



Formal work plan

INTRODUCTION

The board of JIBS Student Association ("the Association") has established this work plan based on the duties of the individual board members as well as the duties of the board as a whole.

All JIBS students are members of the JSA, where the purpose of the JSA is to improve the student life at JIBS and to prepare the students for their future careers. The JSA is a non-profit organization, where any surplus goes back into the association. The JSA works towards an entrepreneurial and international environment where all students are encouraged to participate in extracurricular activities.

The purpose of this work plan is to formulate a concrete strategic plan for the calendar year of 2017, as well as to secure an effective governing of the activities of the Association by defining the duties and responsibilities that lies on the board, and its members. This work plan is available to all members of the JSA, who can influence the goals and objectives at the Biannual Meetings. The following work plan includes all projects that will take place over the year, as well as overall goals and objectives for the association and how these are planned to be followed through.

WORK PLAN

1 GENERAL

The work plan has been adopted by the board the 7th of February 2017. One copy of the work plan shall be given to every board member. The work plan shall also be available for all members of the Association.

2 BOARD MEETINGS

2.1 Time and location

The board decides on the time and location of the board meetings.

2.2 Evaluation

At least one scheduled board meeting during the year the board shall evaluate whether the board's way of working and decision-routines are appropriate for the association. As well as make an overview evaluation over the association's work and projects.

2.3 Minutes

Through the agency of the chairman, minutes shall be kept at the board meetings. The Head of Administration shall be the secretary and is responsible of keeping minutes.

Day and location for the meeting, the number of the minutes, persons present as well as decisions taken by the board shall be recorded in the minutes. The basis for the decisions shall be clear from the minutes.

The minutes shall be undersigned by the secretary of the meeting. They shall be adjusted at the following meeting, by the chairman and the board member who the board has appointed adjuster.



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2.4 Chairman

Chairman at the board meetings is the President of the Association. Should the President of the Association be excused, the meeting shall be chaired by the Vice President.

2.5 Senior advisor

At the meetings there is the possibility for the board to consult a senior advisor. The senior advisor can be whoever, the person has no right to vote, just acting as an extra resource to consult up on tasks that is in the interest of JSA. It is recommended by the board of 2007, that the senior advisor should be attending the first meetings after that a board has been replaced.

3 DIVISION OF DUTIES IN THE BOARD

3.1 General

The board holds the responsibility for the organization of the Association and the administration of the affairs of the Association according to the regulations of the Association. The members of the board shall, with the eventual limitations following by the regulations of the Association or this work plan, execute the work of the board together or in a working group specially put together for a particular issue.

3.2 President

The President of the Association has the executing responsibility within the Association. The main task of the President is to follow up the work performed by the association and ensure that objectives and visions are fulfilled.

The responsibilities of the President are:

- executing responsibility for the association and its work
- the planning and organization of the association
- following-up of all the work performed by the board members
- the evaluation of the work performed by the association
- the regulations and the policy documents and revision of the same
- to chair the board meetings
- executing responsibility regarding the economy of the association
- to be the spokesperson for the association
- signing on behalf of the Association according to § 4.3.7 in the Regulations
- managing the work within the Presidium of the Board
- the annual report
- case handling

The President represents the Association in the following bodies:

- the board of directors of Jönköping International Business School (“JIBS”)
- Council of Undergraduate and Master Education
- Ledningsgruppen (LG) of Jönköping Student Union



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- the Chairmen Committee in U9

The President also:

- have regular meetings with the Director of Undergraduate and Master Education together with the President of the Quality Committee
- have regular meetings with the management of JIBS through the Dean

The President and the Vice President may set up an informal work plan dividing the work between them. This is voluntarily and shall, if done, be made in the beginning of the vice Presidents term of office. When the President is excused, the Vice President shall be the chairman at the board meetings. In the Presidents absence, the Vice President shall also be responsible for the work within the association and represent the association.

The President is the spokesperson of the association towards the media, the president may recommend other board members to speak on behalf of the association in different situations. The President of the Quality Committee is responsible for statements concerning education.

The President is responsible for the printing and signing of “Letters of excellence” and “Letters of recommendation”.

The President of the association is the main representative for the students at JIBS, as well as the main representative of the association at different events organized by the Association.

The President is a member of the Presidium of the board. The presidium is responsible for the strategic plans of the Association and also the activities of JIBS Student Pub.

3.3 Vice President- Head of Education

The Vice President- Head of Education is the deputy to the President. The Vice President – Head of Education shall have good knowledge about the President’s work and duties. The Vice President- Head of Education also holds the responsibility of all questions concerning the quality of the education.

