



Mission statement: President

The President is elected into the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the President's tasks, in addition to the collective commitments and duties that falls on all of the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the President to:

1. Have the main responsibility of the board's work and the association's operations, to see to that the decisions made by the annual meeting and the board is implemented.
2. Have constant insight in the Treasurer's, the Secretary's and the SAIA-representative's work, the President shall ask for updates from these areas once every month.
3. Arrange administrative meetings once every month.
4. Together with the Secretary, the Vice President and the Treasurer perform the association's administrative work (for example applying for grants, report back to the donors, translate steering documents, and prepare for annual meetings), in an equal way.
5. Summon to and lead the board meetings: Send out a summoning and agenda containing all relevant material to board meetings and be prepared to be meeting president.
6. Together with the board summon to annual meetings: Send out a summoning, agenda and relevant material for the annual meeting according to the by-laws.
7. Keep in close contact and meet with the auditor twice a year.
8. Create a good working climate, work against all forms of discrimination, let everyone have their opinions expressed and work actively with supporting people.
9. Together with the Vice President be in charge of planning activities such as team building and board days.
10. Be in charge of human resources: If a conflict arises it is the main responsibility of the president to resolve the situation, as in case of too heavy workloads and uneven distribution of

responsibilities.

11. On a regular basis keep updated with, discuss ideas and offer feedback to all the board members and participate on the committee meetings.

12. Make sure that all board members have the capability to perform their missions.

13. Along with the Treasurer, be one of two authorized signatories.

14. Have the main responsibility to make sure that by-laws, guidelines, laws and decisions are followed.

15. Together with the board create visions, operational plans and action plan: The President shall, in the beginning of each operational year, together with the board, revise the operational plan and set up an action plan based on this.

16. Represent the association externally: In external contacts the president is expected to represent the association: for example in SAIA, towards donors, partners, media et cetera.



Mission statement: Vice President

The Vice President is elected into the board on one of the association's election meetings, annual meetings or extra annual meetings. The following is a description of the Vice President's tasks, in addition to the collective commitments and duties that falls on all of the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Vice President to:

1. Stand in for the president at times when he/she is absent and to be well aware of and updated on the president's mission statement.
2. Together with the Secretary, President and Treasurer perform the association's administrative work, when it comes to applying for grants, reporting back to the donors and preparing for annual meetings, in an equal way.
3. Prepare, summon and lead every third board meeting.
4. Have constant insight in the different parts of the board's work, make continual meetings in the committees, and be able to assist the President in the operating activities.
5. Together with the President arrange administrative meetings once every month.
6. Together with the President arrange a kick-off and a board day at the start of each semester.
7. Have the main responsibility for the coordination in the UPF-room and to conduct a yearly inventory of the association's supplies, which should be done in October. This task is important in order to avoid double buys, that things disappear and to keep the room organized. There should be two cleaning-days during the operational year, one during fall and one during spring. It can also be a good idea to consult with the rest of the board during the cleaning-day and together sort the supplies so that they are organized in an understandable way and so that everything is there and easily found for lectures.
8. Proceed with and take on the responsibility of the Board education that was planned by previous Vice President. Arrange an education of choice for the association's board in January/February

and then plan an education regarding board work for the upcoming board.

9. Have the main responsibility of the collaboration with Folkuniversitetet by being the study-circle leader and perform the administrative tasks that follow.
10. Together with the Secretary translate steering documents to English.



Mission statement: Secretary

The Secretary is elected into the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the Secretary's tasks, in addition to the collective commitments and duties that falls on all the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Secretary to:

1. Keep a protocol during board meetings: It is the main responsibility of the Secretary to keep a protocol during board meetings and annual election meetings, annual meetings as well as extra annual meetings, even though other board representatives or people present can be handed the task.
2. See to that protocols are adjusted, scanned, and archived in the binder and electronically in the drive before the next board meeting.
3. That policies, steering documents and similar documents are archived.
4. Together with the Vice President make sure to translate steering documents to English.
5. See to that the archive (both the physical, on the computer and on the drive) is in order, that all documents are available to the rest of the board.
6. Keep the website updated regarding actual documents, as by-laws and protocols, which is something the board decides upon.
7. Register new members in a safe way, according to the law and the common practice of the association.
8. Share the member register (without sensitive information) before the lectures with the ones in charge of the cash register.
9. Keep an eye on the number of members, the proportion of women and men as well as how many members are below the age of 26 and inform the board if the number drops too close to 60%.

10. Each quarter of the year send in the member register to UI in order for them to send out the magazine *Internationella Studier*.

11. Every second month send in the member register to the treasurer of SAIA (for the grants).

12. Each month report to the President that all protocols are adjusted, archived and scanned, as well as the total number of members and how many are below the age of 26.

