



THE STUDENT ASSOCIATION

SASSE POST DESCRIPTIONS

Last revised by:

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Interim revision based on decision by the SASSE Council on:

14 December 2022

POST DESCRIPTIONS

This document explains the responsibilities of the elected officials and representatives of the Student Association at the Stockholm School of Economics (SASSE). This document stipulates which tasks must be fulfilled in order to be discharged at the end of the operating year. Members of the SASSE Board and other elected officials are allowed to commit to tasks that are not stated below, but only if the stated responsibilities have been fulfilled to a satisfactory degree. Note also that while the majority of the tasks are possible to delegate, it is each respective President's responsibility to ensure that the tasks are fulfilled. Some Board positions have more formal responsibilities than others, while other roles are more flexible. It should be noted that the amount of responsibility has nothing to do with the intensity or importance of the role.

The Election Committee President should make sure that this document is read and signed by all candidates before the election, to ensure that they fully understand the responsibilities they are committing to regarding their posts if elected.

This document represents the fundamental requirements of each role and the responsibilities specified should be considered a minimum level of engagement; it should be complemented with documents such as Vision and Goals and the Operational Plan.

This document is to be revised every year by the SASSE Board and the SASSE Council. If changes are made, a new proposal should be presented to the SASSE Council at the latest in October.

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1 THE SASSE BOARD

Purpose

The purpose of the board is to take care of and be responsible for all operational matters in the Association as well as making sure that the Association acts in accordance with the first paragraph of the statutes, the mission of the Association: **“SASSE shall be a non-religious, non-political organisation with the task of promoting good camaraderie between the students at SSE and looking after their joint interests”**. The Board acts as the highest executive organ and is jointly responsible for all operational decisions taken by the SASSE Board.

Responsibilities

Towards members of SASSE and the SASSE Council

- Enforce and follow decisions made by the SASSE Council and the Members' Assembly (SV: Kårmöte)
- When necessary make decisions in the absence of the SASSE Council
- Coordinate and decide upon SASSE exchange merits
- Propose a Budget and Operational Plan to the SASSE Council, which should be followed during the mandate period

Internal

- Develop the work of the Association in order to continuously improve the organization
- Follow and update the internal documents throughout the year
- Manage the premises and assets of the Association
- Process and make decisions with regards to projects that lie outside of the annual budget and operational plan

Representation and communication

- Represent the Association to both internal and external parties
- Communicate information about the plans and the progress of the work of the Board internally and externally



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1.1 MEMBERS OF THE SASSE BOARD

The eleven members of the SASSE Board are:

President

Vice President

Treasurer

Education Committee President

Business Committee President

Entertainment Committee President

Sports Committee President

Social Committee President

Media Committee President

International Committee President

Tech Committee President

Responsibilities

- Be present at 75 % of the board meetings
- Be prepared for all Board and SASSE Council meetings
- Follow the regulations and policies of the Association
- Be well-informed and act in accordance with the constitution of the Association
- Act objectively with regards to decision making at Board meetings
- Follow the Post Descriptions stipulated in this document
- Act in accordance with the Operational Plan
- Report to the SASSE Board and the SASSE Council on major problems, potential and actual, pertaining to the Board member's responsibilities and operations



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1.2 FULL-TIME REMUNERATED MEMBERS OF THE BOARD

The five full-time remunerated members are:

President

Vice President

Treasurer

Education Committee President

Business Committee President

Responsibilities

- Ensure that the operational work of the SASSE Board has long-term strategic relevance
- Lead the Board's work when it comes to strategic matters
- Ensure that the rest of the Board is well-informed when it comes to strategic matters
- Be accessible and fulfill the responsibilities of the role during the time periods that the position is remunerated



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1.3 PRESIDIUM

The three Presidium members are:

President

Vice President

Treasurer

Responsibilities

- Being the preparatory organ with regards to Board meetings
- Being the authorized signatory for the Association
- Archive and publish the minutes of the SASSE Board meetings

1.4 COMMITTEE PRESIDENT

The Committee Presidents includes 8 members, which are:

Education Committee President
Business Committee President
Entertainment Committee President
Sports Committee President
Social Committee President
Media Committee President
International Committee President
Tech Committee President

