



## **Mission statement: Head of Media**

The Head of Media 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 Media'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 Media to:**

1. Co-lead and recruit members to the editorial committee together with the Editor, as well as delegating work within the committee.
2. Lead the work with planning, arranging and creating the association's digital content in form of pods/videos. The Head of Media is also responsible for the web version of Utpost. The web content will be updated regularly throughout the operational year.
3. Plan and offer at least one video/pod per month.
4. Keep close contact with the Editor, 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 content.
5. Act as a link between the Editorial committee and the PR-committee. As part of the editorial committee, the Head of Media will support the Editor in taking editorial decisions. As for the PR-part, the Head of Media will take part in creating the layout for Utpost and also create content (interviews, videos) aiming to promote the work of the association.
7. Expenditures that arise in connection to the videos/pods 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 videos/pods, which shall be handed over to the treasurer as a basis for the budget.
9. The Head of Media is encouraged to involve the association's members in the content: for example, to invite members to discuss different issues or to inform about current events in Umeå Association of International Affairs' schedule or articles in Utpost.



## **Mission statement: SAIA representative**

The SAIA representative is both part of the board of Sweden's Association of International Affairs (SAIA) and the board of Umeå Association of International Affairs (UAIA). The SAIA representative is elected by the association's election meetings, annual meetings, or extra annual meetings. 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 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, Konventet, Almedalen and other SAIA projects by keeping in contact with the working groups, booking trips, administer payments and so on.
5. Make sure that the position it 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 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. Book trips at least one month ahead and follow the guidelines given for travels and compensation put up by the national association.
19. Oversee the marketing and spreading on a local level of the national associations events, projects or similar.
20. Present in written work during the year in the national association annual report or similar.
21. 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.
22. To help at the national associations common projects like Konventet and Almedalen.
23. Aim for a good working atmosphere and relation between UAIA and SAIA.
24. Arrange at least one board meeting in the local association.
25. Make sure that the national associations economy and activities are handled in consensus with the Swedish law.
26. Oversee that the boards by-law obligations are met.