

# Board Meeting no 13 – February 20th 2019

## Minutes



PhD Chapter at KTH

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Place: Teknikringen 10a, Ångloket, Second floor

Time: 18:00-19:00, February 20th 2019

### 1. Opening formalities [18:00-18:03]

- a. Meeting opening at 18:00
- b. Invited: chapter board and head of educational affairs.
- c. Attendees: Robin, Fatemeh, Emma, Amanda, Sriharsha, Fangkai, Tage.
- d. Choice of meeting chairperson: Robin (Tage as a vice-chair, if need arises).
- e. Choice of meeting secretary: Fatemeh.
- f. Choice of meeting minutes checker: Fangkai.
- g. Approval of the agenda: approved.
- h. Latest protocol checking and signing: checked and will be signed after the meeting.

### 2. Reports & updates [18:03-18:05]

- a. Board Reports.
- b. KL Report (THS Central).

### 3. Discussion points [18:05-18:35]

- a. Chapter meeting - 30 min
  - i. Elections - update
    1. By-election for auditor (Robin will talk to Alexander (Data) for the deputy auditor position before Friday, Elina resigned. We will have to approve it in the chapter meeting) 18:03
    2. By-election for Nominating Committee (Tage will talk to a potential nominating committee member, e.g. Hanna from Media chapter and Victoriia from EECS and Robin will talk to Sherif and Jenny too) 18:05
  - ii. Motions - expected and received (we don't have any motions)
  - iii. Propositions - Status update (instead of education manager focusing on councils it should be council coordinator)
    1. Board definition\*
    2. Overlapping working year for the board\*
    3. Board Report Deadline\*
  - iv. Other issues
    1. Approval of resignation (David Leffler(?) can be a potential member, Kate will get compensation until now if she leaves now, but Elena will get until the start of the month(?), we can ask Taras to be a member too, also ask Wibeke, Tage will ask Oskar, and probably ask Henok)
      - a. By-election? - Suggestions? ()

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2. Social events for PhD Students (ask Kate if she has more Pub Dates, ask Miguel for being a member and ask Kate for resignation)
  - v. Quiz (Harsha takes care of it, we should put it on Facebook ASAP)
  - vi. Friend Scholarship 10th of April (we can tell people to submit their friends)
  - vii. Chapter meeting (buy snacks and keep bar open, bring people if we can)
4. **Decision points []**
5. **Development of Current Events/Initiatives [18:35-18:50]**
  - a. Birthday party
    - i. Venue (Amanda will ask THS for the price (possibility), we need to send invitation and put it in the news letter and put a link next week, and check one week before the event to see if we should have or cancel the event)
    - ii. Budget
    - iii. Timeline
  - b. KTH Innovation 21st of March (PhD chapter challenge, colliding with KF, Tage will go to KF and Robin will be present for KTH Innovation, we will put it in the newsletter) 18:33
6. **Additional issues and information [18:50-19:00]**
  - a. Squvalp (10-11 May Friday and Saturday)
  - b. PhD Salaries in SvD (make PhD students aware of the article but not write a reply)18:46
7. **Meeting closed [19:00]**

Meeting closes at 19:00 (18:48)

Protocol,

Meeting chairperson: Robin Palmberg

Signature: \_\_\_\_\_

Minutes provided by: Fatemeh Naqavi

Signature: \_\_\_\_\_

Minutes checked by: Fangkai Yang

Signature: \_\_\_\_\_



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# 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.

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**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 Statutes 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



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# 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
- Education manager focusing on Councils
- Business manager





## Suggestion

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

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

**To<sub>3</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



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# 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 was a deadline for the resigning board to submit their board report, including financial report.

## Suggestion

To<sub>1</sub> add in section “3.11 End of Mandate”.

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

On behalf of the board,

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Robin Palmberg  
Stockholm 3 December 2018