



ROLE DESCRIPTIONS



Föreningen Ekonomerna STOCKHOLMS UNIVERSITET

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This is a translation of Föreningen Ekonomerna's Swedish policy "Befattningsbeskrivningar". In case of ambiguity in matters of dispute, the Swedish version shall always apply.

PRESIDENT

Internal

The President shall both summon and preside Board meetings.

The President shall summon Association meetings.

The President has the ultimate responsibility for coordination and execution of work done by the Board.

The President is one of Föreningen Ekonomerna's two signatories, which means that the President shall negotiate and sign agreements on behalf of the Association with full authorization from the Board and in association with the other signatory appointed by the Board.

The President shall, together with the Vice President and Second Vice President as well as the Treasurer, pay particular attention to the monitoring of budgets and work programs to ensure that they are followed.

The President shall, together with the Vice President and Second Vice President, ensure compliance with Föreningen Ekonomerna's Statutes and policies, as well as ensuring that they are updated and relevant.

The President shall exercise other Board member powers if need be.

The President has ultimate responsibility for recruitment and employment within Föreningen Ekonomerna.

The President shall, in the capacity as Head of Personnel, conduct a performance review with all Board members and employees at least once per term.

The President shall give certificates to the Board, Chair of committees, project managers and other persons he/she sees fit to do so.

The President shall ensure that the annual report is written by all Board members.

The President shall document his/her work in a suitable way so as to ensure that the handover to his/her successor and succeeding Board goes as smoothly as possible.

The President shall work to ensure that there is a real handover of all positions at the Board. This shall take place in accordance with the recommendations and framework stipulated in *Manual 65*.

The President ensures, together with the Second Vice President, that there is a Grand meeting between the Board and the Operational Management Team at least once per term.

The President ensures, together with the Second Vice President, that an active meeting takes place at least once per term.

The President shall first and foremost give priority to Föreningen Ekonomerna's own arrangements and shall participate in as many events as possible.

The President is the main contact person in the Board for Ekonomernas Dagar.

External

The President is, together with the Vice President, the spokespersons for Föreningen Ekonomerna externally.

The President shall, together with the Vice President, ensure and support cooperation with Stockholm Business School, other student associations and unions. The President should therefore visit other associations and unions during the year.

The President represents, together with the Vice President and the Head of Corporate Relations, Föreningen Ekonomerna on the Council, which is a cooperation platform between Föreningen Ekonomerna and Stockholm Business School.

The President sits as student representative on Stockholm Business School's Institutional Board.

The President is responsible for that he/she inform about Föreningen Ekonomerna's activities at the institutional board meetings at least once per fiscal year.

The President is Föreningen Ekonomerna's representative at ceremonial events and holds speeches at dinners, inaugurations and such like, as well as presenting gifts to other associations and bodies.

The President represents Föreningen Ekonomerna in the U9-cooperation.

The President shall collect questions from the Board before U9-conferences, as well as debrief on the following Board meeting regarding the main points of the conference.

The President shall, together with the Vice President, be present as Föreningen Ekonomerna's representatives at Stockholm university's graduation ceremonies as far as possible.

The President shall make sure to maintain good and regular contact with other faculty associations at Stockholm university as well as with Stockholm University's student union.

The President represents Föreningen Ekonomerna at Nobel Prize ceremonies and related obligatory representation events.

Language

The president shall be fluent in Swedish.

The president shall be fluent in English.

VICE PRESIDENT AND HEAD OF EDUCATION

Internal

The Vice President and Head of Education shall when necessary stand in for the President.

The Vice President and Head of Education shall be able to take responsibility for managing work groups within the framework of the Board's scope of activity if need be.

The Vice President and Head of Education shall, together with the President and Second Vice President, ensure compliance with Föreningen Ekonomerna's statutes and policies, as well as ensuring that they are updated and relevant.

The Vice President and Head of Education shall, together with the President, Treasurer and Second Vice President, pay particular attention to the monitoring of budgets and activity plans to ensure that they are followed.

The Vice President and Head of Education shall exercise other Board member powers if need be.

The Vice President and Head of Education have ultimate responsibility for education in Föreningen Ekonomerna.

