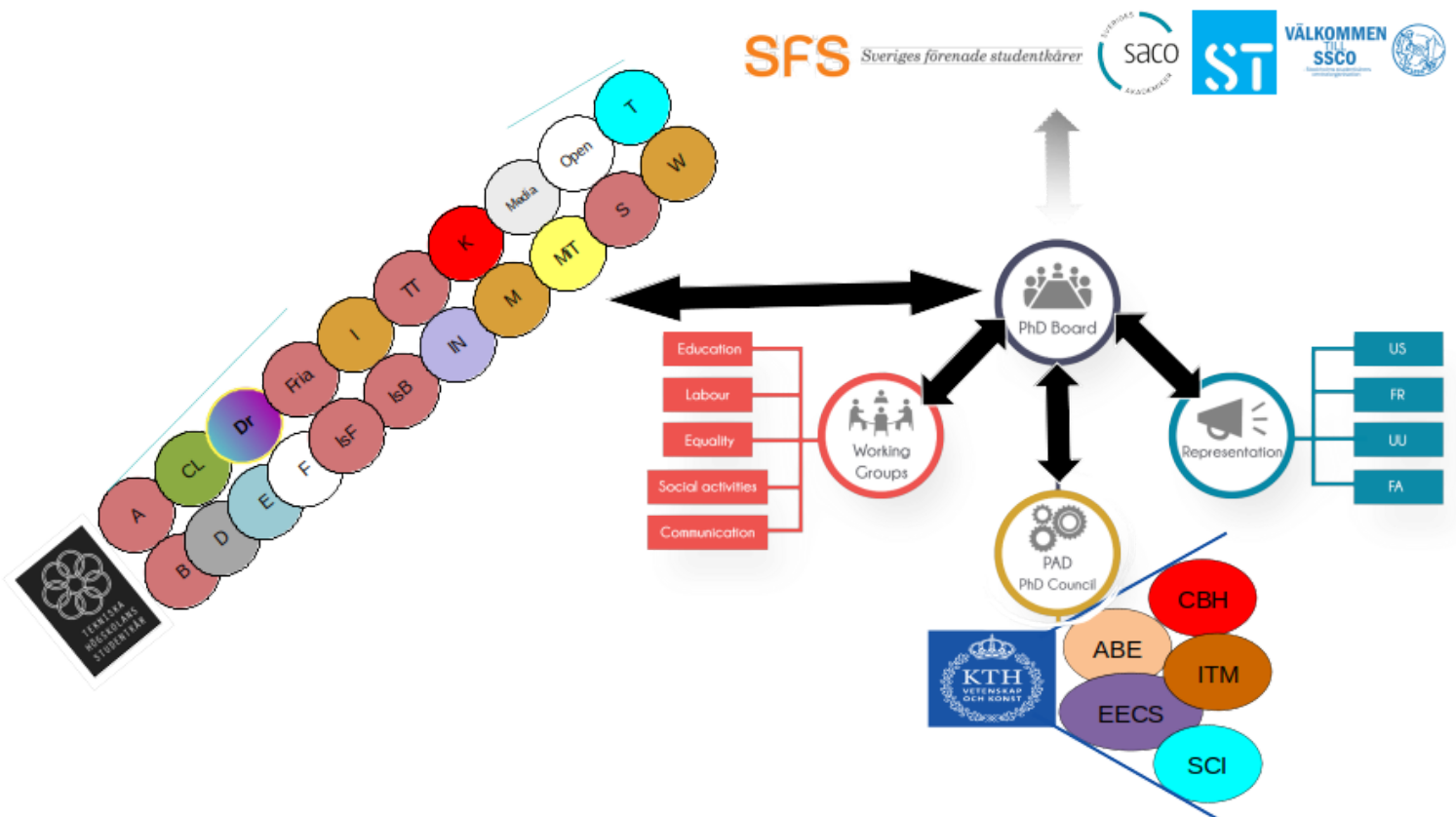


# It is Election Time!



## Vacancies

[PhD chapter vice chairperson](#)

[PhD chapter treasurer](#)

[PhD chapter board member: Council coordinator](#)

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

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

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

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

[Female doctoral committee](#) (1)

[Nominating committee](#) (3)

[Chapter auditors](#) (2)

[Standard bearers](#) (2)

[Master of Ceremonies](#) (1)



## Board member & Vice Chairperson

Currently occupied by: Tage Mohammadat

Typical tasks: 2-4 chapter meetings, 10 faculty councils meetings & research errands, 2-10 future faculty meetings (recruitment, promotions and docent appointment), 10-20 PhD chapter board meetings, 4 vice chairpersons councils, and occasional strategic discussions with KTH PhD Student Councils, Stockholm's doctoral associations.  
Approximate workload: 15%-35%

Mandate: Jan 2020-December 2020

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## Work description

Part of the presidium unit of the PhD chapter board of directors.

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: Represents the chapter in the Vice ordföranderådet (VR) at THS Student Union.

