

Role description

# **JSU Board**

## 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 task set by the Annual General Meeting. In other words, this means that the JSU Board follow-up on the staff, remunerated and volunteer's performance and are responsible for ensuring that the same have 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	Description
Responsible that the decisions made by the Annual Meeting get carried out and responsible for the strategic development of the organisation.	This includes follow-up on performance and the conditions of the organisation and take decision according to the current circumstances to ensure the goal and task are achieved.
Establish a Plan of Action.	This includes approving the Plan of Actions which in essence means deciding over who of the employees and remunerated shall do what in the Plan of Operations.
Establish internal documents and processes.	This includes reviewing internal processes and documentation and ensure that they are up to date and are a help to the organisation.
Assisting the Presidium during kick off period.	This includes helping preparing tents, being present in the kick-off lounge and represent JSU and the Board during different kick-off activities according to a set schedule, which are 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	This includes preparing for each election and participate in marketing efforts where relevant.
Participate in marketing	This includes efforts regarding recruitment, annual meeting and general marketing of the board.

Responsible for the Student Association contracts.	This includes 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 organisation by performing a thorough handover to the board.	This includes documenting your and the organisations work such as completed projects, achieved goals, the organisational 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 is in charge of planning and leading these preparations, however each individual board member is expected to participate and it's the JSU board who approves the meeting documents and proposals.

### **Composition and mandate period**

The JSU Board consist of a total of 11 members.

There is one position for each faculty which only students from that faculty can apply for.

- These positions are elected at the corresponding student association spring bi-annual. For example, the JTH representative is elected at HI TECH:s bi annual. See the campaigning websites for more information on when and where to apply.

There are three positions open for anyone to apply.

There is one position for an alumni of JSU to apply.

There is one position called JU-representative for which JU appoints a person among its staff.

The mandate periods vary for each position, see the current By-laws for the mandate periods.

## **Qualifications**

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

### **Formal Requirements**

- Very good knowledge of English both spoken and written
- You must be a student when you apply to the student representative positions.
- You may not be a student at JU when the mandate starts when applying for the JSU alumni.

### **Meritorious**

- 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 which will help you in your role as a board member, and which you should have an interest in developing further.

#### **Curious:**

Interest for learning new things and looking for knowledge on her/his own initiative.

#### **Self-propelled:**

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

#### **Collaborative ability:**

Works well with other people. Relates to them in a responsive and smooth way. Listens, communicates, and resolves conflicts in a constructive way.

#### **Strategic:**

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