



Contract for board members

Adopted and implemented on the 1st of July 2017

JSA – Board Member Contract

The purpose of the JSA is to encourage and advance the student life at the university, which means providing more value for students and opportunity for development. Furthermore, the JSA strives for a deeper integration between international and Swedish students. The goal is to unite students through working more closely and offer them greater opportunities for developing business contacts.

Contract

This is a binding contract that involves the elected board members of Jönköping International Business School Student Association (Org.nr 826001-9974), hereafter named the JSA.

The contract concerns the rule of conduct regarding all JSA activities including, events, meetings and any other tasks where it is required that the board represents the Association. This is a document which should be updated each mandate period and signed by the entire board.

The JSA board holds the main responsibility for JSA and the administration of the affairs of the Association according to the regulations approved by the General meeting. The members of the board shall, with the eventual limitations when following the regulations and the formal workplan, execute the work of the board together in the best interest of the JSA members.

General

- The contract period ranges from 1st of July 2017 to 31st of December 2017. After the expiration date, the contract is no longer valid. The contract cannot be renewed during the mandate.

Board meetings

Before the Meetings

- If you cannot attend or arrive in time for a board meeting you should, if possible, contact the President or the Head of Administration at least 10 hours before the meeting.
- The Agenda points from board members should be sent to Head of Administration at least 2 days before the meeting.
- The Agenda will be sent out at least 1 day before the board meeting so the board will have time to read the information.
- The boardroom has to be booked using the OneDrive calendar-system.
- Each board member should come prepared to the board meetings, this includes having read the previous minutes, having enough knowledge about agenda points in order to make fair decisions and having prepared presentations regarding your agenda points.

At the Meetings

- Leave your mobile phone and laptop on silent mode away from the table unless it's not specifically required for a task.
- If you have to leave early at a time you should as soon as you find out mention this to the board.



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- If you tell the board that you will arrive at a specific time, you arrive at this time if not the board has been notified otherwise.
- A conduct between the board members should be held –everyone should be allowed to speak, but structured and one at a time.
- At meetings you are active in the discussion and are in a fully sober state.
- Discussions, which occur in the boardroom, are not personal – but rather between different ideas to the solution. This should always be considered.

After the Meetings

- Problems or discussions in the Boardroom stay in the boardroom. Once the board has made a decision, the decision is final.
- Anything mentioned on a meeting is not to be shared with people outside of the board.
- A problem between board members should be solved by the involved parties and the President or the Vice President. No one else should be involved.
- The JSA should have “one voice” outwards and show of a strong united board in all questions. Even though reservations are still allowed or in place.

Events

Before the Event

- All the board members should aim to attend as many JSA events as possible. The reason is to represent the JSA and to show that we are an active and involved board.
- For every event a specific board member is indirectly responsible. This board member is the main contact between the board and the project manager/-s. It is also this person’s responsibility to delegate work to the board if required.
- If you can only attend for a certain time at an event, this should be reported to the project manager/-s for the event as soon as possible but no later than 48 hours before the event. Note, be there on time and stay for the entire time planned.
- If you cannot attend an event you should mention this to the board or project managers as early as possible, but no later than 48 hours before the event.
- If you have received a ticket for an event but can't attend and have failed to notify the project managers on time, you are personally responsible to sell the ticket or reimburse the JSA for the cost of the ticket.

At the Event

- You should attend the event in a responsible, representative and sober state. If the one responsible for the event has allowed alcohol to be consumed, you are allowed to do so. But even so, the board has a responsibility to always represent the JSA, this should especially be considered when sponsors are involved.
- You should try to help out at all events if required by the responsible for the event.
- Most of all – Be representative, second of all – Have fun!



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Outside the JSA Board

- The board members are not allowed to participate in other projects under the JSA. They should be at the events as board representatives, and can help in other ways.

Decisions made by board members

- All board members have to follow the economic policy for JSA as well as the regulations approved by the General meeting when making decisions for the association.

Non-disclosure

- As a board member of JSA you have responsibility against the Association's key partners and other external parties.
- You are not allowed to reveal information about other party agreements or other similar information that may constitute as business trade secrets.
- The JSA board undertakes that, both during their mandate period and thereafter, not for any purpose other than this agreement, use, disclose, or reveal the circumstances relating to the Association's trade secrets or other sensitive information about the projects/committees that may come to their knowledge.
- Documents and budgets that belong to projects/committees/external parties are not to be disclosed, used, or revealed for other purposes than within agreements between the JSA Board and these other parties.

Alcohol-policy

- As a board member of JSA you are always responsible for representing the association in a proper way.
- When wearing representative JSA clothing or when attending events as a JSA representative, you as board member of JSA have a great responsibility in protecting the image of the association. This means that extensive drinking and inappropriate behavior will not be tolerated.
- The JSA has a non-tolerance towards any types of illegal drugs. The use of these will lead to immediate suspension from the JSA board.
- Even though you're not representing JSA, have in mind that you can still be recognized as a board member and you should therefore consider your behavior.

If these regulations are not to be followed, the board member in question will have consequences in the form of warnings, losing the right to free tickets at events, reduced study abroad points, and in worst case, immediate suspension from the JSA board.



JIBS Student Association

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I hereby agree to the regulations and policies stated in this contract. I also agree to accept the consequences if I breach the contract. The contract

Oona Heiska, President of JSA

Conrad Walz, Treasurer of JSA

Lena Hussmann, Vice President of JSA

Edwin Davis, Head of Administration

Malin Wiberg, Head of External

Yiming Yuan, Head of Marketing

Carolina Rebello de Andrade, Head of Internal

Muhittin Ömeroglu, Head of Social

Clara Kersten, Head of International