

All board members (21)

- Shared responsibility on the board's behalf
- Take active part in board meetings and the general board work
- Take part in common activities and some events
- Be active and attentive in internal communications
- Act according to the UF values and purpose, especially externally
- Actively encourage 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.
- Organize board meetings and annual meetings.
- Represent 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.
- Coordinate work in the “presidium.”

Secretary/Sekreterare (1)

- Administration, especially the membership register
- Manage membership matters and communicating newsletters, documents and other information to members
- Manage meeting documents
- Oversee 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)

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

All heads of operations (16)

- Recruit and lead one or several trustees
- Actively welcome and reach out for members to get involved with their operations
- Plan, schedule and provide all necessary information for advertising their operations
- Hold weekly meetings with trustees and/or trustees and members
- Lead and organize work amongst trustees and members
- Organize social gatherings with trustees and/or trustees and members
- Seek to cooperate with other heads when the opportunity arises
- Help create their budget and keep to it

Head of Activity/Aktivitetsansvarig (2)

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

Head of Career/Karriäransvarig (2)

- Create events and fora for student meeting employers
- Inform about career opportunities relevant to foreign affairs
- Organize events for preparing for job-seeking
- Administering the CareerDay digital channels

Editor-in-Chief/Chefredaktör (2)

- Edit the printed *Uttryck Magazine* and fill it with content
- Organize events with trustees and members for recruiting writers and illustrators and for producing material
- Organize individual feedback to writers and illustrators
- Oversee the printing and distribution of the magazine
- Help administering the *Uttryck* digital channels

Head of Debate/Debattansvarig (1)

- Organize events where members can practice different forms of debate
- Teach debating technique and rules to members
- Organize debating competitions
- Connect with other debating societies

Head of Lectures/Föreläsningsansvarig (2)

- Organize weekly lectures and seminars on topics in foreign affairs
- Learn and coordinate public presenting techniques
- Organize social events between lecturers and trustees and/or trustees and members
- Organize the system for admission of members/non-members on physical as well as digital events

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

- Produce and publish episodes on topics in foreign affairs through Radio UF
- Learn, teach and coordinate recording and editing techniques
- Keep in touch with Studentradion

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

- Develop and evaluate the marketing strategy for all UF channels
- Develop and improve outreach for UF content, help targeting for member recruitment and inclusion
- Coordinate marketing requests from all operations to make monthly and yearly marketing plans
- Publish content and advertisement for all kinds of UF events

- Coordinate the production of graphic design, pictures, videos etc., for publishing on UF channels

Head of Travel/Reseansvarig (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)

- Edit the digital *Uttryck* magazine and fill it with content
- Help organizing events with trustees and members for recruiting writers and illustrators and for producing material
- Coordinate individual feedback to writers and illustrators
- Coordinate and oversee the production of content for *UttryckTV*
- Administer the *Uttryck* digital channels