

# Position descriptions

## Board

### President

- Hold the ultimate responsibility for ESN Lund;
- Call and lead meetings;
- Act for stability and continuity;
- Be responsible for organisation and planning;
- Be responsible for the communication between ESN Lund and ESN Sweden;
- Be responsible for the communication between ESN Lund and other ESN sections;
- Be responsible for sharing opportunities from the ESN network with the members if the Vice President is not able to do so;
- In combination with the Vice-president, represent ESN Lund in national and international ESN meetings;
- Manage ESN Lund's bank account together with the treasurer;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;
- Be responsible for the knowledge transfer to the next board;
- Ensure that the latest revised statutes are accessible to all members;
- Be responsible for the continued use and documentation of the knowledge transfer handbook.

### Treasurer

- Manage the current book-keeping;
- Present ESN Lund's finances at the General Assembly and other meetings;
- Regularly verify the balances of Paypal and other payment systems;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;

- Set the budget for the next fiscal year;

## **Vice-president/Local Representative**

- Substitute the president if the president cannot fulfil their obligations;
- Be responsible for the communication between ESN Lund and other ESN sections;
- Be responsible for the communication between ESN Lund and ESN Sweden;
- Be responsible for sharing opportunities from the ESN network to the members;
- Be responsible for assigning Board Emails to the Board Member who is concerned of the matter, in case the Secretary is not elected;
- Be responsible for contact with national agencies, Lund University, Nations and other student organisations;
- In combination with the President, represent ESN Lund in national and international ESN meetings;
- Be responsible for the implementation of the national and international projects of ESN together with the Chair of Activity;
- Participate actively in the board's work;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;
- Be responsible for communication with TimeTravels;

## **Communication Manager**

- Take care of the minutes and be responsible for disclosure and archiving of protocols;
- Have the main responsibility for all documents;
- Promote and keep track of ESN events;
- Coordinate the PR committee (PR Managers and Media Managers);
- Be responsible for all social media;
- Answer emails that come through the website;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;

## **Chair of Activity**

- Coordinate the Activity Committee;
- Call and lead activity committee meetings;

- Give advice regarding the organisation and planning of events;
- Be responsible for the contact between the ambassadors, Activity Committee and the board;
- Be responsible for the assets of the Activity Committee;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;

## **Digital Manager**

- Be responsible for ESN Lund's website;
- Be responsible for solutions for ESN Lund's internal and external communication;
- Be responsible for solutions for ESN Lund's electronic documents and the storage of electronic material;
- Be responsible for solutions for ESN Lund's databases, including the members register and ESNcard database;
- Be responsible for managing the online payment systems;
- Be responsible for other web- and electronic solutions that could be required;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;

## **Secretary**

- Be responsible for taking minutes during council and board meetings;
- Be responsible for assigning Board Emails to the Board Member who is concerned of the matter;
- Be responsible to organise the Election Meetings, including an overview of the applicants and sending out information about the applicants to active members;
- Book/organise venues for council meetings and communicate the details to the board and council;
- Communicate with council members before meetings about adding topics to the meeting agenda;
- Create council meeting agenda;
- Organise internal social events both for council and board members.

## **Council**

### **Social Erasmus Coordinator**

- Promote and organise events in line with the Social Erasmus project;
- Organise events that benefit the community;
- Expand ESN Lund's reach through charitable endeavour;
- Cooperate with Lund Municipality, NGOs and other local organisations;
- Collaborate with ESN Sweden Projects Coordinator,

### **Partnership Manager**

- Make sure ESN Lund is benefiting from the national and international partners of ESN;
- Create networking opportunities and attract future partners;
- Collaborate closely with our current partners;
- Keep partners' contact information updated;

### **Education Officer**

- Supervise and organise ESN Study Nights;
- Organise educational and cultural events;
- Organise career-related events;
- Collaborate with ESN Sweden's National Education Officer;

### **ExchangeAbility**

- Organise events within the realm of the ExchangeAbility project;
- Raise awareness regarding mobility challenges for students with disabilities;
- Be the "accessibility watch"; make sure that our events are accessible;
- Collaborate with ESN Sweden's Project Coordinator;

### **Environmental Coordinator**

- Raise awareness regarding climate change and environmental issues through events, workshops and PR strategies;
- Collaborate with Council and Board to make ESN Lund a more environmentally friendly organisation;

- Help other Lund organisations, businesses and other entities to become more environmentally friendly;
- Establish partnerships with other environmental organisations to create a strong “green network” in Lund;

### **Party Ambassador**

- Coordinate the Party Committee within the Activity Committee;
- Plan and organise parties for ESN Lund;
- Try to implement the Responsible Party Project during ESN Lund events;

### **Sports Ambassador**

- Organise sports activities, events or competitions;
- Promote health and exercise;

### **Trips Ambassador**

- Be responsible for organising and planning local trips;
- Monitor ticket sales of local trips;
- Assist with the promotion of the local trips;

### **Media Manager**

- Participate in the work of the PR committee;
- Design flyers, posters and Facebook covers;
- Make promotional videos;

### **PR Manager**

- Participate in the work of the PR committee;
- Coordinate ESN Lunds social media channels with the help of the Communication Manager;
- Help with recruitment of new volunteers;

### **Video Editor for Social Media**

- Make promotional videos; i.e. creation of Reels, TikToks and similar

- Video content should at least comprise the latest events, the current team and its work, Timetravels trips
- Work together with COMs Team
- Become the main responsible person in charge of a TikTok account
- Participate in the work of the PR committee

## **Team Building and Well-Being Coordinators**

- Organise Team Building activities, at least once per month
- Agree on Team Building activity budget with Treasurer for half a year
- Main organisers for the Cottage Weekend once per semester
- Do mental health and well-being check-ups throughout the semester
- Organise Health/well-being workshops or similar

## **Auditor**

The role of the Auditor is to conduct the internal audit of ESN Lund, and to support the section by providing recommendations for its continuous improvement. Once a year, before ESN Lund's Annual General Meeting, the Auditor writes a final report on the Board's performance and compliance with the procedures. As Auditor you can choose to attend the meetings and the local AGM or just go through their minutes.

The task of the Auditor may be divided into two main areas:

### **Internal Audit**

The Auditor is responsible for ensuring that the Board acts responsibly and in compliance with the Statutes and Standing Orders of ESN Lund and ESN Sweden, as well as with national rules and regulations. At least once a year, the Auditor shall provide an audit report before the local AGM.

### **Advisory role**

Advise the Board, the Council or any other body by issuing opinions; when solicited by the Board, or other bodies or members, provide advice on current issues, particularly when it comes to the interpretation of the official documents of ESN Lund and other ESN documents.