

Job description for the Vice-chairman for Collaboration

The Vice-Chairman for Collaboration, along with Chairman and the Vice-Chairman for Education, forms the presidium of the MDSU board. Together, they lead the area managers and oversee the day-to-day operations of the organization. The Vice-Chairmen support the Chairman and take on their responsibilities when the Chairman is unavailable. The two Vice-Chairmen also divide oversight of the Västerås and Eskilstuna union houses between themselves, a decision can be made among themselves. This position carries a three-year mandate.

The presidium duties

The Vice-Chairman for Collaboration is deeply involved in the leadership and strategic direction of the organization. They participate in weekly presidium meetings every Monday, where they discuss the student union's operations and ongoing projects. Together with the presidium, they prepare board agendas, reports, operational plans, and council propositions. Attending all union council meetings is mandatory for this role. Additionally, when the Vice-Chairman for Education is unavailable, the Vice-Chairman for Collaboration acts as the secretary for board meetings, ensuring protocols are properly archived and adjusted on time.

MDSU's finance and insurances

Managing financial operations is a key responsibility of this role. The Vice-Chairman for Collaboration approves invoices, prepares the annual budget, and reports quarterly financial reports to the board. The Vice-Chairman for Collaboration serve as the main point of contact for the student union's bank and insurance companies and work closely with the union's economist to monitor financial performance.

University Representation

The Vice-Chairman for Collaboration also represents MDSU at Mälardalen University (MDU). They participate in monthly meetings of the Internation Council (IR) and the Collaboration Council (Samverkansrådet), where they represent students and the student union. They also attend monthly informal lunch meetings with the Vice-Chancellor to discuss current activities and issues. Collaboration meetings with MDU's Student Ombudsman and Head of Student Environment occur monthly, focusing on relevant topics and student concerns. Additionally, they work closely with MDSU's event manager and MDU Student Center on Rookie Period preparations and Fadder educations. This role requires attendance at one of MDU's monthly faculty management meetings, with the specific academy chosen internally. Furthermore, the Vice-Chairman for Collaboration supports the Chairman in applying for official student union status, a process undertaken every three years, with the next application due in November 2025. They are also second in line to represent MDSU at important university meetings, such as those involving the university board or rector's decision meetings when Chairman is unavailable.

Internal management and support

Internally, the Vice-Chairman for Collaboration plays one of the central roles in management and support. They supervise and support the Business Relations Manager and the Event

Mälardalen's Student Union

Visiting address Eskilstuna: J.A. Selanders gata 3, 632 20

Visiting address Västerås: Gustavsborgsgatan 6, 722 18

mdsu.se

Phone: +46 73 – 059 70 16

Mail: info@mdsu.se

Manager, holding monthly check-in and informal lunch meetings. They act as backup secretary for Friday weekly meetings and lead these meetings if the Chairman is unavailable. 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.

Association Relations

Another one of the significant aspects of this role is managing relationships with program and student associations. The Vice-Chairman for Collaboration oversees all union, program and student associations, serving as their primary contact. Annually, they renew and sign agreements with programs and student associations. They also chair monthly union association meetings, supported by the Event Manager.

External collaboration

Externally, the Vice-Chairman supports the Chairman in managing agreements with local municipalities, meeting with them annually or as needed. The Vice-Chairman for Collaboration sits as a board member in one of the house foundations. As the public spokesperson for MDSU, the Vice-Chairman represents the student union at various public events and forums. They also assist the Business Relations Manager in securing sponsorships and discounts deals from local businesses as well as to host MDSU’s job fair “Hägvarv” each semester.

Administrative work time

Administrative responsibilities include planning, managing emails, creating and reviewing documents, and ensuring compliance with union regulations. They handle tasks assigned by the board or university, delegating within the organization when necessary.