

Administrative Officers: SFS Nominations Committee

Approved: 2019-11-23

## *Invitation to nominate to a position of trust within SFS for fiscal year 2020-2021.*

The elections committee, with this letter, is inviting you to nominate persons to a position of trust within SFS!

This document includes information on which positions of trust are currently open for nominations, who has the ability to be nominated, who may nominate persons to positions of trust, as well as how the nominations should be presented and the last date for nominations to be sent in.

Along with this you will have hopefully received other documents containing the descriptions of the positions..

### Positions of Trust

The positions of trust that are currently open for nominations are:

- SFS Presidium (Council of Executive officers)\*
- Members of the SFS Board of Directors
- SFS Operations Auditors
- Members of the SFS Nominations Committee

\*All nominations for SFS Presidium (Council of Executive Officers) posts will also be seen as nominations for members of the SFS Board of Directors, unless otherwise stated in the nomination.

### Eligibility and The Ability to Nominate

According to SFS's by-laws, all who are nominated are eligible to be chosen for a position of trust within the organization. The nominations committee has in the other attached documents, described personal traits, relevant experiences, and other attributes that we feel are appropriate for the different positions. Please observe that these are not absolute requirements in order to be nominated, to run for, or be chosen by the nominations committee for a position of trust.

Those who have the ability to nominate persons to a position of trust are:

- SFS Member Unions
- Representatives at the meeting where the election will be held
- Members of the SFS Board of Directors
- Members of the SFS PhD Committee
- Members of the SFS Nominations Committee
- A group of at least ten members from a SFS Member Union.

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Member Unions who have already chosen who will represent them at the SFS Council are encouraged to send this letter to their chosen representatives.

## Nominating Process

All nominations should include the following information:

- Name and contact information (Telephone and email address) of the nominated person.
- Which position you are nominating the person for
- Your own name and contact information (Telephone and email address)

Nominations must be sent via [this google form](#), to the Nominations committee **before the 12th of Feb. at 11:59PM (23:59)**. You will receive confirmation of the nomination by **the 15th of Feb. at 11:59PM (23:59)**. The nominations committee will then ask the nominated persons to confirm their nomination as well as send any further documentation that may be needed.

The incoming information will be handled in accordance with the SFS policy for personal information.

If you have any questions please do not hesitate to contact the nominations committee via email at: [ordf.valberedningen@sfs.se](mailto:ordf.valberedningen@sfs.se)

# Job Specification – SFS

## The Nomination Committee's suggested profile for members of the SFS Board of Directors

This profile contains information about which personal traits, relevant experience, and other attributes that the SFS Nominations Committee feels are appropriate for a person applying to be a Member of the SFS Board of Directors.

### Relevant Experience

To become a member of the SFS Board of Directors, we on the Nominations Committee believe that the person will have either started or finished their post-secondary education. It is important that one has significant experience working within similar organizations such as a student union or other student organizations. One should also have experience sitting on a board of directors or another similar decision making body.

### Knowledge and Skills

Those who want to sit as a member of the SFS Board of Directors should be actively interested in political issues that concern students. They should have knowledge and understanding about which political issues are the most central for activists in student politics. As a member of the SFS Board of Directors it is advantageous that you are willing to gain an understanding of how situations can differ between our educational institutions. It is also important to be able to look at the needs of individual students in relation to national student policy. Previous experience working within a student union will help you in completing the job.

To be successful at this position, a member of the SFS Board of Directors needs to understand enough of the Swedish language to be able to retain information from and follow along with discussions that are fully in Swedish.

### Personal Traits

Those who wish to apply for this position should be willing to take initiative, think strategically, and be a skilled communicator. Even traits such as tolerance, articulacy and a good understanding of and respect for one's own and others perspectives and boundaries are important for a member of the board. Applicants should be ready to apply themselves to the job, and be able to work both individually as well as in a group. Central to the position is an interest in national student politics. The Nominations Committee recommends that applicants recognize the importance of working transparently, and understand that all decisions must be in accordance with the guidelines of the organization.

## Scope of the Position

This position is a position of leadership within the organization, and requires members to attend approximately 13 meetings through the fiscal year. Three of the meetings are digital, while the rest are held over weekends. Members of the SFS Board of Directors are expected to be able to take themselves to the physical meetings throughout the entire fiscal year. In addition to the above mentioned meetings, Members of the SFS Board of Directors are expected to attend SFS congress, SFSFUM, as well as a physical handoff meeting in which will be held in Stockholm during the weekend of the 12-14th of June 2020. The fiscal year lasts for 12 months, starting in July.

## Merited Traits

In addition to the traits and experiences written above it is, merited if the nominee:

- Has previous experience working within SFS.
- Has previously worked within a Student Union or with their educational institution.
- Has experience of working with national student representation.
- Has experience of student representation in an international context.
- Can express themselves well in written texts and speech in English.
- Has experience working with strategic financial or organizational governance.

# Job Specification – SFS

The Nomination Committee's suggested profile for members of the SFS Nominations committee.

This profile contains information about which personal traits, relevant experience, and other attributes that the current SFS Nominations Committee feels are appropriate for a person applying for a position on the SFS Nominations Committee.

## Relevant Experience

As a member of the SFS Nominations Committee, having experience from and knowledge about SFS as an organization is highly valued. It is also important for a member of the nominations committee has previous experience with holding interviews, and making objective choices for positions of trust.

## Knowledge and Skills

Those who are nominated or wish to run for a position as a member of the SFS nominations committee should be able to work well with others, and have an understanding of various practices within HR. Nominees should also be able to function well within highly social environments.

