

# Chapter Meeting no 1 – October 24th 2018

## Agenda



PhD Chapter at KTH

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Place: T-Centralen, Drottning Kristinas Väg 29 (KTH Main Campus)

Time: Wednesday, October 24th 2018, 18:18

### **1. Opening formalities**

- a. Meeting opening
- b. Attendees
- c. Choice of meeting chairperson.
- d. Choice of meeting secretary.
- e. Choice of meeting minutes checker.
- f. Approval of the latest protocol: PhD Chapter Extra Meeting on June 19th 2018
- g. Approval of the meeting agenda

### **2. Introductions and Reports**

- a. Board Reports
- b. THS Central

### **3. Decision points**

- a. Proposition - Board definition\*
- b. Proposition - Overlapping working year for the board\*
- c. Proposition - Chapter uniform\*
- d. Approval of resignation

### **4. Development of Current Events/Initiatives**

- a. Social Events for PhD Students

### **5. Additional issues and information**

### **6. Meeting closing**

*\*=see attached files*

# Proposition - Chapter Meeting 1 2018

## Approval of board definition

### Background

As of now the board consists of 10 members including a chairperson, vice chairperson and treasurer. These members are ultimately responsible for the chapter. Apart from working within the chapter, they also work together with KTH Central and the Student Union regarding situations of the PhD Students.

As of now, the board chooses which member should represent the chapter in each council. Our suggestion is to define different areas of responsibility for the board members together with their representative part at KTH Central.

The board proposes these definitions:

#### Presidium

The Chairperson and the Vice Chairperson together form the Presidium. They are responsible for the progress of the chapters progress through the board. However, they have different focus areas.

#### Chairperson

Strategic responsibility: Responsible for the future of the chapter and for having a strategy for how the activities during the coming year should affect the chapter.

Representational tasks: The Chairperson is the main nominee for the role of PhD representative in the University Board (US) at KTH. Functions as contact person for the chapter in all tasks that are not related to any of the other representational tasks.

Board tasks: Responsible for the progress of the work of the board, calls to and leads the board meetings.

Chapter tasks: Calls to and leads the chapter meetings, ultimately responsible for the communication with the chapter.

Union tasks: Represents the chapter in the Ordföranderådet (OR) at THS Student Union.

#### Vice Chairperson

Executive responsibility: Responsible for the executive part of the board. Works in close collaboration with the chairperson.

Representational tasks: The Vice Chairperson is the main nominee for the role of PhD representative in the Faculty Board (FR) at KTH.

Board tasks: Responsible for coordinating the work of the board, communicates with the board members to find solutions for cooperation and planning.

Chapter tasks: Books the people and locations for chapter events regarding decision making, such as chapter meetings and council election meetings.

Union tasks: -

## Finances

### Treasurer

Fiscal responsibility: Responsible for the budget, the accounting and reimbursements.

Works in close collaboration with the Presidium.

Representational tasks: Represents the chapter at the Resource Allocation Committee at KTH

Board tasks: Responsible for communicating and coordinating the fiscal activities within the board. Also responsible for the prognosis and documentation of the time compensation.

Chapter tasks: Responsible for communicating and coordinating the fiscal activities within the chapter. Working groups with their own budget shall communicate with the treasurer to ensure that the money is being accounted for correctly.

Union tasks: Represents the chapter in the Ekonomiska Rådet (ER) at THS Student Union.

## Communication

### Webmaster

IT responsibility: Responsible for the information technology part of the PhD Chapter.

Makes sure that web pages, social media and mailing lists are updated and working. Works in close collaboration with the communication manager.

Representational tasks: Coordinates the chapter in the Future Faculty group at KTH

Board tasks: Makes sure that the platforms for communication is working as they should and updates it accordingly to fit with new needs and possibilities in technology.

Chapter tasks: Same as board tasks

Union tasks: -

Substitute: Communication manager

### Communication manager

Communication responsibility: Responsible for the communication of the board through the information channels described in the communication policy. Works in close collaboration with the Webmaster

Representational tasks: Represents the chapter at the Language Committee at KTH

Board tasks: Responsible for taking the minutes during the board meetings. Also responsible for management of documentation and data within the board and chapter.

Chapter tasks: Responsible for taking the minutes during the chapter meetings.

Union tasks: -

Substitute: Webmaster

## Student Liaison

### Education manager

**Educational responsibility:** Responsible for the educational issues that might affect the work and studies of the PhD Students. Works in close collaboration with Education manager focusing on Councils.

**Representational tasks:** Represents the chapter at the Education Committee at KTH

**Board tasks:** Responsible for addressing issues related to education at board meetings and informing the board about educational changes.

**Chapter tasks:** Responsible for collecting and addressing issues related to education among the chapter members.

**Union tasks:** -

**Substitute:** Council manager

### Council Coordinator

**Educational responsibility:** Responsible for the educational issues that might affect the work and studies of the PhD Students. Focuses on gathering information from the councils about the education and work at department level. Works in close collaboration with Education manager.

**Representational tasks:** Represents the chapter at the directors of doctoral studies group at KTH

**Board tasks:** Responsible for addressing issues related to education at board meetings and informing the board about educational changes.

