

Post descriptions for the annual meeting

Original last revised 2019-05-02

Translation confirmed 2019-05-02

Chairman (Ordförande)

The role of the chairman is to make sure that the ongoing operations of the organization takes place and that board and member meetings are summoned to and take place. Usually, the chairman leads these meetings. The chairman attends the meetings of the chairman council of UTN and is the face of IUPAK. You are responsible for the mailing lists and other registers. The chairman is the mandator of IUPAK and person of contact for miscellaneous topics. You must be prepared to work with anything that turns up. The chairman has priority to be Chemia. For the time being, this post requires you to be able speak Swedish. As chairman, you have access to the mailing address nvk-ordf@utn.se.

Treasurer (Kassör)

As treasurer, you are in charge of the economy of the organization. You follow through that the budget is adhered to and that the revenues and expenses of IUPAK. It is your task to deal with receipts handed in by members and paying the bills of IUPAK, which you then enter into the books. As treasurer, you are expected to participate on the meetings of UTN:s treasurer council, where questions about economy and bookkeeping are discussed, as well as communicating what has been discussed to the relevant people. You are the person in charge of the ordering, selling and storage of profile wares. At the end of year activity, you lead the work to make budget for the next year as well as creating a result- and a balance sheet for the past year. This post requires you to know Swedish.

As treasurer, you have access to the mailing address nvk-kassor@utn.se.

Member of the board (Styrelseledamot)

As a member of the board, you have no special responsibility. One of the most important duties is to attend board- and member meetings and there help with things needed to be done, discussing relevant issues and help to arrange events etc. arranged by the board. You don't need to speak Swedish for this post.

As member of the board you have access to the mailing address nvk-mled@utn.se

Member of the board of the master program (Ledamot i masterprogramrådet)

As a member of the board of the master program your task is to attend the meetings of the master program council (held 3 times per semester). On these meetings, issues relating to the master program in chemistry are discussed, as well as making decision on the content of the program. You are able to vote in these meetings. You are also supposed to inform the members of IUPAK on what has been discussed and decided in the meetings. You are also a member of the Caravan and are expected to attend its meetings. You don't need to know Swedish for this post.

Alternate member of the board of the master program (Suppleant i masterprogramrådet)

As an alternate member of the board of the master program your task is to attend the meetings of the master program council (held 3 times per semester). On these meetings, issues relating to the master program in chemistry are discussed, as well as making decision on the content of the program. You are not able to vote in these meetings, unless an ordinary

member is meeting. You are also supposed to inform the members of IUPAK on what has been discussed and decided in the meetings. You are also an alternate member of the Caravan and are welcome to attend its meetings. You don't need to know Swedish for this post.

Officer of labour market affairs (Arbetsmarknadsansvarig)

As officer of labour market affairs, you have the task to make the students of both programs conscious of the labour market awaiting them as well as opening and maintaining contacts with labour market actors. It's a very open post and you have the possibility to arrange everything from lunch lectures with researchers and guest lecturers to study visits and workshops. You don't need to know Swedish for this post.

As officer of labour market affairs you have access to the email address nvk-foretag@utn.se.

Officer of international affairs (Internationellt ansvarig)

The officer of international affairs is a member of the international committee of UTN together with the people with same position in the other sections. There you organize information evenings about exchange studies and international pubs where Swedish and international students may meet. One works with issues regarding internationalization, exchange studies and exchange students. In this role, one is the contact person regarding international issues and about how IUPAK can work to include more master- and exchange students. You don't need to know Swedish for this post.

As officer of international affairs you have access to the email address nvk-int@utn.se.

Officer of student welfare affairs (Studiesocialt ansvarig)

As officer of student welfare affairs you are responsible for leading the work of IUPAK towards a safer study environment as well as representing the organisation in miscellaneous situations. The officer is expected to attend UTN's student welfare committee that takes place 2 times per period, where among other thing the work of UTN towards better work place environment is discussed. The officer is also the student representative in the Chemical section's safety council and is the main student safety officer of the NVK section. You are also a member of the Caravan and is expected to attend it's meetings. You don't need to know Swedish for this post.

As officer of student welfare affairs you have access to the email address nvk-soc@utn.se.

PR-student

The PR-student works together with the study counsellor during differing activities in order to recruit students to the bachelor and master programs in chemistry. You don't need to know Swedish for this post.

Standard bearer (Fanbärare)

As IUPAK's standard bearer you have the honour to take care of the flags and standards of IUPAK. You are expected to bring them to relevant events and show them off. You don't need to know Swedish for this post.

Representative in MFK's nominations committee (Representant i MFK:s valberedning)

As representative in MFK's nominations committee you will during a few weeks in October cooperate with 4 representatives of the other sections and the current board of MFK in order to find a new board and new auditor. You will advertise the position, hold interviews, write



summaries, write together a suggestion and send that out to MFK's member prior to MFK's annual meeting. You don't need to know Swedish for this position.

Camel howl (Kamelbröl)

As camel howl you shall prior to the Chemia celebrations in December arrange singing repetitions. You are responsible for making sure that the members of IUPAK know when the repetitions take place and that they do infact take place. You e-mail with the departments to arrange the shows. You don't need to know Swedish for this post.

Nominations committee (Valberedning)

As the nominations committee, your job is to prepare the elections of the rest of the posts that are elected on the annual meetings. This means that you shall inform yourself about and discuss possible candidates for the upcoming elections with the members. You are also expected to contact the current holders of the positions to hear whether they are interested of remaining on their post. The nominations committee shall inform the members about the upcoming elections. You don't need to know Swedish for this post.