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## Application

Apply via: [dr.kth.se/vacancies](http://dr.kth.se/vacancies) by December 1.  
Interview: 4- 6 December kl16:00-19:00  
For questions, email: [nominations@dr.kth.se](mailto:nominations@dr.kth.se)



## 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: January 2020- June 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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## 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: January 2020- 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: January 2020 -December 2020

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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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## 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: January 2020 -December 2020

## 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

## Application

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Interview: 4- 6 December kl16:00-19:00

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



## Board member: Council Coordinator

Currently occupied by: Alessandro Enrico

Typical tasks: 2-4 chapter meetings, 2-10 future faculty meetings (recruitment, promotions and docent appointment), 10-20 PhD chapter board meetings, cooperation with board member with educational focus.  
Approximate workload: 8-25%

Mandate: Jan 2020-December 2020

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## Work description

Part of the studies liaison group in the PhD chapter board of directors.

**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.  
**Substitute:** Education manager

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## Board member: Event Manager

Currently occupied by: Rinat Yapparov (elected until June but have handed in a resignation)

Typical tasks: 2-4 chapter meetings, 2-10 future faculty meetings (recruitment, promotions and docent appointment), 10-20 PhD chapter board meetings, 2-8 events, cooperation with board member with focus on business and workgroup. Responsibility for PhD chapter 40th birthday on March 24, 2020.

Approximate workload: 8%-12%

Mandate: Jan 2020- June 2020 (\*By-election)

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## Work description

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

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. Substitute: Business manager, Working group manager

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## Female Doctoral Committee:

### Head of the Committee

Typical tasks: Leading the strategic and executive work of the committee.

Approximate workload: 8%-12%

Mandate: Jan 2020- June 2020 (\*By-election)

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## Work description

The Female Doctoral Committee is a group for doctoral students who identify as women at KTH is a network that has existed for two years. The primary objective of the network is to create a space at KTH where women doctoral students at KTH can meet, have events, and participate in and suggest changes in KTH's work with gender equality and diversity, and to help create a more inclusive environment at KTH.

The head of the committee is to be elected at the PhD Chapter Winter meeting and the mandate is for one year.

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# Master of Ceremonies (DrInK)

Vacancies\*

- Master of ceremonies (1)
- Stewards (open)

Mandate period: January 2020 to December 2020

As per the statutes\*, the following applies:

The PhD Chapter MC Group is responsible for the PhD Chapter parties, pubs and recreational activities.

The PhD Chapter MC Group consists of:

- a) The PhD Chapter Masters of Ceremonies;
- b) An appropriate number of PhD Chapter Stewards.

## PhD Chapter Masters of Ceremonies

The PhD Chapter Masters of Ceremonies leads and are responsible for the PhD Chapter MC group operations and functions as hosts/hostesses at PhD Chapter MC Group events..

## PhD Chapter Steward

The PhD Chapter Steward task is to assist the PhD Chapter Masters of Ceremonies in their work in the best possible way.

# Nominating Committee

Vacancies\*

- 3 to 5 members of the committee

Mandate period: January 2020 to December 2020

As per the statutes, the following apply:

The PhD Chapter Nominating Committee consists of 3 (three) to 5 (five) people, with a maximum of 1 (one) person who is not a member of the PhD Chapter, and with current or former PhD Chapter Board forming a simple majority.

The duties of the PhD Chapter Nominating Committee are to:

- a) Promote and administer election for PhD Chapter Board vacancies.



- b) Interview candidates for the PhD Chapter Board and if required consult third parties for relevant information;
- c) Propose nominations to the PhD Chapter Meeting. Nominations are established through single majority of the committee.
- d) Represent the PhD Chapter in THS Nomination committee.

## Standard bearers

Vacancies\*

- Standard bearer
- Deputy standard bearer

Mandate period: January 2020 to December 2020

As per the statutes, the following applies:

The PhD Chapter Standard Bearers Group consists of:

- a) The PhD Chapter Standard Bearer;
- b) The PhD Chapter Vice Standard Bearer.

### Responsibilities

The PhD Chapter Standard Bearers Group is responsible for bearing the PhD Chapter Standard on the occasions where it is required. This includes the academic ceremonies of KTH and SSCO.

For the ceremonies where only one standard bearer is allowed to participate, the PhD Chapter Standard Bearer has the formal responsibility to bear the PhD Chapter Standard, given that attendance at the majority of the ceremonies has been fulfilled, unless agreed otherwise within Chapter Standard Bearer Group and confirmed by the PhD Chapter Chairperson.

### Vacancy or unavailability

If both the PhD Chapter Standard Bearer and the PhD Chapter Vice Standard Bearer are vacant or unable to represent the PhD Chapter at an event, the PhD Chapter Chairperson assigns a stand-in standard bearer to the event.

## Auditors

Vacancies\*

As per the statutes, the following apply:

The PhD Chapter Auditors consist of two Auditors chosen by the PhD Chapter Meeting. Both Auditors must sign the audit report.



## **Entitlements**

The auditors are entitled to:

- a) Have access to all accounting records, protocols and other documents at any time they so desire;
- b) Request and receive information regarding the PhD Chapter operations and management;
- c) Attend all the PhD Chapter Meetings and PhD Chapter Board Meetings with the rights to speak and put forth proposals;
- d) Convene any of the PhD Chapter Meetings and PhD Chapter Board Meetings.
- e) Call an Extra PhD Chapter Meeting

## **Responsibilities**

The auditors are obliged to submit the audit report to the PhD Chapter Board at least 6 (six) working days before a meeting treating freedom from responsibility.

Mandate:

Provisional period of: January 2020 to December 2020