The responsibilities of the Vice President- Head of Education are:

- to have good knowledge about the Presidents work and duties
- assist the President in the continuous work
- being the deputy Chairman at the board meetings, in the absence of the President
- second Spokesperson for the association
- signing on behalf of the Association according to § 4.3.7 in the Regulations
- to secure the high level of the education at JIBS. This covers programme, courses, workshops and other.
- being the spokesperson for the students in educational issues



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- to inform and educate programme developers and course evaluators
- educational issues on a national level
- the school's environment
- being the spokesperson of the Association concerning educational issues
- safety Officer for JIBS

The Vice President – Head of Education represents the Association in the following bodies:

- deputy to the President in all bodies except for the board of directors
- Council of Undergraduate and Master education
- the Quality Committee of Jönköping Student Union
- the Education Committee in U9

When the President is excused, the Vice President- Head of Education shall be the chairman at the board meetings. In the Presidents absence, the Vice President – Head of Education shall also be responsible for the work within the association and represent the association. The Vice President – Head of Education is a member of the Presidium of the board.

The Vice President – Head of Education shall appoint a Vice Head of Education which shall then be elected by the Board of the Association. An informal work plan may be set up between the Head and the Vice Head to divide the work between them.

3.4 Treasurer

The Treasurer of the Association is responsible for the economy as well as the continuous economic work in the association.

The responsibilities of the Treasurer are:

- the economy of the Association
- the Association's checkbox
- the budget of the Association, the Committees
- the accounts
- economic statements in the Annual report
- signing on behalf of the Association according to § 4.3.7 in the Regulations
- purchaser within the Association
- salaries and Taxes

In the initial stage of the projects of the Association, the Treasurer shall, together with a project representative, scrutinize the project budget. The Treasurer shall give his/ her recommendation to whether the budget shall be adopted at Board Meeting.



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In the end of the project of the Association, the result of the project shall be presented to the Treasurer who will then present it to the Board at Board Meeting.

The Treasurer shall appoint one or two Vice Treasurers which shall then be elected by the Board of the Association. The Treasurer and vice Treasurers may set up an informal work plan together in order to divide the work between them.

The Treasurer is a member of the Presidium of the board. The presidium is responsible for the strategic plans of the Association and also the activities of JIBS Student Pub.

3.5 Head of the Marketing Committee

The Head of the Marketing Committee holds the responsibility to manage all *communication* channels that reach the students.

The responsibilities of the Head of the Marketing Committee are:

- all information to and communication with the members of the Association
- the responsibility of how the Association markets itself to its members and other stakeholders
- to lead the work of the committee and together plan and implement a marketing strategy to strengthen the brand of the Association on a long term basis
- to work for increased interest for the Association and higher level of engagement in its projects and activities
- inform employees concerning the advertisement at JIBS
- to spread the information about all the Association's activities on social media channels of JSA (Facebook, Instagram & Twitter) and official JSA webpage (<http://www.jibsstudents.com>)
- appoint Editor in Chief of JIBS United and constantly monitoring his/her performance
- manage advertising spaces at university, i.e. poster boards and poster walls
- cooperate with the Head of External Committee on partner's promotion (offline and online)
- keep updated JSA's TV in the Lobby
- organize JSA Day(s) and/or other promotional events for the JSA Board
- create a welcome brochure for new students (handed out during Autumn and Winter Kick-Off)

The Head of the Marketing Committee represents the Association in the following bodies:

- the Information Committee of Jönköping Student Union

The Head of Marketing Committee should appoint a Vice Head of Marketing Committee, who shall be approved and elected by the JSA Board. The Head of Marketing Committee and Vice Head of Marketing Committee may set up an informal work plan together in order to divide the work between them, with aim for Head of Marketing Committee to focus mainly on strategic tasks while Vice Head of Marketing Committee on team management and leadership.



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3.6 Head of the Internal Committee

The Head of the Internal Committee is head of all projects arranged by the Association.

The responsibilities of the Head of Internal Committee are:

- all projects appointed to the Committee
- the appointment of project leaders
- supporting and guiding the project leader in their work
- working actively in order to spread information about projects arranged by the Association
- working together with the other faculties in cooperated projects
- document the projects, it's results and evaluations for the long term

The Head of the Internal Committee shall appoint a Vice Head which shall then be elected by the Board of the Association. An informal work plan may be set up between the Head and the Vice Head in order to divide the work between them.

The Head of the Internal Committee shall work actively in order to create new contacts between the Association and other universities concerning business issues.

Project that shall be arranged by the Internal Committee every year are:

- Next step
- JSA Spring inspiration
- JSA Entrepreneurship day
- JSA Ball Committee
- Graduation

3.7 Head of External Committee

The Head of External Committee is responsible for the Association's sponsor contacts.

The responsibilities of the Head of External Committee are:

- maintaining good relations with the sponsors of the Association
- working actively with finding new sponsors
- inviting the Association's sponsors to suitable activities arranged by the Association
- appointing contact persons for the sponsors
- supporting the sponsor coordinators in the Association's projects
- organizing the work concerning the JIBS brief cases
- profile products for the Association

The Head of External Committee shall work close together with the Head of Internal Committee in questions concerning sponsoring of the projects.



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The Head of External Committee shall work actively to find new sponsors and are responsible for sponsor contracts to be signed. The President is the one that signs the contracts and shall assist the Head of External Committee with the negotiations concerning the contracts. An informal work plan should be set up between the Vice President and the Head of External Committee to ensure the cooperation on creating and maintaining contracts.