Purpose

The purpose of each Committee President is to make sure the committee fulfills its purpose and responsibilities

Responsibilities

- Follow and implement decisions made by the SASSE Council and the Board
- Provide a platform for members to pursue interests that fall within each committee's respective area of responsibility
- Be the official spokesperson of the committee
- Manage the committee's budget
- Recruitment within the committee
- Activities and projects within the committee
- Keep up the standard and maintenance of the committee premises
- Communicate all guidelines and rules to active members within the committee
- Report to the SASSE Board and the SASSE Council on the committee's activities

2 PRESIDENT

Purpose

The purpose of the President is to have the highest level of responsibility for all activities within the Association and lead the operational work of the organisation. The President is the representative for all members of the Association towards external parties. The President leads the work of the SASSE Board.

Responsibilities

SASSE

- Lead the Board meetings of the SASSE Board
- Work to ensure that the SASSE Board functions well as a group
- Lead the work of the Operational Plan and ensure that the SASSE Board implements the Operational Plan approved by the SASSE Council
- Ensure that the SASSE Board follows the different Policies, Regulations and Plans that exist in the Student Association as well as the directives decided by the SASSE Council
- Lead the Handover Process for the acceding SASSE Board
- Serve as the Employer of the Association's receptionist and financial assistant and follow up on the obligations that this role involves
- Be a member of the Fund Management Board (SV: Förvaltningsrådet)
- Be available to students at SSE

SSE

- Work to ensure that students are represented in all relevant forums at SSE
 - As a member of the Board of Directors
 - As a member of the Faculty Program Board
 - As a member of the Ethics Committee
 - As a member of the Disciplinary Committee
 - As an adjunct member in the SSE Board of Directors and the Faculty Program Board during the following year after the mandate period
- Be in charge of the contract agreed between SSE and the Student Association and make sure that it is followed and communicated to the SASSE Board and other relevant parties



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- Ensure that a suggestion of a new Inspector is presented to the Council at the end of the Inspector's mandate period every three years

External parties

- Represent the Student Association in media and be the Association's spokesperson
- Be the Association's primary representative towards other organisations, both nationally and internationally

3 VICE PRESIDENT

Purpose

The Vice President's purpose is to ensure a working infrastructure for all projects and activities within the Association. The Vice President will ensure that the Association has suitable and usable premises that can be used sustainably. The Vice President also acts as the deputy of the President and will lead the Board if necessary and delegate the tasks of the President accordingly.

Responsibilities

Coordination and communication

- Be the contact person for independent projects
- Internal coordination between different Committees and Projects
- Facilitate new initiatives and projects by acting as a coordinator and contact person
- Lead internal educational programs about the Association as an organization
- Organize central gratitude activities for active members
- Recruit and keep in contact with the Seniors of the Association
- Make a proposition of a President of Handelsdagarna and Friedmans Apostlar, as well as a General of the Student Farce, SASSE Sustainability Group and Students' Nobel NightCap, in collaboration with the previous leaders of the respective projects, for the SASSE Board to approve
- Handle matters related to physical safety at SASSE

Premises and purchasing

- Administer the premises at Sveavägen, Saltmätargatan and Enokstro, and make sure they are accessible, safe and live up to a sufficient and sustainable standard. If necessary, the Vice President will act as a project leader for renovation projects.
- Arrange common purchases for the Association
- Work with the development and sales of SSE's and SASSE's merchandise

4 TREASURER

Purpose

The purpose of the Treasurer is to manage the Association's finances in both daily operations and on a strategic level. The Treasurer is to have a holistic view of the Association's finances.