13. Together with the President, Vice President and the Treasurer perform the association's administrative work (such as applying for grants, grant presentation for the donors, prepare for annual meetings), in an equal way.

14. Send out summons and other documents to the association's members.



Mission statement: Treasurer

The Treasurer is elected into the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the Treasurer's tasks, in addition to the collective commitments and duties that falls on all the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Treasurer to:

1. Alongside with the Secretary, Vice President and President perform the association's administrative tasks (for example applying for grants). The Treasurer has the main responsibility over applying for grants, to see to that those are done within the time frames and in a correct way.
2. Along with the President, be one of two Authorized Signatories.
3. Be in regular contact with the bank regarding all bank issues as well as for the changing of the Authorized Signatories (shall be initiated in the beginning of the new operational year or when the president and the treasurer is replaced).
4. Keep in contact with the auditor throughout the year.
5. Oversee the payments and disbursements.
6. To compensate board members for expenditures on behalf of the association according to the compensation forms.
7. Pay invoices and such.
8. Have the main responsibility regarding the cash handling and iZettle-payments.
9. Handle the running accounting: the Treasurer is expected to handle the running accounting throughout the year in the accountings programme Fort Knox. The accountings shall be reported to the President every month.
10. Every month report to the association's president regarding the association's economy, the budgetary outcome, the association's results, the running accountings in regard to the grants.

11. Account for the verifications within the frame for the grants the association has been granted.
12. Every second month report on how much remains of the grants to SAIA's treasurer.
13. Do the annual account and the financial report: At the latest one month after terminated operational year, e.g. the 31 of July, the Treasurer is expected to hand over the financial report and the annual account to the audit.
14. Present budget propositions: The Treasurer is expected to present budget propositions before the annual meeting, as well as revise by the beginning of each semester. The Treasurer is expected, if the board so wishes or due to other requirements, based on the Plan of Operation and in discussion with the board, revise the budget.
15. Follow up and evaluate the budget: The Treasurer is expected to follow up how the actual earnings/expenditures correlates with the budget and routinely (at every board meeting) report this to the board.
16. Communicate with the rest of the board to be updated concerning current expenditures and transactions that has been done or needs to be done.
17. Apply for grants: With the help of the president, secretary and the vice president the Treasurer is expected to apply for grants. The Treasurer always has the main responsibility to initiate this process and holds the main responsibility regarding the economic part of the application.
18. Reporting of the grants: With the help of the president, secretary and the vice president the Treasurer is expected to do the annual reporting of the grants to the donors. The Treasurer always has the main responsibility to initiate this process and holds the main responsibility regarding the economic part of the reporting.
19. Collect the mail.
20. See to that the climate compensation is calculated and paid.



Mission statement: Head of Radio/Pod

The Head of Radio is elected into the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the Head of Radio's tasks, in addition to the collective commitments and duties that falls on all the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Head of Radio/Pod to:

1. Lead and recruit members to the radio committee, as well as delegating the work within the committee.
2. Plan, arrange, record and broadcast radio shows, or pods, through the operational year and to the end of October during the following operational year.
3. Plan radio shows at least one month in advance and offer at least two radio shows a month.
4. Keep close contact with the PR-group, the Heads of Programme, the Head of Activities, and the Head of Travels in order to synchronize the content, as well as to enable marketing of the radio shows.
5. Keep close contact with Umeå Studentradio since the radio is in collaboration with them. The Head of Radio/Pod must attend to Umeå Studentradio's studio and radio education, something that shall be initiated immediately after being elected to the position. Other members who wish to get involved in the radio shall attend to the same education, which the Head of Radio will see to.
6. To gain access to Umeå Studentradio's equipment the Head of Radio/Pod, as well as the committee members should all become members of Umeå Studentradio. This fee is to be paid by the Umeå Association of International Affairs. The Head of Radio/Pod oversees that the membership is obtained immediately after having been elected to the position, and makes sure that concerned members in the committee receive the same membership.
7. Expenditures that arise in connection to the radio shows shall be reported to the treasurer in good time.
8. In the beginning of each semester, set up a detailed budget plan covering expected expenditures that arise in connection to the radio production, which shall be handed over to the

treasurer as a basis for the budget.

9. Except for the radio committee, the Head of Radio/Pod is encouraged to involve the association's members in the radio shows: for example, to invite members to discuss different issues or to inform about current events in Umeå Association of International Affairs' schedule.