The Head of the External Committee is also responsible for the activity in the JSA Investment Club and the Nordnet Trading room.

3.8 Head of the Social Committee

The Head of the Social Committee manages the Social Committee (**“Sexkreation”**), along with the student pub (**JUBEL**), and a small event project team.

The responsibilities of the Head of the Social Committee are:

- SexKreation, JUBEL and the small events project group.
- assisting in the appointment of project managers
- supporting the project managers in their work
- the Kick off week Autumn and Spring
- SexKreation and JUBEL sittnings
- spreading information about the events arragned by the committee
- document the projects, it's results and evaluations for the long term
- making sure documents for handovers are written properly in order to help the successors

The Head of Social will represent both the student pub and the social committee at board meetings, and will be the professional liaison between their project groups and the Association . The Head of the International Committee shall work closely together with the Head of the Social Committee in the planning and execution of the Kick Off week, both Spring and Fall.

3.9 Head of International Committee

The Head of the International Committee is responsible for the integration of all JIBS students and to provide information for incoming international students from all over the world, as well as outgoing program students from JIBS.

The responsibilities of the Head of the International Committee are:

- arrange social activities promoting the integration between Swedish and international students.
- planning and execution of JSA International Day Spring/ Fall.
- oversee the creation and manage the activities of International Clubs representing different countries or regions of the world, made by JIBS students.



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- procure professional as well as cultural activities that promote integration and use JIBS highly internationalized atmosphere in the best way possible.
- maintain a close interaction with the JIBS International Office.

The International Committee represents the Association in the following bodies:

- the International Association board of Jönköping Student Union

The Head of the International Committee shall appoint a Vice which shall then be elected by the Board of the Association. An informal work plan may be set up between the Head and the Vice in order to divide the work between them.

The Head of the International Committee shall work closely together with the Head of the Social Committee in the planning and execution of the Kick Off week, both Spring and Fall.

It is also the responsibility of the Head of the International Committee to see that the integration of all students is moving in a positive direction and that the members of the Association thrive in the school's international atmosphere.

3.10 Head of Administration

The Head of Administration is responsible for all internal affairs within the JSA Board as well as the IT-related matters for all the JSA projects.

The responsibilities of the Head of Administration are:

- Signing on behalf of the Association according to § 4.3.7 in the Regulations to recruit the JSA delegation for the Student Union Annual General Meeting.
- Ensure the legal quality of all contracts signed by and within the association.
- Administration of documents in preparation of board meetings.
- Helping all project members with any IT-related issues.
- Booking rooms and giving out accesses to JU-cards.

4 GOALS AND OBJECTIVES

4.1 Goals

- Improving awareness of the JSA board and the association's projects through implementation of JSA Day(s). Furthermore, the JSA Board shall work towards becoming more visible and attractive to students.
- The JSA Board will aim to increase the integration of both international and master students into JSA's project, committees and student life at JIBS in general.
- The JSA Board members will aim to work more strategically and less operational in order to be able to focus on developing the association as a whole.
- The JSA Board will ensure that a task force is established as according to the decisions made by the members during the 2016 Autumn Biannual.



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- During the autumn kick off, the JSA Board and the association's projects should be more pro-active in meeting the new students in order to provide a representative picture of the JSA as well as the student life at JIBS.
- The JSA board should aim to establish partnerships with a greater variety of companies, for example within management and marketing.
- The JSA board should work to increase transparency towards the JSA members both regarding organizational and financial matters. Meeting minutes, the formal workplan, half year reports, guidelines and the financial status will be available to all the JSA members.
- Continue to increase the collaboration and communication between the board, projects and the committees. For example, further establishment of the Engagement Group.
- Work to establish common periods for applications and letter of acceptance for the projects and committees, especially during the autumn when most of the recruiting is in progress.
- Establish more governing documents, policies and contracts for members that are engaged in JSA in order to simplify their work and to create a desirable image for JSA.
- The JSA board will strive towards improving handover processes for all projects within JSA.

4.2 Objectives January - June 2017

- a. The formal work plan is created and published on the website
- b. Winter Kick-off
- c. Start up the Investment Club Capital Management Fund
- d. Case Academy: BI case competition
- e. Case Academy: case competition
- f. Next Step 17
- g. Pajamas sittning
- h. Entrepreneurship Challenge
- i. Spring Inspiration 17
- j. Swedish championship in Economics
- k. International Day spring 2017
- l. JIBS United Magazine, release the spring and summer issue.
- m. JIBS Graduation
- n. Full Moon sittning
- o. JSA Day(s)
- p. JSA Summer Ball
- q. Investment Club: Finance trip
- r. Spring Biannual meeting
- s. Create policy documents
- t. Super Bowl Night
- u. Tacksitting

4.3 Objectives July - December 2017

- v. Fall Kick-off
- w. Creating a welcome brochure for new students
- x. Halloween sittning
- y. Entrepreneurship Day
- z. International Day fall 2017
- aa. Release JIBS United Magazine winter issue
- ä. JSA Winter Banquet



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- ö. Biannual Meeting
- aa. JSA Day(s)
- bb. Projects Kick off