

# Role Description

# **Nomination Committee**

Revised:

2015-03-27

2019-09-10

2021-03-29

## **Introduction**

The Nomination Committee is the Jönköping Student Union body that handles and prepares all the elections that are held during their mandate period. The nomination committee's most important task is to nominate candidates for the Annual General Meeting or the JSU Board.

## **Tasks**

The Nomination Committee shall prepare the election of:

- the President.
- the Vice President.
- the three regular Board members and the JSU Alumni.
- the Operations Controllers.
- the Nomination Committee.
- the Project Leader.
- vacant positions after the annual meeting.
- the committee are together responsible to provide the next nomination committee with a handover.

Prepare elections includes:

- Determine the interview questions and structure of interviews.
- Interview all candidates.
- Call references.
- Actively seek suitable candidates for the positions.
- Decide upon and give a recommendation to the Annual General Meeting or the Board.

## **Composition and mandate period**

The Nomination Committee shall consist of one representative from each faculty and one representative from Jönköping Student Union (JSU), in total 5 members.

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.

## **Qualifications**

The most important thing is to have an interest for developing JSU and the student-life by being part of the process of electing the students who will work for developing the campus 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.

## **Meritorious**

- It is an advantage to have personal experience of the Student Union.
- Previous experience of recruitment is an advantage.

## **Personal Requirements**

### **Curious:**

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

### **Structured:**

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

### **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.