The Vice President and Head of Education is responsible for national education questions and shall convoke meetings concerning this if need be.

The Vice President and Head of Education is the main contact person at the Board for the Education Committee.

The Vice President and Head of Education is responsible for the Education Committee's strategic planning in collaboration with its Chair and Vice Chair, which implies close collaboration with the Education Committee.

The Vice President and Head of Education shall work closely with all components of Föreningen Ekonomerna such as committees and projects. This happens best by means of active participation at committee meetings.

The Vice President and Head of Education shall document his/her work in a suitable way so as to ensure that the handover to his/her successor and succeeding Board goes as smoothly as possible.

External

The Vice President and Head of Education is, together with the President, Föreningen Ekonomerna's spokespersons.

The Vice President and Head of Education shall, together with the President, ensure and support cooperation with Stockholm Business School, other student associations and unions. The Vice President and Head of Education should therefore visit other associations and unions during the year.

The Vice President and Head of Education, together with the President and Head of Corporate Relations, represent Föreningen Ekonomerna on the Council, which is a cooperation platform between Föreningen Ekonomerna and Stockholm Business School.

The Vice President and Head of Education sit as ordinary student representatives on Stockholm Business School's Institutional Board and Board of Education.

The Vice President and Head of Education represent Föreningen Ekonomerna in U9-cooperation.

The Vice President and Head of Education shall open U9-conferences, convey any questions from the Board and Education Committee as well as debrief the Board and Education Committee on the main points of the meeting.

The Vice President and Head of Education shall, together with the President, be present as Föreningen Ekonomerna's representatives at Stockholm university's graduation ceremonies as far as possible.

The Vice President and Head of Education shall strive to maintain good and regular contact with other faculty associations at Stockholm university as well as with Stockholm university's student union.

The Vice President and Head of Education shall, two weeks before each meeting with Stockholm Business School's Board of Education, together with the Chair of the Education Committee, hold a meeting with the Director of Undergraduate Studies to discuss current education questions within the Institution.

The Vice President and Head of Education holds the role as Equal Opportunities Officer at Stockholm Business School and can delegate this and/or share this role with one or more persons who have been appointed by the Education Committee.

Language

The Vice President and Head of Education shall be fluent in Swedish.

The Vice President and Head of Education shall be fluent in English.

SECOND VICE PRESIDENT AND HEAD OF INTERNAL COMMUNICATION

The Second Vice President and Head of Internal Communication shall when necessary stand in for the President and Vice President.

The Second Vice President and Head of Internal Communication shall, together with the President and Vice President, ensure compliance with Föreningen Ekonomerna's statutes and policies, as well as ensuring that they are updated and relevant.

The Second Vice President and Head of Internal Communication shall, together with the President, the Vice President and Treasurer, pay particular attention to the monitoring of budgets and activity plans to ensure that they are followed.

The Second Vice President and Head of Internal Communication, shall, together with the Treasurer, verify that the Committees respects their respective established budget for their operating activities.

The Second Vice President and Head of Internal Communication shall be able to take responsibility for managing work groups within the framework of the Board's scope of activity.

The Second Vice President and Head of Internal Communication has the primary duty to work towards integration between the association's committees, clubs and stand-alone projects.

The Second Vice President and Head of Internal Communication has ultimate responsibility for the study social pillar in Föreningen Ekonomerna.

The Second Vice President and Head of Internal Communication is responsible for Föreningen Ekonomerna's internal relations and functions as a link between the Board and the Operational Management Group.

The Second Vice President and Head of Internal Communication is the coordinator for the Operational Management Group and shall regularly summon all committee Chairs to Operational Management Group-meetings.

The Second Vice President and Head of Internal Communication is responsible for ensuring that the Operational Management Group is well acquainted with the Association's operations by making sure that relevant and meaningful internal and handover workshops are arranged every semester.

The Second Vice President and Head of Internal Communication shall manage recruitment of project managers for stand-alone projects or Chairs of clubs if the project or club is completely new in Föreningen Ekonomerna.

The Second Vice President and Head of Internal Communication is responsible for issuing Certificates to committee Chairs within his/her respective area of responsibility as well as to project managers of stand-alone projects and active Faddrar in Fadderiet.

