

### **All board members (21)**

- Taking active part in board meetings and the general board work
- Taking part in common activities and some events
- Being active and attentive in internal communications
- Acting according to the UF values and purpose, especially externally
- Actively encouraging people to become members and help members to deepen their involvement in UF operations

### **President/Ordförande (1)**

- General economic and organizational overview and long-term planning for the association.
- Organizing board meetings and annual meetings.
- Representing the association before external parties, especially to other UF associations
- Responsibility over the working environment and over facilitating work and collaboration, leading relevant projects
- Coordinate work in the “presidium.”

### **Vice President/Vice ordförande (1)**

- Substituting the president in their responsibilities.
- Special responsibility for board and board-trustee cohesion.
- Special responsibility for member recruitment and inclusion strategy.
- Facilitating work and collaboration within the association, leading relevant projects.
- Coordinating work in the “presidium.”

### **Secretary/Sekreterare (1)**

- Administration, especially the membership register
- Managing membership matters and communicating newsletters, documents and other information to members
- Managing meeting documents
- Overseeing the archiving routines
- Purchasing office supplies
- Work through the “presidium”

### **Treasurer/Kassör (1)**

- Paying bills and administering purchases for the board
- Bookkeeping
- Special responsibility for grant applications and communication with grant agencies
- Creating a budget and helping board members keep their budget
- Work through the presidium

### **UFS Representative/UFS-representant (1)**

- Representing UF Uppsala and its interests at the national board
- Facilitating UFS knowledge, networking, and engagement within the UF board
- Bringing up nation-wide issues to discussion before the board
- Representing the UFS board in Uppsala
- Work through the presidium

### **All heads of operations (16)**

- Recruiting and lead one or several trustees
- Actively welcoming and reaching out for members to get involved with their operations
- Planning, scheduling and providing all necessary information for advertising their operations
- Holding weekly meetings with trustees and regular meetings with members
- Leading and organizing work amongst trustees and members
- Organizing social gatherings with trustees and/or trustees and members
- Seeking to cooperate with other heads when the opportunity arises
- Helping form their budget and keep to it

### **Head of Activity/Aktivitetsansvarig (2)**

- Arranging social activities with a focus on foreign affairs for the members
- Organizing events for reaching out to prospective members and activating inactive members
- Helping arrange parties and internal events for the board and trustees
- Organizing events where members can get to know each other

### **Head of Career/Karriäransvarig (2)**

- Creating events and fora for student meeting employers
- Informing about career opportunities relevant to foreign affairs
- Organizing events for preparing for job-seeking
- Administering the CareerDay digital channels

### **Head of Debate/Debattansvarig (1)**

- Organizing events where members can practice different forms of debate
- Teaching debating technique and rules to members
- Organizing debating competitions
- Connecting with other debating societies

### **Editor-in-Chief/Chefredaktör (2)**

- Editing the printed *Uttryck Magazine* and fill it with content
- Organizing events with trustees and members for recruiting writers and illustrators and for producing material
- Organizing individual feedback to writers and illustrators
- Overseeing the printing and distribution of the magazine
- Helping administering the *Uttryck* digital channels

### **Head of Lectures/Föreläsningsansvarig (2)**

- Organizing lectures and seminars on topics in foreign affairs
- Organizing social events between lecturers and trustees and/or trustees and members
- Organizing the system for admission of members/non-members on physical and digital lectures and seminars

### **Head of Pod & Radio/Podd- och radioansvarig (1)**

- Producing and publishing episodes on topics in foreign affairs through Radio UF
- Learning, teaching and coordinating recording and editing techniques
- Keeping in touch with Studentradion

### **Head of PR & Communications/PR- och kommunikationsansvarig (2)**

- Developing and evaluating the marketing strategy for all UF channels
- Developing and improving outreach for UF content, helping targeting for member recruitment and engagement
- Coordinating marketing requests from all operations to make monthly and yearly marketing plans
- Publishing content and advertisement for all kinds of UF events
- Coordinating the production of graphic design, pictures, videos etc., for publishing on UF channels

### **Head of Travel/Resansvarig (1)**

- Organizing two yearly foreign affairs-oriented study trips abroad
- Overseeing the planning of the travel itinerary with study visits and social and cultural activities
- Recruiting and leading the travel group

### **Head of UFMUN/UFMUN-ansvarig (1)**

- Organizing a UF Model United Nations
- Coordinating the logistics, scenario planning, and social activities of UF Model United Nations
- Coordinating the recruitment for UF Model United Nations
- Administering the UFMUN digital channels

### **Web Editor-in-Chief/Digital chefredaktör (2)**

- Editing the digital *Uttryck* magazine and fill it with content
- Helping organizing events with trustees and members for recruiting writers and illustrators and for producing material
- Coordinating individual feedback to writers and illustrators
- Coordinating and overseeing the production of content for *UttryckTV*
- Administering the *Uttryck* digital channels