Responsibility

Ongoing financial work

- Day-to-day bookkeeping, assisted by the persons responsible for each profit centre, SASSE's receptionist and financial assistant, and other relevant persons
- Ensure that the Financial Regulations and current legislation regarding accounting and reporting are followed
- Provide reports on the state of liquid assets of the Association, describe future payment flows and follow up on financial results at each SASSE Council Meeting
- Provide reports on financial status at every SASSE Board meeting
- Present the Annual Report, and appropriate financial documentation, concerning the mandate period to the external auditors no later than August 1st the same year as the end of the financial year

Strategic financial work

- Lead the SASSE Board in the budgeting process
- Lead the SASSE board in the work of the interim and final accounts process
- Be in charge of guidelines for the financial management of the Association
- Responsible for the planning of the funds of the Association as member of the Fund Management Board (Förvaltningsråd)
- Keep contact with the external auditors

SASSE operations

- The Treasurer should provide expertise and guidance regarding the budget and financial matters to the SASSE Board, the profit centre managers and SASSE projects

5 PRESIDENT OF THE EDUCATION COMMITTEE

Purpose

The Purpose of The Education Committee is to represent all students at the Stockholm School of Economics and safeguard their common educational interests; The President of the Education Committee acts as the main link between students and SSE. The Education Committee should work to develop the education and thereby the brand of SSE to ensure SSE is a good place to be a student.

Responsibilities

Representing

- Work to assure that students/the Association are represented in all relevant forums at SSE
 - As a member of the Faculty Program Board
 - As a member of the Admission groups
 - As a member of Focus Groups and the Program Committees
 - As an adjunct member in the Faculty Program Board during the following year after the mandate period
- Be part of the Student Health Council together with the Social Committee and the Sports Committee Presidents and represent the education-related aspects of student health questions

Collaborating

- Work together with the Education Committee board to gather the study-related opinions of all students at SSE
- Keep a close dialogue with SSE; be a critical voice and communicate students' opinions and needs in educational matters
- Take care of student errands and be their voice in discussions or conflicts with SSE
- Assist SSE in the Alumni work
- Administer the work with SASSE Exchange Merits together with the International Committee President



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Developing

- Actively benchmark SSE against other schools nationally and internationally

Communication

- Take care of and communicate relevant external educational opportunities to members of SASSE

6 PRESIDENT OF THE BUSINESS COMMITTEE

Purpose

The purpose of the Business Committee is to provide the members of SASSE with career opportunities, represent the students at SSE towards the business world, and to secure long term revenue streams for the Association.

Responsibilities

Representing

- Represent the Association and the students at SSE towards the business sector
- Represent the Association towards SSE in company-related forums
 - Handle the contact, sign and uphold the agreement with SSE's Corporate Relations
 - Member of SSE's Ethics Committee
 - Member of the SSE Business Lab Board

Financing

- Make sure to generate the financial means required to fund the operations of the Student Association

Collaborating

- All company contact within SASSE is done in collaboration with the Business Committee
 - Approve the pricing of all SASSE projects before information is distributed to companies
 - Approve contracts that are sent out to companies in order for them to be legally binding
- Main responsibility for all of the Association's corporate partners, including committee sponsors
- Support committees and the Association's projects in the search for corporate sponsorship



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Communicating

- Strive to provide the students with information about different industries and businesses
- Communicate and update the Company Policy, Company Guide and Company List

7 PRESIDENT OF THE ENTERTAINMENT COMMITTEE

Purpose

The purpose of the Entertainment Committee is to strive to give all members of the Association the opportunity to meet and socialise in more festive circumstances and to promote a sustainable and sound party culture within the Association. The Entertainment Committee is also to provide a structure for well-functioning festivities within the Association.

Responsibilities

Arrangement of festivities

- The Association's alcohol permit and for maintaining contact with the permit authority
- Guidelines for arranging parties and ensuring that everyone responsible for catering is aware of the rules governing the alcohol permit and has undergone the necessary training
- Responsible for updating and communicating the Alcohol Policy
- Ensure that consumables related to parties are in place
- Make a proposition of a Head of Beverages (Spritmästare) for the SASSE Board to vote upon and appoint this person to the duties of the Spritmästare
- Ensure that any suspected use, possession, storage, distribution or sale of illegal narcotic substances is reported to the police both at and in the vicinity of the premises and events of the Association

Support function

- Support other committees and projects in arranging parties
 - Ensure that the Party Document is updated and communicated
- Arrange events for alumni and SSE if appropriate and possible
- Recruit a Head of Pub (Pubmästare), who is in charge of and maintain the sound and light equipment of the Association

8 PRESIDENT OF THE SPORTS COMMITTEE

Purpose

The purpose of the Sports Committee is to promote students' physical wellbeing and health and act as a platform for sports interests.