The Second Vice President and Head of Internal Communication is the main contact person at the Board for the Social committee, Event committee, Sports committee and Fadderiet.

The Second Vice President and Head of Internal Communication ensures that the strategic planning of the Social Committee, Event Committee, Sports Committee and Fadderiet in collaboration with the committee Chairs and project managers goes in the same direction as the association's strategic planning in general. The responsibility lies both with the Second Vice President and previously mentioned Chairs and project managers to constantly develop the committees and projects activities by means of close collaboration and evaluation.

The Second Vice President and Head of Internal Communication shall maintain contact lists and other necessary information for successive boards.

The Second Vice President and Head of Internal Communication shall summon a Grand meeting between the Board and the Operational Management Group at least once per term.

The Second Vice President and Head of Internal Communication shall summon an active meeting between the Board and Föreningen Ekonomerna's other active members at least once per term.

The Second Vice President and Head of Internal Communication shall document his/her work in a suitable way so as to ensure that the handover his/her successor and succeeding Board goes as smoothly as possible.

The Second Vice President and Head of Internal Communication is responsible for that Föreningen Ekonomerna's events and meetings, that are open for the association's members as well as put in by the association's committees in the internal calendar, are disposed and visible on the website.

The Second Vice President and Head of Internal Communication shall be fluent in English.

TREASURER

The Treasurer shall be well-informed regarding the budget, activity plan, statutes and policies for Föreningen Ekonomerna.

The Treasurer shall be able to take responsibility for managing work groups within the framework of the Board's scope of activity.

The Treasurer is signatory for all accounts of Föreningen Ekonomerna.

The Treasurer shall, together with the President, Vice President and Second Vice President, pay particular attention to the monitoring of budgets and activity plans to ensure that they are followed.

The Treasurer, together with the Vice Treasurer, draws up the yearly budget for Föreningen Ekonomerna, which the Board proposes at the first ordinary Association meeting during the fall term. The Association meeting then adopts the budget proposal for the financial year.

The Treasurer shall, together with the Vice Treasurer, reconcile the economic reports with the annual budget as well as draw up a liquidity report and prognosis on a quarterly basis.

The Treasurer shall, together with the Vice Treasurer, establish the annual accounts up to and ending on 30 June. In connection with this, an inventory of stock and other assets may be carried out and a declaration. The responsibility for the inventory of alcohol supplies can be delegated to the Lord Spirits or their deputy.

The Treasurer shall, together with the Vice Treasurer, constantly manage liquidity, in other words cash flow in and out.

The Treasurer, together with the Vice Treasurer, is responsible for the current accounts. This implies, among other thing, the book-keeping of all ledgers.

The Treasurer is responsible for during at least two occasions, evenly distributed,

during the fiscal year make an inventory of the alcohol supplies. This can be delegated to Lord Spirits or their deputy.

The Treasurer shall, together with the Vice Treasurer, monitor Föreningen Ekonomerna's budgets. The Treasurer ensures that the effects of such budgets are communicated.

The Treasurer shall reconcile all balance accounts on a monthly basis.

The Treasurer ensures that Föreningen Ekonomerna's economic situation is reported by presenting current results, balance and liquidity reports to the Board and ordinary Association meeting.

The Treasurer shall, together with the Second Vice President, verify that the committees respect the established budgets for the committees' operating activities.

The Treasurer shall document his/her work in a suitable way so as to ensure that the handover to his/her successor and succeeding Board goes as smoothly as possible.

The Treasurer shall be fluent in Swedish.

The Treasurer shall be fluent in English.

VICE TREASURER

The Vice Treasurer shall be well-informed regarding the budget, activity plan, statutes and policies for Föreningen Ekonomerna.

The Vice Treasurer shall be able to take responsibility for managing work groups within the framework of the Board's scope of activity.

The Vice Treasurer is signatory for all accounts of Föreningen Ekonomerna.

The Vice Treasurer, together with the Treasurer, draws up the yearly budget for Föreningen Ekonomerna, which the Board proposes at the Association meeting. The Association meeting then adopts the budget proposal for the financial year.

The Vice Treasurer shall, together with the Treasurer, reconcile the economic reports with the annual budget as well as draw up a liquidity report and prognosis on a quarterly basis.