Mission statement: Editor

The Editor is elected into the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the Head of Activities' tasks, in addition to the collective commitments and duties that falls on all the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Editor to:

1. Lead the editorial staff from the beginning until the magazine is put into print.
2. Put together an editorial staff containing writers, photographers, and graphical designers.
3. Actively work on recruiting people to the editorial staff throughout the operational year.
4. On a regular basis contact the writers, the photographers, and the graphical designers to maintain updated regarding the writing process, discuss ideas, solve problems and give feedback.
5. Lead the work concerning the distribution of the magazine.
6. During board meetings present and inform the other members about the magazine and editorial staff's work.
7. Make sure that the printing of the magazine does not exceed the frames set by the budget as well as to make sure that the printing takes place during the correct grant year, which is handled together with the Treasurer.
8. Follow the guidelines established by the donors regarding the material that is used during the printing.
9. Together with Print & Media, or other printing firm put forth an estimate of cost to be decided upon during a board meeting.



Mission statement: Head of Activities

The Head of Activities is elected into the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the Head of Activities' tasks, in addition to the collective commitments and duties that falls on all the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Head of Activities to:

1. Arrange at least one social activity for the members a month.
2. Work together with Shortbreak.
3. Lead, recruit and delegate the work within the different project groups.
4. Actively work on involving members in the activity process.
5. Develop the financial capacity for social activities; look over the budget set for the area, apply for grants (for example from the Department of Political Science) as well as Culture Events in collaboration with Folkuniversitetet.
6. Expenses that arise in connection to the events shall be reported to the treasurer in good time.
7. Set up a year plan of potential activities, bigger events need to be planned at least 1-2 months in advance.
8. Keep close contact with the PR-committee the Programme-committee and the Travel-committee concerning the promotion of events, but also to help collaboration between committees.
9. Create/develop collaborations with other student organizations or local organizations (for example Amnesty, Kvinna till Kvinna).
10. Book halls and/or facilities via Servicecenter or through a third party, order potential fika/coffee, be in charge of gifts if necessary.



Mission statement: Head of Travels

The Head of Travels is elected into the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the Head of Travels' tasks, in addition to the collective commitments and duties that falls on all the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Head of Travels to:

1. Arrange at least one trip each operational year for the association's members.
2. Make sure the trip is in line with the association's purposes and include study visits.
3. Lead, delegate, and recruit to the travel committee.
4. Lead the work concerning the trip from when a committee is established to ideas about possible destinations, departure.
5. By the start of each semester create a detailed budget plan treating expected expenditures that arise in relation to the trip, which will be handed over as a basis for the budget to the Treasurer.
6. Apply for grants for the trip through consultation with the treasurer.
7. On a regular basis report on the progress of the trip to the board.
8. Present propositions of the distribution of slots for the trip, the price for participating and propositions of agreements/contracts with the travellers, as well as practical information about the financing to the board in good time.
9. After a trip is concluded analyse how members found the trip and what could be better done in the future.
10. Keep close contacts with the PR-group to spread information about the trip.
11. Collaborate with the Head of Activities and Heads of Programme to arrange events/lectures connected to the trip.



Mission statement: Head of PR (2 persons)

The Head of PR is elected into the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the Head of PR's tasks, in addition to the collective commitments and duties that falls on all the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Head of PR to:

1. Recruit and lead a stable PR-committee as well as to delegate the following points within the committee.
2. During the weeks update the association's social medias such as Facebook and Instagram.
3. Collaborate and keep close contact with the Heads of Programme and the Head of Activities to maintain a good overview regarding the running operations and by doing so keep a planned and structured marketing.
4. In relation to each event create a Facebook-event, share the event with the concerned Facebook- groups, update the website, upload a PowerPoint on the TV-screens in Café Tornet as well as to share the information in the UMU-calendar.
5. Prepare the graphical designer with the information needed to create the design (posters, banners, PP, Schedule).
6. Order posters, which are to be finalized at least one week before the event and make sure that the posters are put up by the board members.
7. Market events on a running basis until it takes place, on all the association's media channels.
8. Inform the presenter of each event what this one is to promote before the lecture.
9. Create a PowerPoint-slide before each event containing commercial about the association, which shall be shown before and after the lecture.
10. Administer and write a newsletter that goes out to the members every month.

11. By start of each semester, create a detailed budget plan treating expected expenditures that will arise in relation to the PR-work, which will be handed over to the Treasurer as a basis for the budget.
12. Make sure that photos are being taken during every event.
13. At the beginning of each semester take photos of the board
14. Update the website so that all information about the association and the board is up to date.



Mission statement: Head of Programme (2 persons)

The Head of Programme is elected in to the board on one of the association's election meetings, annual meetings, or extra annual meetings. The following is a description of the Head of Programme's tasks, in addition to the collective commitments and duties that falls on all of the board members, such as respecting the by-laws, steering documents, goals and guidelines established by the board, as well as contributing to the collective work.