**Chapter tasks:** Responsible for collecting and addressing issues related to education among the councils.

**Union tasks:** -

**Substitute:** Education manager

## Social

### Business manager

**Business responsibility:** Responsible for the connections with research institutes and companies (from hereon: partners) that might be interested in starting collaborations with the PhD Chapter. Works in close collaboration with Event manager and Working group manager.

**Representational tasks:** Represents the chapter at the Central Grants Committee at KTH.

**Board tasks:** Communication between the board and the partners.

**Chapter tasks:** Communication between the chapter and the partners. Set up partner events together with Event manager.

**Union tasks:** -

**Substitute:** Event manager, Working group manager

## Event manager

**Event responsibility:** Responsible for coordination and communication about the events that take place within the chapter. Also responsible for the communication between the board and the Master of Ceremonies group. Works in close collaboration with Business manager and Working group manager.

**Representational tasks:** Represents the chapter at the KTH Sustainability Council.

**Board tasks:** Coordinator of the events that the board wants to organize. Responsible for giving the plan of the events to Communication manager.

**Chapter tasks:** Coordinator of the events that chapter members wants to organize.

**Union tasks:** -

**Substitute:** Business manager, Working group manager

## Working group manager

**Working group responsibility:** Responsible for the coordination and communication of the working groups that might arise within the chapter. Works in close collaboration with Business manager and Event manager.

**Representational tasks:** Represents the chapter at the Equality Committee at KTH

**Board tasks:** Communication between the board and the working groups.

**Chapter tasks:** Coordinating and communicating between the working groups. Also responsible for the chapter hall.

**Union tasks:** -

**Substitute:** Event manager, Business manager

## Suggestion

**To<sub>1</sub>** change the Statues point 3.1 to account for the information above.

**To<sub>2</sub>** let the board appoint these positions among themselves.

**To<sub>3</sub>** let the board delegate their defined tasks within the board, if deemed necessary.

On behalf of the board,

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Robin Palmberg

Stockholm 16 October 2018

# Proposition - Chapter Meeting 1 2018

Approval of overlapping working year for the board

## Background

A big issue with changing the whole board at once every summer is that all of the knowledge disappears as long as there is no former board member staying within the new board. In addition, since PhD Students can start at any time of the year it is not always suitable for the mandate to be from July to June.

The current mandate also interferes with the fiscal year which is from January to December, this means that no treasurer will be able to finish one full fiscal year if they are not elected for two mandates.

With this background, the board suggests to split the board in two part, one which has the mandate from July to June and one who has the mandates from January to December. By doing so, we are preserving the knowledge within the board and, in the process, we make it easier to bring in new members in the board since the threshold of participating gets lowered.

The suggested of the mandates are as follows:

### Academic year (July to June)

- Chairperson
- Webmaster
- Education manager
- Event manager
- Working group manager

### Fiscal year (January to December)

- Vice Chairperson
- Treasurer
- Communication manager
- Education manager focusing on Councils
- Business manager

## Suggestion

**To<sub>1</sub>** add this information to 3.1 in the statues.

**To<sub>2</sub>** let each current board member with the mandate corresponding to the fiscal year have the possibility to choose to continue their mandate until the end of the new mandate (December 2019) or to end it at the end of the academic year (June 2019) with the appropriate by-elections applied.

On behalf of the board,

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Robin Palmberg  
Stockholm 16 October 2018

# Proposition - Chapter Meeting 1 2018

Approval of chapter uniform

## Background

In order to create a sense of belonging within chapters at KTH, certain chapter uniforms are used. Each chapter has a unique uniform which is described in the bylaws, and which makes it easy to recognize your fellow chapter members or other chapter members. These uniforms are often decorated with badges, pins and other decorations in order to personalize them, along with the person's name and chapter symbol.

Even though the PhD Chapter has had a version of chapter uniforms before, it has not been stated in any official document. The previous chapter uniform has been the same uniform that you carried in your bachelor/master chapter, but since a lot of the PhD Chapter members has not been involved in a bachelor/master chapter at KTH before, this is excluding a large portion of the members. In order to include everyone, a new chapter uniform should be selected which is unique to the PhD Chapter. Other chapters are using tail-coats, overalls, jacquettes or turtleneck sweaters. The board suggests that the PhD Chapter chooses to use black blazers as their uniform, with the PhD Chapter logo on the chest pocket, a gold lining along the left brim, a lining in the carrier's school color along the right brim and the carrier's name/nickname on the back. The board is supposed to encourage the members to use wear their chapter uniform at suitable events.





# Suggestion

To<sub>1</sub> add section “3 Social” to the bylaws.

To<sub>2</sub> add section “3.1 Chapter Uniform” with the following content to the bylaws:

The chapter uniform of the PhD Chapter is the Blazer, which should be encouraged to reflect the personality and experiences of the member who wears it.

3.1.1 The chapter logo should be attached to the chest pocket.

3.1.2 The left brim (from the wearer’s viewpoint) should have a golden lining.

3.1.2 The right brim (from the wearer’s viewpoint) should have a lining in the color of their school.

3.1.4 The name or nickname of the member should be attached to the upper back part of the chapter uniform.

On behalf of the board,

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Robin Palmberg

Stockholm 16 October 2018