



Formal work plan 2019

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 2019, 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 2019. 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 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 President's term of office. When the President is excused, the Vice President shall be the chairperson at the board meetings. In the President's 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 President's 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 programmes, 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
- to assist the JSA Quality Committee in their work

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
- the association's cashbox
- to assist JSA Investment Club project manager and team in their work

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



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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.

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, their 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 Academy
- JSA Ball Committee
- JIBS Graduation

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



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

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**).

The responsibilities of the Head of the Social Committee are:

- assisting in the appointment of project managers of Sexkreation and JUBEL
- supporting the project managers of Sexkreation and JUBEL in their work
- the Kick off week Autumn and Spring
- SexKreation and JUBEL sittnings
- spreading information about the events arranged by the committee
- document the projects, their results and evaluations for the long term
- making sure documents for handovers are written properly in order to help the successors
- organizing teambuilding activities for the JSA Board and Vice Heads
- to create a tacksittning in the spring for the involved JSA members

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 manager for International Crew and help them in their work
- procure professional as well as cultural activities that promote integration and use JIBS highly internationalized atmosphere in the best way possible



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- to have a relationship and be updated on the work of the IAC (Integration and Activity Committee at the Jönköping Student Union) and Go Exchange
- maintain a close interaction with the International Relations Office and the other Heads of International from the faculties on campus

The International Committee represents the Association in the following bodies:

- Go Exchange team 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:

- 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

For the calendar year of 2019 the JSA Board has chosen to shift its formulation of the goals to be achieved from listing overall goals and position-specific goals to focusing on association-wide goals in three focus areas which will be worked on through establishing specific project teams for each of the goals.

The three focus areas and their sub-goals are as follows:

4.1 Strengthen JSA internally

- Create a base handover package for all board members involving practical, operational and strategic topics



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- Create smaller events (hangouts) where the projects and students can all mingle together
- Compile monthly reports to be shared with the active JSA members through the Engagement Group
- Structure the handover so that predecessors and successors can work together
- Better familiarize the people working in the association to one another, i.e., new board members and project managers
- Introduction session for PMs in a lecture setting, going over practical information and know-how
- Structure the handover and evaluation documentation among the board and the projects. Think how to store and share the information, and define the responsibilities
- Implement and utilize a structure for continuous progress-sharing and goal updates within the JSA board

4.2 Diversification of career and opportunities

- Encourage collaboration opportunities between JIBS and Case Academy in case solving
- Encourage and ease the participation of Master students in the JSA projects
- Critically evaluate Nextstep; the external environment factors that influence it, its strategic direction and opportunities
- Work on establishing long-term relationships with companies and potential partners
- Communicate the career opportunities more clearly and precisely
- Collaborate with the Jönköping Student Union and other associations on campus to find strategic partnerships
- Inform students about being prepared to meet companies

4.3 External image and marketing

- Create a new jibsstudents.com website with an easy to manage system, working event calendar, link-based career page, JIBS United blogs, information of projects and features already existing in the current website
- Event calendar on Facebook and Instagram to centrally inform about upcoming events
- Strategically utilize the newly installed screens in the JSA lobby, redirect to website
- Create an information package for all new students of JIBS of JSA and its projects
- Create a positive, inviting image of the board. At most 5 board members can be fadders during kick-off to achieve this
- Strive for the JSA Day to be earlier in the kick-off week, provide more extensive and comprehensible information

5 TIMEPLAN 2019 (Preliminary)

January:

Position specific handover (history and information regarding JSA and JIBS should be included)

Kick-off

Recruitment of vices for newly elected board members



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February:

InspireJU
Writing formal work plan
Prestep
Nextstep + banquet
Spring model casting
Ordering student bags
Teambuilding
Ordering overalls
New project evaluation

March:

Closing the books
Sexkreation Sittning
U9
I-forum
Notify of Biannual
JSA Business Trips to Dublin

April:

Spring day
GoExchange
Jubel sittning
JIBS United spring issue
Biannual meeting
JSU annual meeting
Sexkreation sittning
Entrepreneurship challenge

May:

Handover
Pedagogical price
Recruitment of vices for new elected board members
Budget for Kick-off
JIBS Rising star award
Tacksittning
U9
Spring Inspiration
Summer Ball

June:

Graduation



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August:

Kick-off

JIBS United summer release

September:

Session with the PMs

Recruitment week

Recruitment of vices for new board members

Programme evaluator training

October:

Entrepreneurship day

SexKreation sitting

Notify of biannual

November:

Biannual meeting

GoExchange

JIBS United Winter issue

Winter banquet

JSU teambuilding

December:

Handover

Recruitment of vices for new board members