

Distribution of responsibilities within the DokSek board and job description

	Job description
President	<p>Responsible for coordinating the board members, electoral committee (if any) and eventual working groups. This includes make sure that the bylaws are fulfilled, calling for meetings, sending out agendas and ensure that work is progressing. The president prepares and follows up board meetings and section meetings. The president is also responsible for the following documents being written and making them available for the student union before every 30 September:</p> <ul style="list-style-type: none"> - Annual activity plan - Annual activity report - Annual budget (written by treasurer) - Annual financial statement (written by treasurer) <p>The president is the representative of ORU PhD students. He/ she is in direct contact with PhD student representatives at key university organs, with the university's central office, with section members and with the general group of ORU doctoral students.</p>
Vice-president	Deputy when the president is not available to carry out his/ her tasks.
Treasurer	Responsible for the budget and paying of invoices on time. Proposes a budget for the new activity year. Writes financial statement and financial annual report. The treasure is also responsible for ordering lunch for seminars and section meetings.
Secretary	Responsible for writing down the minutes of section meetings and board meetings and their adjustment and submission to the president within the agreed time frame. Some of the tasks of the secretary are: booking rooms for board meetings, section meetings and lunch seminars; and sending invitations and reminders of lunch seminars.
Responsible/Monitor of research education	Monitoring of the research education by keeping track of the PhD students representatives' notes uploaded regularly in Box shared folders.
Information manager	Spreads information about DokSek's work to the section members. Helps with nominating PhD students for representatives' positions in the various university organs. Monitoring the section's website and Facebook group and making sure that the information is updated.
Member	Responsible for conducting previously delegated task. Some examples include: updating the emailing list, spreading information to the section members, helps with nominating PhD students as representatives in the different university organs, monitors the section's website and Facebook group, and make sure that the information is updated.

According to the bylaws the DokSek board needs to consist of a president (ordförande), vice-president (vice-ordförande), secretary (sekreterare), treasurer (kassör) and at least one and a maximum of five members.