It falls on the Head of Programme to:

1. Lead the programme committee which includes to recruit members and delegate the work within the committee.
2. Plan, book, arrange and present lectures through the operational year and to the end of October during the following operational year.
3. Plan lectures at least two months in advance.
4. Keep close contact with the PR-group and the lecturers regarding marketing of the lectures and in good time, approximately one month in advance, make sure that all information on the lecture is available.
5. If trips and accommodation for the lecturer is agreed upon, the Head of Programme is responsible for booking these.
6. Expenditures that arise in connection to the lectures shall be reported to the treasurer in good time.
7. In the beginning of each semester set up a detailed budget plan covering expected expenditures that arise in connection to the lectures, which shall be handed over to the treasurer as a basis for the budget.
8. Book lecture halls via Servicecenter, order fika and make sure that a gift for the lecturer is at hand after the lecture.
9. Keep in close contact with the lecturer and clarify what is expected to be available in the lecture hall where the lecture will be hold: PowerPoint, microphone, possibilities to record the lecture et cetera.

10. Make sure that everything is available in the lecture hall in terms of electronics.
11. Make sure there is a group handling the cash register and statistics during the lecture.



Mission statement: SAIA representative

The SAIA representative is elected to Sweden's Association of International Affairs (SAIA) board at Umeå Association of International Affairs (UAIA) association's election meetings, annual meetings, or extra annual meetings but is not a part of UAIA's board. The following is a description of the SAIA representative's tasks in the national association and local association.

It falls on the SAIA representative to:

1. Be present at, at least half of the local associations board meetings during the fiscal year.
2. Be present and actively help at the local associations activities, this is subject to time and ability.
3. Request agendas and documents from the national board, so that they will be available UAIA as fast as possible.
4. Lead the administration of UAIA's participation at the federation assembly, Kontentet, Almedalen and other SAIA projects by keeping in contact with the working groups, booking trips, administer payments and so on.
5. Make sure that position is takes on national level is anchored in the local associations board.
6. Answer phone calls and emails on short notice.
7. Follow the local associations by laws, customs, and guidelines.
8. Actively act so that UAIA creates good contact with the national associations other local associations.
9. Represent UAIA nationally in a professionally and active way.
10. Be present at all the national boards meetings.
11. Be the primary link between the UAIA and SAIA.
12. Keep well up to date with what is happening in the local association.

13. Keep well up to date with what is happening in the national association and what is decided at the national boards board meetings.
14. Work for developing and power the national association forward by for example be part of the national associations different working groups.
15. Follow the national boards by laws.
16. Be responsible of keeping up to date with the rules, policies and by laws.
17. Before board meetings be well prepared, having read the documents and consulted with the local board.
18. Be easy to contact through email or phone.
19. Book trips at least one month ahead and follow the guidelines given for travels and compensation put up by the national association.
20. Oversee the marketing and spreading on a local level of the national associations events, projects or similar.
21. Present in written work during the year in the national association annual report or similar.
22. Oversee the process of handing over the responsibility to the successor SAIA representative, in which the successor shall be well prepared for the positions tasks and responsibilities.
23. To help at the national associations common projects like Konventet and Almedalen.
24. Aim for creating a good working atmosphere in SAIA.
25. To arrange at least one board meeting in the local association.
26. Be responsible for that the national associations economy and activities are handled in consensus with the Swedish law.
27. Oversee that the boards by law obligations are met.



Mission statement: Nominating Committee

The Nominating Committee is elected on one of the association's election meetings, annual meetings, or extra annual meetings. The Nominating Committee can consist of up to three members, which of one is convener. The following is a description of the Nominating Committees tasks.

It falls on the Nominating Committee to:

1. Nominate candidates to the Associations board.
2. Nominate candidates for the position of Accountant, Nominating Committee and SAIA-representative.
3. Work according to the Associations by laws.
4. Work close with the current board and actively look for new board members.
5. Review, interview and inform potential candidates about the position of a trustee.
6. Aim for a board with equal representation.
7. Aim for a board with different educational backgrounds.
8. Always work confidentially.
9. Never handle positions that concern one self.



Mission statement: Auditor

The Auditor is elected on one of the association's election meetings, annual meetings, or extra annual meetings. There can be up to two Auditors, where one is a deputy accountant. The following is a description of the Auditors tasks.

It falls on the Auditor to:

1. Work actively with review of the associations affairs throughout the operational year.
2. Review the work of the board and oversee that all members act according to their mission.
3. Review the associations financials.
4. Oversee how the board's actions relate to the associations budget.
5. Be well invested in the associations by laws, policy's, and other steering documents.
6. Oversee how the board works with its committees.
7. Read and review all protocols.
8. Review if the board follows the decisions of the association's election meetings, annual meetings, or extra annual meetings.
9. Keep in contact with the board during the operational year so questions can be lifted and a broader picture of the operational year can be reached.