The Vice Treasurer shall, together with the Treasurer, establish the annual accounts up to and ending on 30 June. In connection with this, an inventory of stock and other assets may be carried out and a declaration. The responsibility for the inventory of alcohol supplies can be delegated to the Lord Spirits or their deputy.

The Vice Treasurer shall, together with the Treasurer, constantly manage liquidity, in other words cash flow in and out.

The Vice Treasurer is, together with the Treasurer, responsible for the current accounts. This implies, among other thing, the book-keeping of all ledgers.

The Vice Treasurer shall, together with the Treasurer, monitor Föreningen Ekonomerna's budgets.

The Vice Treasurer shall document his/her work in a suitable way so as to ensure that the handover to his/her successor and succeeding Board goes as smoothly as possible.

The Vice Treasurer shall be fluent in Swedish.

The Vice Treasurer shall be fluent in English.

HEAD OF CORPORATE RELATIONS

The Head of Corporate Relations shall be well-informed regarding the budget, activity plan, statutes and policies for Föreningen Ekonomerna.

The Head of Corporate Relations shall be able to take responsibility for managing work groups within the framework of the Board's scope of activity.

The Head of Corporate Relations has ultimate responsibility for Föreningen Ekonomerna's collaboration with industry and business life. This happens best by means of representation at company activities and events.

The Head of Corporate Relations shall actively work to develop new collaborative projects with industry and business life.

The Head of Corporate Relations is responsible for evaluating cooperation agreements and working towards their renewal when agreements expire.

The Head of Corporate Relations, together with the President and Vice President, represent Föreningen Ekonomerna on the Council, which is a cooperation platform between Föreningen Ekonomerna and Stockholm Business School.

The Head of Corporate Relations is the main contact person at the Board for the Business Committee, the Finance Society and MINERVA.

The Head of Corporate Relations is responsible for the strategic planning of the Business Committee, the Finance Society and MINERVA in collaboration with their respective Chairs and Vice Chairs.

The Head of Corporate Relations shall work closely with all components of Föreningen Ekonomerna such as committees and projects. This happens best by means of active participation at committee meetings.

The Head of Corporate Relations shall document his/her work in a suitable way so as to ensure that the handover to his/her successor and succeeding Board goes as smoothly as possible.

The Head of Corporate Relations shall be fluent in Swedish.

The Head of Corporate Relations shall be fluent in English.

HEAD OF MARKETING

The Head of Marketing shall be well-informed regarding the budget, activity plan, statutes and policies for Föreningen Ekonomerna.

The Head of Marketing shall be able to take responsibility for managing work groups within the framework of the Board's scope of activity.

The Head of Marketing is responsible for maintaining and developing Föreningen Ekonomerna's brand.

The Head of Marketing has ultimate responsibility for all marketing that is aimed at active and inactive members as well as other students at Stockholm Business School.

The Head of Marketing has ultimate responsibility for all marketing that is aimed at external stake-holders in the private and public sectors, industry as well as other non-profit organizations.

The Head of Marketing is the main contact person at the Board for the Marketing Committee.

The Head of Marketing is responsible for the strategic planning of the Marketing Committee, in collaboration with its Chair and Vice Chair.

The Head of Marketing shall work closely with all components of Föreningen Ekonomerna such as committees and projects. This happens best by means of active participation at committee meetings.

The Head of Marketing shall document his/her work in a suitable way so as to ensure that the handover to his/her successor and succeeding Board goes as smoothly as possible.

The Head of Marketing is recommended to be fluent in Swedish.

The Head of Marketing shall be fluent in English.

HEAD OF INTERNATIONAL AFFAIRS

The Head of International Affairs shall be well-informed regarding the budget, activity plan, statutes and policies for Föreningen Ekonomerna.

The Head of International Affairs shall be able to take responsibility for managing work groups within the framework of the Board's scope of activity.

The Head of International Affairs has ultimate responsibility for Föreningen Ekonomerna's international contacts.

The Head of International Affairs shall have continual contact with Stockholm Business School through the Office of International Affairs as well as maintain and develop contacts with other interested parties concerning international questions.