Responsibilities

Physical health

- Provide sports activities and suitable venues
- Strive to provide the students with sports activities that correspond to their interests
 - Provide opportunities for students to participate in competitions and tournaments
- Provide relevant information about how to get involved in sports activities
- Provide relevant information about physical wellbeing and health

Representing

- Provide the students with appropriate tournaments and matches in order to showcase SASSE
- Be part of the Student Health Council together in collaboration with the Social Committee and the Sports Committee Presidents and represent students in questions relating to physical health and wellbeing

9 PRESIDENT OF THE SOCIAL COMMITTEE

Purpose

The Purpose of the Social Committee is to improve members of SASSE leisure time and to promote community spirit by organizing social, cultural and festive activities. The Social Committee shall assist with matters relating to student personal wellbeing and health.

Responsibilities

Leisure

- Provide activities corresponding to students cultural and social interests
- Provide a platform where members of SASSE have the possibility to pursue their interests during a shorter period of time and in a flexible, non-recurring way
- Assist SASSE members with appropriate tools to organise events corresponding to their cultural and social interests

Student wellbeing and health

- Responsible for the Student Health Council in collaboration with the Education Committee and the Sports Committee
- Raise awareness and investigate student wellbeing and health
- Attend the meetings of the Advisory Board to the Stockholm Student Health Service
- Be the contact person for the Stockholm Student Health Service

Introductions

- Coordinating the Introduction weeks
- Present a proposition of Project Leaders of the Introduction for the SASSE Board to vote upon

10 PRESIDENT OF THE MEDIA COMMITTEE

Purpose

The Media Committee's purpose is to facilitate internal communication and take care of the external communication of the Association. The Media Committee should provide members with the necessary tools, knowledge, and opportunities to create media communication.

Responsibilities

Communication

- The internal communication of the Association
 - Inform the members about the activities of the Association
 - Inform and educate members on the rules and regulations regarding communication and marketing
- Make sure that the Association's graphical profile is upheld and updated
- Monitoring and updating the Association's communication channels
- Updating the Internal Communication Guidelines document
- Make sure all policies and regulations are communicated to the members
- Coordinate and send out the annual SASSE Survey to the members of the Association

SASSE publications

- Legal responsible publisher of all publications within the Association
- Proofread publications before they are sent to press
- Make sure that all Minimax publications are preserved in the archives

Media support

- Provide other committees with support with regards to design, marketing, film, and photography

11 PRESIDENT OF THE INTERNATIONAL COMMITTEE

Purpose

The purpose of the International Committee is to work for the internationalisation of SASSE and integration of the international students. The International Committee should also actively facilitate students' international interests.

Responsibilities

Internationalization

- Maintain a close collaboration with the SASSE Board and support them, their projects and Independent Projects in internationalisation as well as international and cultural questions
- Coordinate the internationalisation working group
- Gather international students' opinions related to integration and the internationalisation of SASSE
- Represent the international students in relevant forums

International students

- Be the main contact person for international students
- Work actively to integrate the international students
- Responsible for the Exchange Committee
- Responsible for the contract between the Association and the Swedish Program

International interests and leisure

- Develop international and cultural projects and activities for SASSE Members
- Administer the work with SASSE Exchange Merits together with the Education Committee President

12 PRESIDENT OF THE TECH COMMITTEE

Purpose

The purpose of the Tech Committee is to maintain and develop the IT infrastructure and websites of the Association, handle personal data and be a platform to members interested in technology.

