

## Job description for the Chairman

The chairman of Mälardalen student union has the overall responsibility for the operational part of the student union and lead the union board. The chairman is in charge of making sure that area managers are well equipped and fulfills their role. They are supported by the vice chairman who will take over responsibility when the chairman is not available. The chairman and the vice chairman form the union board's presidium. The chairman and the vice chairman divide each city between one another, meaning that one will be charge of Västerås or Eskilstuna primarily. This decision can be made among themselves.

### **Mälardalen University MDU ≈ 30% (10 hours / week)**

The chairman sits together with the vice chairman as a member of the University Board, which is the university's highest decision-making body. The University Board corresponds closest to the union council and makes strategic decisions and decides on governing documents. The University Board meets four times a year and takes about five working days. Prior to each meeting it takes about three to four hours to go through relevant documents. The president is also responsible for the student union's report and presentation to the university board. The union chairman also represents the union at the ULG management meeting of MDU where all the deans of the schools together with the Rektor discusses current and future issues once every third week.

Additionally, the union chairman together with the vice chairman has lunch meeting with rektor and vice chancellor once a month to give each other update on current activities and issues. Moreover, the chairman also attends collaboration meeting with studentbudsman and head of student environment of MDU once a month to discuss relevant topics and issues. Furthermore, the chairman must sit on one of the academy's management board meetings once a month, the academy can be chosen within the organization.

Furthermore, the union chairman is responsible for applying for the official student union status every third year. The next application must be sent at the end of 2025.

Lastly, the union chairman also sits on the Union house foundation for both Västerås and Eskilstuna, the foundation meetings are held twice a semester and discusses all the relevant topics of the union houses.

### **The presidency of the union board ≈ 15% (5 hours / week)**

The chairman leads the union board's meetings once a month and is responsible for compiling and sending out the documents in time for the board meetings. The chairman must attend the union council meeting two times a year or when needed. When required the chairman should meet and support the PhD council.

### **Internal meetings and supporting the area managers ≈ 30% (10 hours / week)**

The chairman holds a weekly meeting every Friday morning with all the area managers and presidium meeting with the vice chairman every Monday morning where they discuss the relevant topics and future changes/ideas.

The group projects/meeting are written in the document *"Job description for the group to work towards common goals"* more extensively.

The extra hours should be used to evaluate/plan where in the union the chairman and vice chairman needs to assist for the union to thrive. It can be added wherever there is need for the union to improve our internal and external image and status towards our members and students in general.

**External collaboration and meetings ≈ 12,5% (4,5 hours / week)**

The union chairman sits in the SFS's council meetings once a year and their membership meeting, education lectures when announced by SFS if the chairman is not available to attend the area managers who is responsible within the area takes its place. The union chairman is responsible for the collaboration and agreement between both municipalities; therefore, the chairman must meet with the municipalities once a year or when needed. The chairman is also the student union's public spokesperson and represents the student union in public events and in different forums.

**Administrative work time ≈ 12,5% (4,5hours / week)**

Administrative work includes checking emails and responding, reviewing, and creating documents and regulations. Creating budget and business plan once a year together with the area managers.

If the union board or the university appoints an assignment, the chairman will delegate or do the assignment themselves.