas.
Establish internal documents and processes.	Reviewing internal processes and documentation and ensuring that they are up to date and are a help to the organization.
Assisting the union when needed.	Be able to help and assist remunerated and employees when available and interested in doing so.
Assisting the Presidium during the kick-off period.	Helping prepare tents, being present in the kick-off lounge, and representing JSU and the Board during different kick-off activities according to a set schedule, which is adjusted according to the individual academic schedule.
Representing the Student Union in relevant contexts.	There might be occasions when the JSU Board is expected to be present or JSU needs representatives, and the Presidium is unavailable in which case the JSU Board members are asked to be present.

Elect the Project leader and perform by-elections.	Preparing for each election and participating in marketing efforts where relevant.
Participate in marketing.	Efforts regarding recruitment, annual meetings, general marketing of the board, and the union.
Responsible for the Student Association contracts.	Reviewing and suggesting updates if deemed needed in relation to the contracts JSU has with each of the four student associations.
Responsible for upholding the continuity in the organization by performing a thorough handover to the Board.	This includes documenting the position and the organization's work such as completed projects, achieved goals, the organizational state, the relationship with JU, and anything else that the next board can benefit from knowing.

### **Annual General Meeting tasks**

The JSU Board is responsible for preparing matters for the Annual General Meeting and this includes:

- Write and present the Annual Report
- Write and present the interim report
- Write and propose Plan of Operation
- Propose a budget
- Write propositions if deemed necessary

The JSU President oversees planning and leading these preparations, however, each board member is expected to participate, and it is the JSU board who approves the meeting documents and proposals.

### **Composition and mandate period**

The JSU Board consists of a total of 8 members.

- JSU Student Representatives (5)
- JSU Alumni
- JSU President
- JSU Vice-President

The mandate is from 1<sup>st</sup> July to 30<sup>th</sup> June with a handover period in May and June starting after the Annual meeting. The current board is responsible to provide the next board with a handover.

### **Qualifications**

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

## **Formal Requirements**

- Good knowledge of English both spoken and written.
1. All current students that will remain students for the duration of the operational year of their mandate can apply for a student representative position. Note that you must be onsite for the majority of the school year in order to be eligible.
  2. Only graduating students or students who have graduated can apply for the alumni position.

## **Commendable**

- Been involved in the student life on campus, such as being part of an association board, committee, or project group is an advantage.
- Previous experience of board work or strategic work is an advantage.

## **Personal Requirements**

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

### **Curious:**

Interest in learning new things and looking for knowledge on their own initiative.

### **Self-propelled:**

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

### **Collaborative:**

Works well with other people. Listens communicates and resolves conflicts constructively.

### **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.