## Personal Traits

As a member of the Nominations Committee it is important to be able to keep an objective perspective and base your decision on the nominees competence and not personal interests. The ability to handle stress and good communication skills are desirable, as well as an interest in HR-strategies and SFS as an organization.

## Scope of the Position

Some of the tasks of the Nominations Committee include online interviews with the nominees, in person interviews of the nominees to the posts on the Presidium (Committee of Executive Officers) in Stockholm, attendance at the member meetings, SFS council and approximately ten meetings of which two are in person. The Nominations Committee is especially active during the spring term, during which the members of the committee will be expected to be able to attend several in person meetings. The position will start in July and run for one fiscal year.

## Merited Traits

In addition to the traits and experiences written above it is, merited if the nominee:

- Has previous experience as a member of a nominations committee.
- Has previous experience within HR or a similar field.
- Has previous experience working within a Union.
- Has experience working with graphic design.

# Job Specification – SFS

## The Nomination Committee's suggested profile for members of the SFS Presidium (Committee of Executive Officers)

This profile contains information about which personal traits, relevant experience, and other attributes that the current SFS Nominations Committee feels are appropriate for a person applying for a position on the SFS Presidium (Committee of Executive Officers).

### Relevant Experience

In order to sit in a position in the SFS Presidium, the applicant will have either started or finished a post-secondary education. Members of the Presidium should have extensive experience as an active member of a student union. Previous leadership experience is important, and as part of that the applicant should be able to delegate tasks and prioritise between different tasks with ease. Because the members of the SFS Presidium (Committee of Executive Officers) lead a team containing both civil servants as well as trustees it is important that those who apply for these positions have experience of employer responsibility, or management.

### Knowledge and Skills

Those who will sit as members of the Presidium should have extensive knowledge in at least one of the areas in which SFS places focus; For example: social security for students, higher education, student governance, housing, educational quality, conditions for academic institutions, the funding of universities, or internationalization in higher education. In order to effectively lead SFS the Presidium (Committee of Executive Officers) should have a thorough understanding of SFS as an organization.

It is important for applicants to be able to express themselves well in both written and spoken Swedish. In addition to their skills in Swedish, it is important for members of the Presidium to be able to make themselves understood in English, as SFS works in an international context, and therefore, they may be expected to speak with persons who do not speak Swedish.

### Personal Traits

Applicants must have a passion for student representation in the political arena, and the ability to motivate themselves and others through their passion for the job. It is important that those who apply recognize the value that working inclusively provides. Members of the Presidium should be sensitive towards their employees, trustees, and member unions. We on the nominations committee also expect that members of the presidium are able to lead others even in times of stress, that they will be able to clearly express themselves so that others are able to understand what is expected of them, and that they are prepared that they may be asked to handle difficult and sensitive situations. Because the Presidium contains two people, who together will lead SFS the most important aspects we expect to see is the ability to cooperate with others, and that they are prepared to work together through the year to accomplish the goals of the organization.

Applicants should be prepared that sitting as a Member of the Presidium requires one to be able to plan and structure work effectively. It is also important to be able to prioritise as the assigned tasks can vary vastly, at times requiring fast decisions to be made. It is important that applicants understand their own boundaries. Understanding boundaries will allow applicants to handle the pace and workload that job requires, without getting burnt out.

In order to safeguard the reputation of SFS as an organization it is imperative that the Members of the Presidium are able to give an impression that is professional and instills trust. Applicants should be comfortable in social settings, as the job requires the presidium to actively represent the members and much of that comes from strengthening SFS's current contact network, as well as forming new contacts.

### Scope of the Position

This is a full time position, located in Stockholm. If elected you will sit for one fiscal year starting in June 2020.

### Merited Traits

In addition to the traits and experiences written above, it is merited if the nominee:

- Has experience within political activism or experience from another position of trust within SFS.
- Has experience participating in public forums and representation in the media.
- Has experience working with communication public advocacy through interactive mediums and platforms.
- Has extensive knowledge of several of the areas where SFS places focus.

# Job Specification – SFS

## The Nomination Committee’s suggested profile for SFS Operations Auditors

This profile contains information about which personal traits, relevant experience, and other attributes that the SFS Nominations Committee feels are appropriate for a person applying to be a SFS Operations Auditor.

### Relevant Experience

As an Operations Auditor for SFS, experience from and knowledge of SFS as an organization are particularly important. It is advised to have previous experience from other organizations in order to have a wider perspective, and good understanding of the expectations.

### Knowledge and Skills

Those who wish to become an Operations Auditor for SFS need to be familiar with working with many types of governing documents, as well as have an understanding of how governing documents should be read and applied.

### Personal Traits

The work of the Operations Auditor for SFS is very analytical, as you will be inspecting governing documents. The results of your inspections and analysis of them need to be presented in a objective and critical way. The job also requires one to actively observe and ensure that all decisions are made in accordance with SFS’s governing documents. This position requires an active dialogue with the SFS Board of Directors. An Operations Auditor needs to be able to work in a careful and structured manner. One should be able to work independently, and take responsibility for their actions. It is important that one should have respect and integrity as there may sensitive issues that have to be dealt with.

### Scope of the Position

The Operations Auditors are invited to all of the meetings of the SFS Board of Directors, but is not required to attend. As an Operations Auditor you will be expected to be informed on the organizations operations and stay in contact with others in positions of trust. The position runs for one fiscal year, starting in July 2020. Nominees for this position are expected to attend SFS congress the 17-19th of April 2020.

### Merited Traits

It is, in addition to the traits and experiences written above, merited if the nominee:

- Has previous experience auditing operations of an organization.
- Has previous experience within the field of association law, or interpreting statutes.
- Has previous experience working within a Union.