

Chapter Meeting no 2 – February 27th 2019

Agenda



PhD Chapter at KTH

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

Time: 18:18, February 27th, 2019

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 Meeting December 10th, 2018
- g. Approval of the meeting agenda

2. Reports & updates

- a. Board Reports

3. Decision points

- a. Proposition - Board definition*
- b. Proposition - Overlapping working year for the board*
- c. Proposition - Board Report Deadline*
- d. Approval of resignation
- e. THS Kamratstipendie (Fellowship Scholarship)

4. Elections

- a. By-election for auditor
- b. By-election for Nominating Committee (at least 2)

5. Development of Current Events/Initiatives

- a. Social Events for PhD Students

6. Additional issues and information

7. Meeting closing



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.

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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

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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: Represents the chapter in Utbildningsrådet (UR) at THS Student Union.

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

- To₁** change the Statutes point 3.1 to account for the information above.
- To₂** let the current board appoint these positions among themselves.
- To₃** let the board delegate their defined tasks within the board, if deemed necessary.

On behalf of the board,

Robin Palmberg
Stockholm 16 October 2018



Proposition - Chapter Meeting 1 2018

Approval of the split of the mandate 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
- Council coordinator
- Business manager

Suggestion

To₁ add this information to 3.1 in the statutes.

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To₂ let the board appoint these positions among themselves

To₃ 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,

Robin Palmberg
Stockholm 16 October 2018



Proposition - Chapter Meeting 1 2018

Addition of Board Report Deadline to the Statutes

Background

To make the work for the auditors easier, it would be beneficial if there is a deadline for the resigning board to submit their board report, including financial report.

Suggestion

To₁ add in section “3.11 End of Mandate”.

The Resigning Board is responsible for submitting the board report, including the financial report, before the end of October after resigning.

On behalf of the board,

Robin Palmberg
Stockholm 3 December 2018