The Head of International Affairs is responsible for the strategic planning of the Master's Club and International Committee, in collaboration with its Chair and Vice Chair.

The Head of International Affairs is responsible for establishment and maintenance of contact with student associations abroad.

The Head of International Affairs shall also work closely with all components of Föreningen Ekonomerna such as committees and projects. This happens best by means of active participation at committee meetings.

The Head of International Affairs is the main contact person on the Board for the international committees as well as the Master's Club. Furthermore, the Head of International Affairs should assist the Second Vice President in Fadderiet-related questions that are of international character.

The Head of International Affairs shall document his/her work in a suitable way so as to ensure that the handover to his/her successor and succeeding Board goes as smoothly as possible.

The Head of International Affairs shall be fluent in English.

HEAD OF IT

Head of IT shall be well-informed regarding the budget, activity plan, statutes and policies for Föreningen Ekonomerna.

Head of IT shall be able to take responsibility for managing work groups within the framework of the Board's scope of activity.

Head of IT shall actively work on Föreningen Ekonomerna's strategic and operational IT questions.

Head of IT is the main contact person at the Board for the IT Committee.

Head of IT is responsible for the strategic planning of the IT Committee, in collaboration with its Chair and Vice Chair.

Head of IT has ultimate responsible for the membership system.

Head of IT shall report the number of registered members to the Board on a regular basis.

Head of IT is responsible for the correct functioning of the website.

Head of IT ensures that Föreningen Ekonomerna's computer and server environment is maintained.

Head of IT is responsible for Föreningen Ekonomerna's IT security.

Head of IT shall keep an updated list of:

- Föreningen Ekonomerna's logins and passwords.
- Föreningen Ekonomerna's web domains.
- Föreningen Ekonomerna's software and relevant licenses.
- Föreningen Ekonomerna's hardware.

Head of IT shall work closely with all components of Föreningen Ekonomerna such as committees and projects.

Head of IT has ultimate responsible for Föreningen Ekonomerna's electronic Intranet system and its features.

Head of IT shall document his/her work in a suitable way so as to ensure that the handover to his/her successor and succeeding Board goes as smoothly as possible.



Head of IT shall act as personal data responsible to ensure that the General Data Protection Regulation (GDPR) is followed within Föreningen Ekonomerna through regular controls.

Head of IT shall be fluent in Swedish.

Head of IT shall be fluent in English.

INTERNAL AUDITOR

The Internal Auditor's main duty is to observe/audit the Board's work during the mandate period. The Internal Auditor shall, above all, observe/audit that the Board complies with the Association's statutes as well as with decisions taken at Association meetings and with established documents.

The Internal Auditor shall take part of the underlying reasons and material(s) preceding a board decision, no matter whether it is taken at a Board meeting or per capsulam.

The Internal Auditor has the right of presence and expression at Föreningen Ekonomerna's Board meetings.

The Internal Auditor shall be available, for both the Board as well as for other ordinary members of Föreningen Ekonomerna, for questions regarding of formalities.

The Internal Auditor shall both in writing propose and verbally present, an internal audit for his/her mandate period at the first ordinary Association meeting the following fiscal year.

The Internal Auditor shall, along with his/her internal audit, submit whether a discharge from liability shall be granted for the mandate period's Board.

The Internal Auditor can be reached at internalauditor@foreningenekonomerna.se
The Board shall ensure that the email address is kept up to date.

The Internal Auditor shall document his/her work in a suitable way so as to ensure that the handover to his/her successor and succeeding Board goes as smoothly as possible.

ELECTION COMMITTEE

The Election Committee's main duty is to propose suitable candidates according to the statutes regulatory positions at election time.

The Election Committee shall report the parameters on which their recommendations are based. These parameters should be presented using a visual presentation tool.

The Election Committee shall be available, for ordinary members in Föreningen Ekonomerna, for practical questions about election procedures.

The Election Committee shall interview all eligible candidates who have applied within the given time frame.

The Election Committee ensures that candidate applications are sent, prior to the Association meeting, to the President, as stipulated for documents for a meeting in the statutes.

The Election Committee shall document their work in a suitable way so as to ensure that the handover to the successive Election Committee goes as smoothly as possible.