Responsibilities

IT infrastructure

- Responsible for ensuring the availability and support of:
 - A wired and wireless network covering most of the Association's premises
 - A cloud suite including an email service and a file sharing service
 - A local backup system for all necessary files
 - Computers with relevant software and complementary equipment to the Presidium and the Receptionist/Financial assistant
 - A booking system and internal SASSE calendar

Website

- Run, maintain and develop the Association's main website, sasse.se
- Assist in the maintenance of other websites of the Association, i.e. sub-domains of sasse.se

Members registry and personal data

- Responsible for the member registry at the Association's main website, sasse.se
- Be the official Data Protection Officer (DPO) for SASSE
 - Control that member data is collected, handled, and stored according to legislation.
 - Inform the Association's members about what data is collected and about their right to intervene in the collection, handling, and storage of their data
 - Serve as the point of contact between SASSE and the Swedish Data Protection Authority (Datainspektionen)



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Interest in technology

- Develop and look after the members' interests in technology and strive to arrange appropriate activities according to their needs.

13 THE SASSE COUNCIL

Purpose

The SASSE Council is the highest decision-making body of the Student Association unless otherwise stated in the statutes. The SASSE Council has the overall responsibility for the Election Committee, the Equality Representative, and the Internal Auditors. The SASSE Council meets at least ten (10) times per operating year.

The SASSE Council has four overall areas of responsibility: Finance, Governance, Education and Member Engagement. The SASSE Council is made up of thirteen members, five of which constitute the Board of Directors, including the Chair of the Council. The eight Ordinary Members of the council only have the duties presented directly below, while the five Board of Directors have further duties that are presented further down.

Responsibilities

- a) Make decisions about strategic matters for SASSE, including within the permanent areas of finance, governance, education and member engagement ,
- b) Make decisions relating to SASSE's statutes, regulations and other documents laid down by the SASSE Council,
- c) Decide on the preliminary budget and the accompanying definitive budget as well as an operational plan at the final meeting before the summer,
- d) Make decisions each year on behalf of the members of SASSE concerning:
 - i) The SASSE Budget
 - ii) The Operational Plan
 - iii) SASSE documents and regulations
 - iv) Annual accounts for SASSE
 - v) Appropriation of results
 - vi) Annual report
 - vii) Approval of elections
 - viii) Discharge of the SASSE Board
 - ix) Standpoints in matters generally related to strategic matters within the areas of finance, governance, education and member engagement
- e) Decide on the amount for the Student Association fee at the final council meeting of the operating year, or by submitting a motion, and



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- f) Decide on the affiliation of SASSE, its cancellation of membership, or financial support, to such organization that partly or fully promotes the purposes of SASSE and related contexts. It is desirable for the Board of Directors to be made up of members in different years of study in order to combine experience with innovative thinking and keen involvement.

13.1 BOARD OF DIRECTORS

Purpose

The Board of Directors is the preparatory body of the SASSE Council and shall maintain contact between the SASSE Council and the SASSE Board. The Board of Directors coordinates the strategic work and decision-making of the SASSE Council with regards to the overall purpose of the Student Association.

It is desirable for the Board of Directors to be made up of a mix of members with different experiences within SASSE in order to have a diverse group leading SASSE's strategic operations.

Responsibilities

- a) Initiate debates and develop matters of strategic importance to SASSE,
- b) Regularly examine the work of the SASSE Board and submit reports to the SASSE Council when required,
- c) Serve as an on-going advisory group for the SASSE Board,
- d) Ensure that the documents required for the SASSE Council are drawn up and submitted to members of the SASSE Council in a manner that complies with the Constitutional Rules,
- e) Submit comments and questions on the motions submitted,
- f) Create workgroups for the ordinary members of the council in which they can partake to assist in strategic operations,
- g) Ensure that meetings of the SASSE Council are convened in compliance with the rules and that such meetings are announced appropriately to members of the Student Association,
- h) Organize the regular meetings of the SASSE Council as well as the annual meeting in accordance with the constitutional rules,
- i) Check the minutes for members of the SASSE Council no later than two weeks after a meeting of the SASSE Council has been held,
- j) Ensure that all minutes concerning resolutions and decisions for SASSE (i.e. minutes from the SASSE Council and SASSE Board) are written, checked and released in a manner that is consistent and easily accessible for members of SASSE,
- k) Be responsible for storing and updating the constitutional rules, regulations and other key documents for SASSE and keeping these available for SASSE members,



- l) After the operating year, together with the Internal Auditors, submit an audit report to the SASSE Council about the SASSE Board, which recommends whether the SASSE Board shall be granted a discharge from liability with respect to the compliance of decisions made with the rules,
- m) Be responsible for the introduction of and the handover to the new SASSE Council and the new Board of Directors, and be jointly responsible for the coordination and performance of the tasks designated to the SASSE Council.

