

Job description for the Vice-chairman

The vice chairman of Mälardalen student union together with the chairman a part of the student union's board presidium and leads the area managers. Vice-chairman supports the chairman and takes over responsibility when the chairman is not available. 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 is made among themselves.

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

The vice chairman sits together with the 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 chairman is also responsible for the student union's report and presentation to the university board, the vice chairman can support if chairman needs it. The vice chairman can replace the chairman if they are unavailable to represent 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 vice chairman together with the chairman has lunch meeting with rektor and vice chancellor once a month to give each other update on current activities and issues. Moreover, the vice 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 vice 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 vice chairman is responsible for supporting the chairman when applying for the official student union status every third year. The next application must be sent at the end of the 2025.

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

The vice chairman is the secretary during the union board meetings and is responsible for ensuring that the protocols are adjusted and archived which is held once a month. The vice chairman must attend the union council meeting two times a year or when needed. When required the vice chairman should meet and support the PhD council.

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

The vice chairman acts as the secretary at the weekly meeting every Friday morning with all the area managers if the chairman is not available the vice chairman will hold the weekly meeting. The vice chairman and the chairman have a presidium meeting 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 or the vice chairman. The union vice chairman is responsible for supporting the chairman when the collaboration and agreement between both municipalities takes place; therefore, the chairman and vice chairman must meet with the municipalities once a year or when needed. The vice 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.