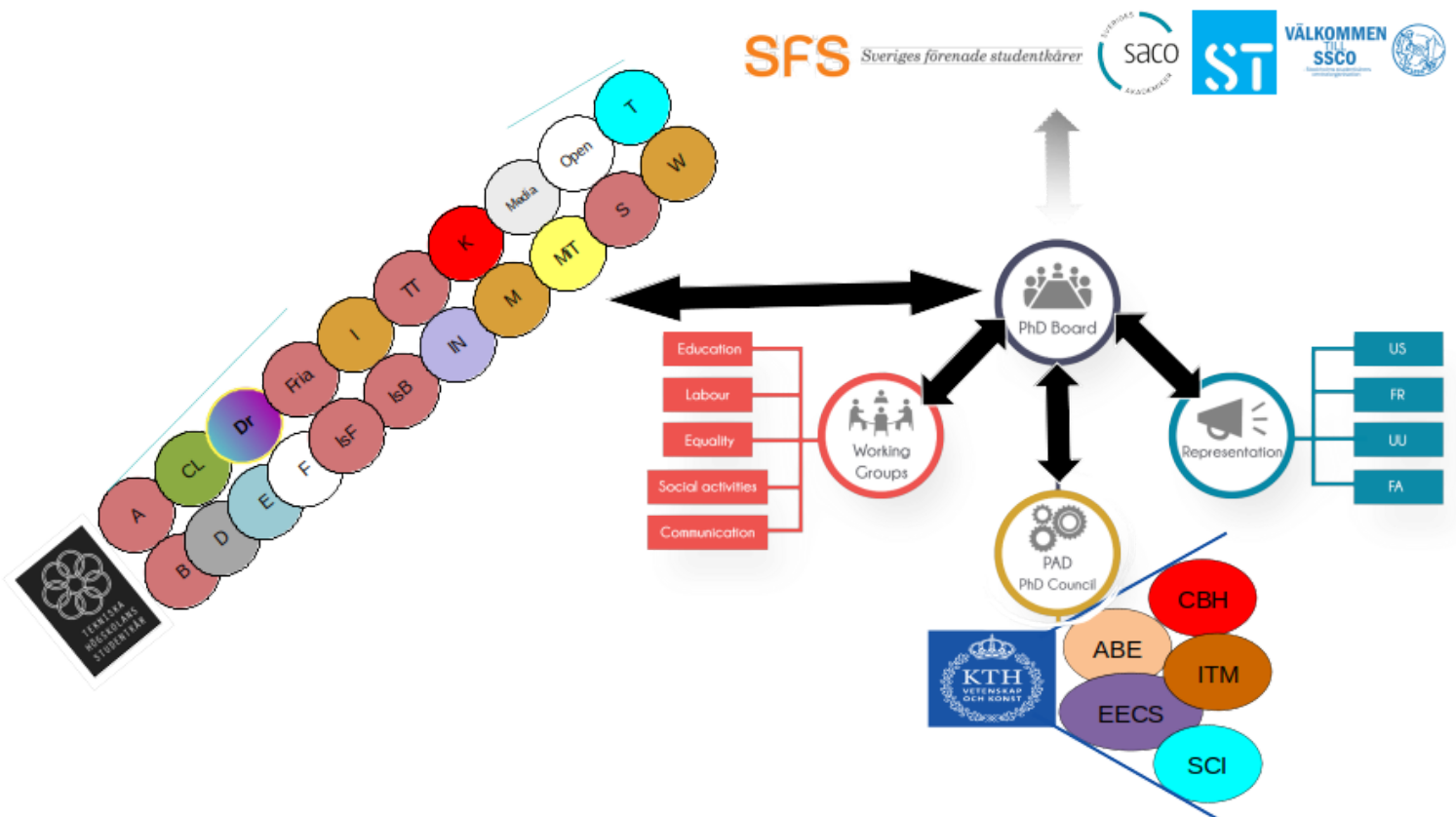


# It is Election Time!



## Summary of Vacancies

Central Vacancies (By-elections):

[PhD chapter treasurer](#)

[PhD chapter board member: IT/webmaster](#)

[PhD chapter board member: Communication manager](#)

[PhD chapter board member: Business manager](#)

[PhD chapter board member: Working groups manager](#)



## Board member & Treasurer

Currently vacant

Typical tasks: annual budgeting, 2-4 chapter meetings, 4 treasurer councils, 5 resource allocation committee meetings, 10-20 PhD chapter board meetings.

Approximate workload: 8%-12%

Mandate: July 2019-December 2020 (by election)

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## Work description

Part of the finances group in the PhD chapter board of directors.

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.

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## Application

Apply via: [dr.kth.se/vacancies](http://dr.kth.se/vacancies) by 15 October.

Interview: 16-17 October.

For questions, email: [nominations@dr.kth.se](mailto:nominations@dr.kth.se)



## Board member: IT/webmaster

Currently vacant

Typical tasks: Website/IT resources management, 2-4 chapter meetings, assigning 20-30 representatives for future faculty errands, 5-10 future faculty meetings (recruitment, promotions and docent appointment), 2-10 future faculty meetings (recruitment, promotions and docent appointment), 10-20 PhD chapter board meetings, cooperation with board member with communication focus.

Approximate workload: 8%-12%

Mandate: July 2019- June 2020

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## Work description

Part of the communication group in the PhD chapter board of directors.

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 . Substitute: Communication manager

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## Board member: Communication manager

Currently vacant

Typical tasks: secretary for 2-4 chapter meetings, general communication and newsletter responsibility, secretary for 2-10 future faculty meetings (recruitment, promotions and docent appointment), 10-20 PhD chapter board meetings, cooperation with board member with IT/webmaster focus.

Approximate workload: 8%-12%

Mandate: July 2019-December 2020 (by election)

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## Work description

Part of the communication group in the PhD chapter board of directors.

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. Substitute: Webmaster

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Interview: 16-17 October.

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## Board member:

### Business Manager

Currently vacant

Typical tasks: 2-4 chapter meetings, 2-10 future faculty meetings (recruitment, promotions and docent appointment), 10-20 PhD chapter board meetings, contact with corporates, cooperation with board member with event and business focus.

Approximate workload: 8%-12%

Mandate: July 2019-December 2020 (by election)

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## Work description

Part of the social group in the PhD chapter board of directors.

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

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Interview: 16-17 October.

For questions, email: [nominations@dr.kth.se](mailto:nominations@dr.kth.se)



## Board member: Workgroups manager

Currently vacant

Typical tasks: 2-4 chapter meetings, 2-10 future faculty meetings (recruitment, promotions and docent appointment), 10-20 PhD chapter board meetings, establishing contact with master of ceremonies group (DrInK) for pubs, and provisional representational workgroups appointed by KTH or THS, cooperation with board member with focus on business and events.

Approximate workload: 8%-12%

Mandate: July 2019- June 2020

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## Work description

Part of the social group in the PhD chapter board of directors.

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

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## Application

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Interview: 16-17 October.

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