Chair of the Council

The Chair of the Council holds the outermost responsibility for the performance of the Board of Directors and the Ordinary members of the Council and is thus the one coordinating the work of the SASSE Council. The Chair is responsible for leading and arranging the meetings of the SASSE Council. The Chair is also the main person responsible to coordinate and assist the Election Committee, the Equality Representative, and the Internal Auditors in their operations. Also, the Chair of the Council chairs the meetings of SASSE's Disciplinary Committee and Statute Interpretation Committee. Furthermore, it is the obligation of the Chair to:

- a) Administratively prepare and distribute the agenda for the Council meetings,
- b) Open and close the meetings of the SASSE Council,
- c) Verify that the meeting was convened in compliance with the rules,
- d) Make sure that a list of speakers is kept, and maintain order at the meeting,
- e) Propose breaks or short respites during meetings of the SASSE Council,
- f) When voting by acclamation (through a call), determine the advantage,
- g) Announce and lead voting in connection with pleadings,
- h) Make sure that the minutes of the Council's meetings are kept,
- i) Ensure that meetings of the SASSE Council are convened in compliance with the rules and that such meetings are announced appropriately to members of the Student Association
- j) Coordinate the interaction between the SASSE Council and the Election Committee, the Equality Representative, and the Internal Auditors, and make sure that the different positions adhere to their respective responsibilities,
- k) Assist and guide the Election Committee in their operations, and update the framework and election regulations on a yearly basis,
- l) Be the main contact person for the SASSE Board on strategic matters in general,
- m) Be responsible for managing the financials of the SASSE Council and its budget.

Director of Finance

The member of the Board of Directors responsible for the Finance area is broadly responsible for all strategic matters concerning the Student Association's finances. This includes, but is not limited to, the budgeting process, as well as paying special attention to how the Association allocates its funds.

- a) Submit proposed budget frameworks for the coming operating year, on the basis of a long-term financial analysis, at the latest to the meeting before the last meeting of the SASSE Council for the SASSE operating year,
- b) Comment on the SASSE Board's proposed final budget and specify any alternative proposals,
- c) Comment during the year on the proposals submitted with regard to budget changes and major investments,
- d) Analyze the annual accounts and issue a statement to the SASSE Council about both the results and the financial management process during the year, including those of the Student Association's subsidiary companies,
- e) Continuously evaluate the financing model of the Student Association and raise discussions around the matter in the SASSE Council if needed,
- f) Continuously evaluate the financial reporting by the Student Association Treasurer to the SASSE Council and make necessary revisions if needed.

Director of Governance

The member of the Board of Directors responsible for the Governance area is broadly responsible for all strategic matters concerning SASSE's organization. This includes, but is not limited to, the interaction of SASSE's governing bodies, the SASSE Council's operations, as well as paying special attention to how the SASSE Board operates.

- a) Submit proposed guidelines to the meeting of the SASSE Council held in February regarding the operations of SASSE for the coming operating year from a long-term strategic perspective,
- b) Comment on the SASSE Board's proposed Operational Plan and specify any alternative proposals,
- c) Comment during the year on proposals submitted concerning changes to the operations or possible new operations as well as analyze the annual reports and issue a statement to

- the SASSE Council about how these correspond to the operational plans established by the SASSE Council, and
- d) Convene meetings of the Statute Interpretation Committee at least once during a fiscal year to update the Constitutional Rules. For this meeting, approving interested adjunct participants is highly encouraged,
 - e) Continuously monitor the internal structure of the Student Association Operations and, if deemed appropriate and/or necessary, propose changes to improve the Student Association operations.
 - f) Have the primary responsibility to oversee the legal compliance of organizational processes and regulatory documents of SASSE

Director of Education

The member of the Board of Directors responsible for the Education area is broadly responsible for all strategic matters concerning education, integration, diversity and the interaction between the Student Association, its members, and the school. This includes, but is not limited to, the Strategic Goals Document, a close cooperation with the Equality Representative, as well as paying special attention to the position SASSE takes towards students' education, integration and health.

