PhD Chapter Winter Meeting – Dec 5th 2017

Agenda

Place: T-Centralen, Drottning Kristinas väg 29 (KTH Main Campus)
Time: Tuesday, December 5th 2017, 17:00

1. **Opening formalities**
   a. Meeting opening
   b. Attendees
   c. Choice of chairperson, secretary, and person to check the minutes
   d. Approval of the latest protocol: PhD Chapter Summer 1st & 2nd Meetings 2017
   e. Approval of the meeting agenda

2. **Overview of PhD Chapter activities**
   a. Presentation of HT2017 activities and action plan for VT2018 activities
   b. Open questions to the board

3. **Elections**
   a. Treasurer (1 position to be occupied from 2018.01.01 to 2018.06.30)
   b. Additional board member (1 position to be occupied from 2018.01.01 to 2018.06.30 or 2 positions to be occupied from 2018.01.01 to 2018.06.30 if a Treasurer is not elected)
   c. Web and communication manager (1 position to be occupied from 2018.01.01 to 2018.12.31)
   d. Standard bearer (1 position to be occupied from 2018.01.01 to 2018.12.31)
   e. Vice standard bearer (1 position to be occupied from 2018.01.01 to 2018.12.31)
   f. Nominating Committee members (from 3 to 5 positions to be occupied from 2018.01.01 to 2018.12.31)
   g. FR representative (1 position to be occupied from 2018.01.01 to 2018.06.30)

   For each point above (3.x) the protocol is:
   - Overview of the position
   - Suggestion of candidates from the Nominating Committee
   - Elections

   **Note:** In case there are no candidates for a position, the PhD Chapter Meeting can delegate the Board to appoint candidates afterwards. Nominations cannot be made during the Meeting.

4. **Freedom from Responsibility for the 2016/17 PhD Chapter Board**
   a. Presentation of the PhD Chapter Annual Report 2016/17
   b. Presentation of the audit report for 2016/17

5. **Meeting Closure**

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