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## Formal work plan 2018

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### **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 2018, 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 1st of February 2018. 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 chairperson, 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 chairperson and the board member who the board has appointed adjuster.



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### 2.4 Chairman

Chairperson 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.

## 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
- case handling

The President represents the Association in the following bodies:

- the dialogue meetings with Jönköping International Business School (“**JIBS**”)
- The Strategy Group at JIBS
- Recruitment Committee at JIBS
- Council of Undergraduate and Master Education at JIBS
- Management group of Jönköping Student Union
- the Chairperson Committee in U9



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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 chairperson 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 Head of Education 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.

### **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 Chairperson 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
- to inform and educate programme developers and course evaluators
- educational issues on a national level



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- 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
- Council of Undergraduate and Master education at JIBS
- Work environment committee at JIBS
- the Quality Committee of Jönköping Student Union
- the Education Committee in U9
- the work environment committee at Jönköping Student Union

When the President is excused, the Vice President- Head of Education shall be the chairperson 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 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.

The Treasurer is also responsible for the activity in the JSA Investment Club and the Nordnet Trading room.

### **3.5 Head of the Marketing**

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

The responsibilities of the Head of the Marketing 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 marketing 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 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 represents the Association in the following bodies:

- the Information Committee of Jönköping Student Union

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



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### **3.6 Head of the Internal**

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

The responsibilities of the Head of Internal are:

- all projects appointed to the Committee
- the appointment of project leaders
- supporting and guiding the project managers 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 who 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.

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

- Nextstep
- JSA Spring inspiration
- JSA Entrepreneurship day
- JSA Ball Committee

### **3.7 Head of External**

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

The responsibilities of the Head of External are:

- maintaining good relations with the partners and sponsors of the Association
- working actively with finding new sponsors
- inviting the Association's partners to suitable activities arranged by the Association
- appointing contact persons for the partners
- supporting the sponsor coordinators in the Association's projects
- profile products for the Association
- support and manage the project Case Academy
- manage the sponsor group

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 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 President and the Head of External Committee to ensure the cooperation on creating and maintaining contracts.

### **3.8 Head of Social**

The Head of Social 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
- the Graduation with close cooperation with JIBS
- spreading information about the events arranged 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**

The Head of the International 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 to:

- arrange social activities promoting the integration between Swedish and international students.
- appoint project managers for Go Exchange and help them in their work
- oversee the organization of the Go Exchange fair both in the spring and autumn
- oversee the creation and management the activities of the International Crew
- 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 International Office.



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The International Committee represents the Association in the following bodies:

- the Integration and Activity Committee 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:

- 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
- handling of booking the JIBS lobby
- managing the Engagement Group

## **4 GOALS AND OBJECTIVES**

### **4.1 Goals for the entire association year 2018**

- Have a greater influence towards JIBS in different groups
- Unite the students at JIBS
- Critically work towards the Student Union
- JSA to become a stronger brand
- Reach out to more students
- Better the relationships between project managers
- Provide more diverse career opportunities for students
- More collaboration between the student associations
- Work more on the relationship between projects and the board
- Provide good quality events the students want



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- Being more visible towards the students
- Be more transparent
- Work on diversity in projects and the board
- Financial stability

### **4.2 Position specific goals for the year 2018**

#### **4.2.1 President**

- Working more long-term
- Get representation in the recruitment committee at JIBS
- Have a strong voice at faculty meetings at JIBS
- Work actively to improve the collaboration with the other student associations
- Make sure the board members are working in their position areas and make sure they are not overworked (help them when needed)
- Use the U9 Network more effectively for ideas and collaboration
- Find out more about the student satisfaction towards JSA
- Evaluate more – view the work of JSA more critically

#### **4.2.2 Vice President – Head of Education**

- Improve visibility through “Coffee for opinion” events
- Make the Pedagogical Prize bigger and more visible
- Increase number of applications to the Quality Committee
- Present high-quality reports to CUME and have them appreciated
- Educate future programme evaluators
- Have a case-management system at JSA as well as SUK
- Establish a Debate Club and organise debating related activities

