

Board Positions in ESN Linköping Business Year 17/18

All of the below mentioned board positions will write a post testament to their successor and share it with all new board members. Resigning board member are expected to remain available for questions and advice for at least six months but no more than twelve months after their resignation. In addition to the post specific tasks, each board member is responsible for a number of activities per semester.

Post Descriptions

President

- Summons to board meetings and is responsible for the agenda to be sent out to the board members.
- Is the regular meeting chairman, and shall when indisposed inform the Vice President beforehand.
- Represents the organization to external parties.
- Is the signatory power together with the Treasurer.
- Responsible for providing the board with revised statutes and guidelines.
- Composes the business plan and annual report for the annual meeting.
- Works to enhance good work spirit within the Board.
- Responsible for the contact with the International Office at Linköping University.
- Responsible for the development of the Board and the board members through workshops and other activities.
- In charge of planning the hand over between the current and the new board in order to facilitate knowledge transfer, together with Vice president and Human Resources manager.
- Is ultimately responsible for coordinating the ESN Linköping events.

Vice President/Local Representative

- Replaces the President when (s)he is unable to perform his/her tasks.
- In agreement with the President supports the President in all of his/her tasks.
- Work continuously on keeping the statutes and guidelines of ESN Linköping updated and correct.



- Answers, and forwards to the concerned members of the board, the emails that ESN Linköping receives from the contact form on the website and to esnlinkoping@esnsweden.org.
- Responsible together with the President for developing the Board and the Board members through workshops and other activities.
- Acts as Local Representative and is the link between ESN Linköping and the national and International ESN Network. This include attending meetings at different levels of the network and, wherever possible, attend conferences, such as the National Platforms, within the network.
- In charge of planning the hand over between the current and the new board in order to facilitate knowledge transfer, together with President and Human Recourses manager.

Treasurer

- Proposes a budget for each semester.
- Provides a follow-up for each budget on a Board Meeting and the annual meeting respectively.
- Provides information regarding the financial state to the Board when needed.
- Accountable for book keeping and accounts receivable.
- Responsible for the cash management for the Association.
- Responsible for concluding the financial year with a statement of financial position and an income statement.
- Responsible for approving or denying budgets for upcoming events, created by board members.

Secretary & Movi'n Europe Coordinator

- Writes protocols during the ESN Linköping board-meetings and provide these to the Board members.
- Responsible for making the old protocols available both digitally and in paper.
- Organizes the Google Drive account and make sure that all the relevant documents can be find there.
- Reminds the board to write activity testaments after every activity.
- Movi'n Europe Coordinator. Shall organize events according the international project Movi'n Europe guidelines.
- Economy assistent. Help the treasurer with basic duties, as eg. filling out the outcomes.



Quartermaster & Social Erasmus Coordinator

- Responsible for ESN Linköping's properties.
- Responsible for the section room; ensure it is staffed during office hour and has a comfortable environment.
- Responsible for the storage room and conducts an inventory check at the end of the year.
- Responsible for ordering and selling overalls as well as organizing the overall premiere in the beginning of the semesters.
- Responsible for painting the ESN Linköping logo in Märkesbacken.
- Order items for ESN Linköping.
- Responsible for gyckel practises.
- Working to keep in touch with LiU, authorities and ESN's national and international SocialErasmus-coordinators regarding the ongoing SocialErasmus work.
- Responsible of continuously organizing SocialErasmus activities.
- Working to find opportunities to develop SocialErasmus in its three areas; education, charity and environment.
- Is responsible for SocialErasmus and for creating at least one SocialErasmus activity per semester.

Buddy Coordinator

- Matches the Swedish Buddy Students with the international students using the Buddy Student matching program.
- Will be the contact person regarding the Buddy Student system and Buddy program.
- Responsible for organizing a Buddy kick-off in the beginning of each semester.
- Informs the Buddy Students about the Buddy program.
- Is the president of the Buddy Committee (BC).
- In charge of recruiting swedish Buddy Students, and international students, for the committee, and together with them make events for the Buddy Students.

