

## Role Description: **Vice-President**

### **Mandate Period**

The position is a full-time remuneration with a mandate period from 1<sup>st</sup> of July to the 30<sup>th</sup> of June. You are expected to be available for a handover immediately after the Annual General Meeting, the handover is 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 Vice Presidents' work is varied and has a wide range of tasks, everything from solving student cases and assisting the education committees, to representing the Union on a national level to develop the educational question from a strategic point of view.

Some of these tasks are tied to the positions of the Vice President itself, but the Vice President is also part of the JSU Presidium which comes with its own responsibility, tasks, and most importantly, it is as part of the Presidium where the Vice President 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 as long as it does not contradict a board or Annual Meeting decision. In other words, neither the President nor Vice President has the sole authority to take major decisions in the daily operations on their own. They must take decision together and following this, it is crucial that the President and Vice President informs 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 task and responsibilities the Vice President shares as part of the Presidium with the President and the position-specific task and responsibilities. The task 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	Description
<p>Represent the student voice as expressed by the Annual Meeting and the JSU Board.</p>	<p>Represent the organisation 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 organisation about the JSU Boards decisions.</p> <p>Continuously informing the JSU Board of the organisations 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 organisations.</p>
<p>Responsible for executing the strategic organisational 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.
<b>Tasks as the Vice President</b>	<b>Description</b>
Vice Chairperson of the JSU Board.	Preparing matters for the board meetings, gathering information for the board, following-up on the plan of operations and budget.  Lead the Board meetings when the president is absent.
Educational representation and development	Representing the student voice on the highest levels of education questions of JU. This includes lobby for improvements, investigate, plan, and execute development within the education field.
Substitutes for the President.	The Vice President steps in when the President is absent from meetings where the student representation is of great importance.
Responsible for upholding the continuity in the organisation by performing a thorough handover to the next vice president.	Documenting your and the organisation work such as completed projects so that ideas are not lost and so they can serve as inspiration for future students.

## **Qualifications**

The most important thing is to have an interest in developing JSU and the student life from an educational perspective as well as a general and an interest in learning new things.

## **Formal 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 experience with educational questions is an advantage.
- Previous leadership experience and personnel management 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 Vice President, and which you should have an interest in developing further.

### **Curious:**

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

### **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 ability:**

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.