



Role Description: **Operations Controller**

Introduction

The Operation Controller is one of the most important functions to uphold the democratic structure within JSU. The main responsibility is to continuously evaluate the JSU work to ensure the board at the union is acting according to all steering frameworks and operate according to the members wishes as expressed at the Annual General Meeting.

Tasks

- Being present at JSU board meetings and other board related gatherings.
- Overseeing Staff and Remunerated work regarding the steering frameworks.
- Participating in the Annual General Meeting and other meetings that are relevant for information retrieval.
- Especially observe if the by-laws are applied correctly.
- Monitoring the presidium decisions and executive orders.
- Review meeting minutes and annual reports from JSU.
- Write an annual report which is presented at the Annual General Meeting the following year.
- Perform a handover with the next Operation controllers.

Composition

The Operation Controllers consists of two regular JSU member students at Jönköping University who are elected by the Annual General Meeting (or at By-election if needed).

The mandate is from 1st of July to 30th of June with a handover period in May and June starting after the Annual General Meeting.

Qualifications

The most important thing is to have an interest for developing JSU and student-life in general and have a special interest for democratic structures as well as having an interest to learn new things.

Formal Requirements

- The Operation Controller must possess a good knowledge of English, spoken and written.
- The Operation Controller must be students at Jönköping University when their assignment begins or alumni of the JSU Board. Note that you have to be onsite for the majority of the school year in order to be eligible.
- The Operation Controllers may not be an active JSU board member or member of another board for a suborganization or a student association.

Commendable

- It is an advantage to have a personal experience of the Student Union.
- Previous experience of board work is an advantage.

Personal Requirements

Curious:

Interest for learning new things and looking for knowledge on their own initiative.

Independent:

Dares to express deviating opinions, if there are any, and stand by it regardless of the group's opinion.

Structured:

Plans the work in time and keeps a long-term perspective. Organises and prioritises activities in an efficient way. Sets up and meets deadlines.

Self-propelled:

Takes initiative and responsibility for the tasks, structures the approach on their own and drives the processes further independently.

Strategic:

Thinks strategically and has a broad perspective on issues. Looks at the long-term significance of things and further consequences and adapts their actions to this.