Public Relations

- Main responsible for the marketing of ESN Linköping at LiU in Linköping and Norrköping. Is also responsible for the promotion of ESN Linköping through social media.
- Responsible for promoting the recruitment of new board members.
- Makes sure that promotional material is available for the organization, including designing new promotional material, e.g. posters and flyers.



- Responsible for ordering ESN Linköping patches.
- Responsible for signing up the organization for student fairs such as Kalas, TEAM and LARM.
- Update ESN Linköping's group and Facebook page, ensure that all relevant information, such as events, are uploaded.
- Makes sure that the rules concerning the organization's Facebook group and page are followed.
- Has regular meetings with the Webmaster and External Relations discussing promotion of partners, events and other similar business.
- Together with External Relations and PR responsible for keeping the Survival Guide updated.

Webmaster & Sea Battle Coordinator

- Responsible for keeping the ESN Linköping webpage updated and running.
- Contact person for IT-related questions.
- Responsible for the domain esnlinkoping.org.
- Responsible of the membership register of ESN Linköping.
- Has regular meetings with PR and External Relations discussing promotion of partners, events and other similar business.
- Together with External Relations and PR responsible for keeping the Survival Guide updated.
- Responsible for the survey management of the events created by the organization.
- Is the Local ESN Sea Battle Coordinator, which includes being responsible of all planning regarding the local part of the ESN Sea Battle. The ESN Sea Battle is organized by ESN Sweden and is a three day party cruise on the Baltic Sea.

Welcome Period Coordinator

- In charge of the Welcome Period during both fall and spring semester. This includes planning and booking activities, premises etc. that are going to be used during the Welcome Period well in advance.
- In charge of delegating responsibilities to other board members and the Activity Committee during the Welcome Period.
- In charge of the contact with the International Office during the Welcome Period and its activities.
- Present during the Welcome Period.
- In charge of the official welcoming for the international students and main ESN responsible representative during the orientation program and the Welcome Fair.



Human Resources Manager & ExchangeAbility Coordinator

- In charge of planning and carrying out activities for both the board and all the committees, such as kickoffs, team buildings and workshops with the purpose of creating a good atmosphere.
- Responsible for the international project ExchangeAbility by working together with the university and raise awareness of mobility for students with disabilities.
- Is responsible for creating at least two ExchangeAbility activities per semester.
- Attending the international ExchangeAbility Coordinators Meeting.
- In charge of planning the hand over between the current and the new board in order to facilitate knowledge transfer together with President and Vice president.
- Is the president of ESN:s nomination committee that is responsible for nominating the next Board.
- In charge of contact with the Alumni Network, and organize an alumni event every semester.

External Relations

- Responsible of getting sponsorship money for the Welcome Period throughout the semester.
- Main responsible of maintaining and acquiring partners and sponsors with the aim of caring for the interests of the members of ESN Linköping.
- Responsible for the contact with Scanbalt, and communication regarding the trips ESN Linköping offer.
- Responsible of all contracts that ESN Linköping sign with companies, organizations and authorities.
- Responsible of providing the board members with the contracts of ESN Linköping.
- Responsible for activities are carried out according to existing contracts.
- Has regular meetings with PR and Webmaster discussing promotion of partners, events and other similar business.
- Together with Webmaster and PR responsible for keeping the Survival Guide updated.

Activity Committee Coordinator

- Is the president of the Activity Committee.



- Acts as the link between the Activity Committee and the board. Has regular meetings with the Activity Committee during which activities are planned together.
- Appoints responsible individuals within the Activity Committee for the activities which will be held each semester.
- Appoints and recruits Activity Committee for the semester or the entire year (can add more members if needed but they require specific roles).
- Responsible for Language cafe, sports cafe and Liu world cup together with assigned committee member.

Apart from these positions the ESN Linköping board has another member: The Party Committee Coordinator, who is recruited together with the Party Committee in February. This is to give the PC the time they need to make the ESN Linköping kravall Intervallen the best it can be.