- a) Have consultations with the President of the Education Committee (UU), the President of the Social Committee (SU), the President of the International Committee (IntU), the Student Health Council, and the President of SASSE regarding the education, integration and health monitoring,
- b) Partake in preparing SASSE's Strategic Goals Document quadrennially. Comment on the proposed Goals and Vision Documents of the respective Committee President and the President of SASSE and specify any proposed alternative decisions related to education, integration and health,
- c) Comment during the year on progresses made and proposed changes proposed to SASSE's Strategic Goals Vision & Goals Documents,
- d) Prepare during-the-year focus areas for the SASSE Council Student Association Council relating to the SASSE's standpoints in terms of education, integration or health related issues,
- e) Follow up with the aforementioned parties regarding the Strategic Goals Visions and Goals Document at the end of the year and examine how the results correspond to the objectives laid down at the beginning of the year, and

- f) Cooperate with the Equality Representative on the development of diversity and equality within SASSE. the Student Association.

Director of Member Engagement

The member of the Board of Directors responsible for Member Engagement is meant to safeguard the interests of the members of SASSE. This includes, but is not limited to, looking over the recruitment processes within SASSE and the ability for members to engage in projects and activities. Also, it is this person's responsibility to assure transparency within SASSE, making sure that information is widely available for members and that communication within SASSE works well. The Director of Member Engagement is the main contact for the Election Committee President.

- a) In collaboration with the Vice President, monitor and investigate the recruitment processes and evaluate SASSE's ability engage as many students as possible,
- b) Look over the activities and engagements that SASSE offers and make sure that they match what the members are asking for,
- c) Assist the Election Committee before, during and after the election in making sure that the Election periods run smoothly and engage as many members as possible,
- d) Together with the Media Committee President create the annual SASSE Survey and help interpret and communicate the results to SASSE members.
- e) Have the main responsibility to ensure that the organization has functioning processes with the purpose to continuously collect information on the member's current joint interests, and that this information is widely communicated to the decision makers of the organization.

14 INSPECTOR

The inspector along with the Senior Society constitute the advisory body of SASSE. The inspector, as a member of both the faculty and SASSE, provides unequaled insights into both SASSE and SSE affairs.

Rights

- a) Be informed about all upcoming meetings and agendas of the SASSE Board, the Council and Members Assemblies
- b) Be informed about all decisions made at meetings of the SASSE Board, Council and Members Assemblies
- c) Attend, speak and submit motions amendments at the SASSECouncil

Responsibilities

- a) Attend SASSE ceremonies including introduction days, “Gasque” and “Seniorsitzar”
- b) Be available to the SASSE Board in order to exchange information and discuss daily matters on an informal basis.

15 PRESIDENT OF THE ELECTION COMMITTEE

The Election Committee President is the main person responsible for managing and arranging the Student Association Elections (the Elections), and all activities associated with the elections unless it is an internal committee event or otherwise specified in the election regulations or constitutional rules of SASSE. The Election Committee President is responsible for leading two elections, one in the spring and the other in the autumn, as well as making sure that these are being held in accordance with:

- a) The Statutes of SASSE
- b) Democratic values that do not discriminate against any member of SASSE
- c) Election regulations of SASSE
- d) Other relevant SASSE guidelines, regulations or policies.

Furthermore, the Election Committee President is to make sure that the members of SASSE make well informed decisions regarding candidates. In order to do this, the election committee president together with the rest of the committee are supposed to create awareness, arrange debates, hold interviews (only during spring election) and manage different events and festivities associated with the elections. The Election Committee President is free to shape the elections as that person deems most democratic as long as the Election regulations and Constitutional Rules of SASSE are followed. The elections are of highest importance within SASSE since the outcome will shape the coming year. The Election Committee President and their chosen committee should work independently from any other committee, and are only subordinate to the SASSE Council and a potential Members' Assembly (sv: Kårmöte). The Election Committee President is elected annually during the autumn elections. The Election Committee President may not candidate for any other elected position during their mandate period.