#### **4.2.3 Treasurer**

- Ensure that there is good financial stability
- Get a vice treasurer to help with work around the position
- Look into investment opportunities
- Have a better contact with the project managers about their budgets and ensure smooth financial management between the board and the projects
- Work on an overall budget for JSA

#### **4.2.4 Head of Marketing**

- Create a marketing strategy for JSA
- Work on general rules for projects concerning marketing
- Work on guidelines how to work with marketing at different faculties
- Improve marketing opportunities for companies
- Improve the JSA brand through rebranding
- Have a better social media strategy
- Improve the current JIBS United – create more content



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### **4.2.5 Head of Internal**

- Work towards keeping a good relationship with projects (at the same time ensuring they have high quality events but at the same time give them freedom to be creative)
- Cooperate more with the other student associations on the events to get more participants
- Have one head sponsor for each event
- Encourage the projects to be more innovative
- Be involved in all the projects
- Work on a better collaboration with the head of external
- Create a stronger brand
- Create a team for internal projects to help in the work

### **4.2.6 Head of External**

- Start up a collaboration between other student associations around common sponsors
- Work better with the career site and include more companies at events
- Create new events where students can meet different companies
- Work towards getting a marketing company as one of our partners
- Work more long-term

### **4.2.7 Head of Social**

- Find a vice to share the workload
- Plan more engagement events between the different project managers and the board
- Work more closely with the Head of Internal and Head of International
- Work on more specific goals for the year
- In collaboration with Sexkreation improve the kick-offs during the two semesters

### **4.2.8 Head of International**

- Get students more together both internally and externally
- Enhance the relationship between the other schools
- Improve collaboration between JSA and the International Relations Office at JU
- Work on the Go Exchange project and the bigger common fair in the spring
- Use the I-Forum more effectively
- Keep up the co-operation between the other heads of international at JU
- Develop International Crew and the events they offer
- Improve integration of Swedish and international students

### **4.2.9 Head of Administration**

- Increase knowledge of projects about help with access, e-mails and bookings – assist them more
- Upload approved minutes within two weeks to increase transparency
- Assist with contracts
- Work on helping with creating career opportunities through new company
- Have a good structure and relation in regards to ordering clothes
- Improve the current archive so that it would be easier to find documents and history



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**5 TIMEPLAN 2018 (Preliminary)**

**January:**

Handover (information regarding JSA and JIBS should be included. Also history.)  
Kick-off  
Firststep  
Writing formal work plan

**February:**

Prestep  
Nextstep + banquet  
Spring model casting  
Ordering student bags  
Teambuilding  
Ordering overalls  
Caseacademy case

**March:**

Closing the books  
SM I ekonomi  
Sexkreation Sittning  
U9  
I-forum  
Go Exchange pre –even,  
Notify Biannual  
CaseAcademy  
Recruit new board members

**April:**

Spring day  
GoExchange  
Revision day  
Steinbeis sittning  
Jubel sittning  
JIBS united spring issues  
Biannual  
JIC finance trip  
JSU annual meeting  
Sexkreation sittning  
NY Case with caseacademy  
E-challenge



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**May:**

Kick-off brochure ordering  
Handover  
Pedagogical price  
Recruitment of vices,  
Budget for Kick-off  
Market new board members  
Rising star award  
Tack sittning  
U9  
Spring inspiration  
Summer ball

**June:**

Graduation

**August:**

Kick-off  
JIBS United summer release

**September:**

PM kick-off  
Recruitment week  
Nspire  
Programme evaluator training

**October:**

Octoberfest  
E-day  
SexK sittning  
Notify biannual

**November:**

Biannual  
GoExchange  
JIBS United Winter issue  
Winter banquet  
JSU teambuilding

**December:**

Handover  
Recruitment of vices