16 EQUALITY REPRESENTATIVE

The Equality Representative is an independent unit within SASSE. The responsibilities of the Equality Representative are centered on three areas:

- a) Monitor the organization, its processes, communication and priorities from a equality perspective,
- b) Promote the discussion of SASSE's and SSE's activities from an equality perspective and highlight potential problems with an aim of finding solutions, which should be communicated to the different projects within SASSE as well as the school,
- c) Act as the link between the members of SASSE and the SSE Equality and Diversity Manager, in questions regarding discrimination, equality and diversity,
- d) Partake in Disciplinary Investigations related to equality matters,
- e) Work as the contact for SASSE Members who experience discrimination, harassment or infringements of the Equality Policy,
- f) Organize annual Equality Forums.

The Equality Representative should present focus areas and goals for the year at the same council meeting as the Definitive Budget and Operational Plan are discussed. The focus areas and goals should be approved by the SASSE Council.

17 INTERNAL AUDITORS

The office of internal auditor is the auditing body of the Student Association and is responsible for reviewing the work of the SASSE Council and SASSE Board. The audits should focus on addressing potential or actual problem areas within SASSE and reports should be given to the SASSE Council. The strategic review should focus on ensuring that work is performed in compliance with the rules; this work is done on behalf of members of the Student Association. The strategic review includes a greater responsibility for action, as there is no direct channel for keeping members of the Student Association informed. The office of the internal auditor consists of two elected individuals. The office of the internal auditor is the convening body for the Statute Interpretation Committee. The office of the internal auditor is also responsible for maintaining and developing functions within the Student Association; the aim is to facilitate access to information about SASSE operations.

Responsibilities

- a) Conclude its audit of the operations and submit an audit report to the Council meeting when the internal auditors' term of office will be discussed. This audit report shall also contain a statement as to whether the operations during the operating year have complied with the operational plan and definitive budget as well as the other decisions and rules of the Council,
- b) Review the statutes and regulatory documents of SASSE on a regular basis in terms of formal details and ambiguities,
- c) Ensure that all of the financial documentation of the Student Association is easily accessible to the internal auditors,
- d) Ensure that documents and minutes from meetings are drawn up, checked, posted and archived in compliance with the rules,
- e) Ensure that notices convening meetings and documents for the SASSE Council and meetings of the SASSE Board are routinely sent to the internal auditors,
- f) Ensure that documents relating to meetings of the SASSE Council, Board of Directors, meetings of committee boards and board meetings for major SASSE projects are accessible to the internal auditors,
- g) Actively participate in the work of the Statute Interpretation Committee,
- h) Submit reports for the council meetings to give the Council an update on their work,
- i) Ensure that the SASSE policy and steering documents are compiled and kept updated.

18 SUSTAINABILITY REPRESENTATIVE

The Sustainability Representative is an independent unit within SASSE. The responsibilities of the Sustainability Representative are as follows:

- a) Work towards the implementation of the SASSE Sustainability Policy;
- b) Monitor and report on the organisation, its processes, communication, and priorities from an environmental sustainability perspective;
- c) Work to reduce SASSE's and SSE's environmental impact long-term by highlighting problematic short-comings and monitoring the implementation of the SASSE Board's proposed solutions, all of which should be presented to the SASSE Council;
- d) Act as the link between the members of SASSE, the SASSE Board, the SASSE Council and all other independent projects of SASSE regarding environmental sustainability efforts;
- e) Work as the contact for SASSE Members who have suggestions towards further enhancement of environmental sustainability within SASSE or want to report infringements of the Sustainability Policy;
- f) Organise regular updates as well as yearly evaluations regarding the progress of environmental sustainability within SASSE;
- g) Present focus areas and goals for the year at the same council meeting as the Operational Plan is discussed. The focus areas and goals should be approved by the SASSE Council.

APPENDIX: Changelog

This revision is identical to the last revised version approved by the SASSE Council on the 27th of October 2021 (revised by Jakob Ringberg and Tindra Hedlund), except for alterations to the Table of Contents as well as the inclusion of the post description for the SASSE Sustainability Representative as defined in a motion accepted by the SASSE Council on the 14th of December 2022.