

## Statutes for Erasmus Student Network Lund

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~~Second version revised by Oscar Boije, 25.05.2011~~

~~Third version revised by Oscar Boije and Jonathan Jelves, 10.05.2012~~

~~Fourth version revised by Karolina Komorowska, Emma Gyllander, Kiril Nikolov, Maxim Telle, Nadine März and Jeanna Arstam, 8.05.2013~~

~~Fifth version revised by Nadine März, Josefin Svensson, Steffen Liedmeyer, Marco La Rosa, Atina Georgieva and Karolina Komorowska, 2.12.2013~~

~~Sixth version revised by Emina Salic, Margaret Metcheva, Bianka Gallina, and Dennis Roltsch 28.05.2015~~

~~Seventh version revised by Carl Brattberg, Dragos Neagoe, George Caraus, 9/9/2016 Eight version revised by Arina Semenova and Matteo Paparoni 1.02.2018 Ninth version revised by Matteo Paparoni and Matt Lancaster 30.05.2018~~

~~Tenth version revised by Matt Lancaster 12.06.2019~~

~~Eleventh version revised by Laura Fritz, Stephanie Kronvall, Grace Girling, Ignacio Rus Prados 27.10.2019~~

~~Twelfth version revised by Laura Fritz, Laura Schalkwijk, Ignacio Rus Prados, Megan McGowan, Lisa Gehringer, Charles Lamport-Beale 09.02.2020~~

~~Thirteenth version revised by Laura Fritz, Hanna Gyllander on the 2020-09-10 according to the changes agreed upon at the AGM 2020-05-31~~

~~Fourteenth version revised by Laura Fritz, Lise Mureau, Ifigeniya Stoilova, Marta Gebelli, Pauwel Delhaas, Pauline Bode, Vinicius Feireira de Oliveira on the 2022-05-18 according to the changes agreed upon at the GA 2022-05-18.~~

~~Fifteenth version revised by Pauline Gargallo, Marta Gebelli, Jasmijn Köhler, Samuel de Meester, Valeriia, Dariia, Fabienne, Elodie, Naomi, Masa, Eros, Julia on the 2022-12-02 according to the changes agreed upon at the GA 2022-12-02.~~

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~~Sixteenth version revised by Pauline Gargallo, Marta Gebelli, Jasmijn Köhler, Samuel de Meester, Fabienne, Migle, Eros, Julia, Ines, Lara, Maddie, Giulia, Komachi, Hugo on the 2023-05-15 according to the changes agreed upon at the GA 2023-05-15.~~

~~Seventeenth version revised by Maddie Sjöholm, Fabienne Küpper, Xuening Tian, Karla Jenesterle, Katarina, Davide, Theodore, Zoia, Jacopo, Amanda, Harshal, on the 2023-12-14 according to the changes agreed upon at the GA 2023-12-14.~~

Eighteenth version revised by Maddie, Fabienne, Akkelien, Xuening, Karla, Davide, Giulia, Masa, Migle, Vicky, Louise, Georgia, Tara, Harshal, Hannah, Emil, Felix, Charles, Benedetta, Helene, Louisa, Gigo, Antonia, Violeta, Laura, Milo, Elias, on the 2024-05-04 according to the changes agreed upon at the GA 2024-05-04.



## Statutes for Erasmus Student Network Lund

### \$1 Name and location

The association name is Erasmus Student Network Lund (now ESN Lund). Its location is in Lund. ESN Lund as an association is not bound to religion or political parties and does not quest economic profit. The association is a section under ESN Sweden and a member of ESN International AISBL, and is therefore also bound to follow ESN Sweden's and ESN AISBL's statutes and regulations. ESN Sweden is located in Stockholm and conforms to the laws of Sweden. ESN International is located in Brussels and conforms to the laws of Belgium.

### \$2 Purpose and company

ESN Lund consists of a board, council of ambassadors and managers, Activity Committee and other members holding ESN membership cards.

The objective of ESN Lund follows the objective of ESN International. ESN International works for foreign students and their well-being during higher education. This happens through:

- Improving the social and academic integration of foreign students;
- Working for the rights and obligations of international students;
- Using the knowledge of international students, partly for integration, and partly for evaluation of existing exchange possibilities;
- Facilitating the spread of information about exchange possibilities;
- Creating a strong network within Sweden to have a national as well as an international impact;
- Offering activities and a social network;
- Promoting cooperation between ESN sections; and
- Cooperating with Lund university, Nations and other associations in Lund that work with international students.

### \$3 Membership

#### \$3.1 Member of ESN Lund

Everyone that is a member of the Academic Society at Lund University can become a member of ESN Lund. Membership is requested online. As soon as the membership is paid by the student, the ESNcard is picked up in the office. The student is a member of ESN Lund.

Everyone that possesses an ESNcard and is registered in ESN Lund's database is recognised as a member of the association. The membership lasts for one year, as stated on the ESNcard.



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### §3.2 Membership fee

The Board decides the membership fee annually. Currently=125SEK.

### §3.3 Withdrawal

The request for discharge shall be submitted to the president and shall be in written form. Until the president of the board receives the request for discharge, the member is bound to follow ESN Lund's statutes and regulations.

### §3.4 Expulsion of members

A member that has broken the Swedish law during an ESN Lund activity, or has seriously damaged ESN Lund's purpose and reputation, can be expelled by the board. The board has the right to temporarily refuse the member in question access to activities of the association until the final decision is made. The board has to give the member in question the possibility to defend himself/herself in front of the board before the decision.

If a member holding an official position of ESN Lund in the council, has stopped or failed to fulfil the duties incumbent to the position over two consecutive meetings, plus a week reminder time; then every active member can propose a vote of non- confidence with a written statement to the board in order to free the position and organise a complementary election. Active members that are present during the meeting have the right to vote. The board has to give the member in question the possibility to defend himself/herself in front of the board before the decision. The respective discharging topic should be announced at least one day before the meeting.

## §4 Authorised Signatory

The president and treasurer are separately authorised signatories for ESN Lund. If neither of them are available to perform the task, the Vice president is authorised.

## §5 Board

### §5.1. Election

Every member of ESN Lund can be elected to the board. President, Vice-President/Local Representative, Communication Manager, Treasurer, Digital Manager, and the Chair of Activity, are generally elected during the Election meeting at the beginning of HT semester and the end of VT semester. Their mandates begin on the date of the election or on the date their predecessor's mandate ends. The duration of the mandate of board positions is one year. Except, if the candidate

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has been a member of the council for at least one semester, they are allowed to run for a board position for less than one year.

A vacant board position can be filled during an extraordinary meeting. This is also valid for Council positions. For a candidate to be elected to the board, an absolute majority vote must pass from the ESN members present at the meeting. The minimum members to constitute a legal election is half the board and four (4) additional ESN members.

At the Election meeting the following points shall be discussed:

- Mandate report of the retiring board during the Election meeting at the end of VT semester;
- Decision of discharge of the leaving board during the Election meeting at the end of VT semester.

### §5.2 Function

The board shall consist of at least a president and a treasurer. The General Assembly and other association meetings can decide about more positions and their tasks. Other positions, besides president and treasurer, can be combined.

### §5.3 Term of office

Each member of the board remains in the board for the length of their term, independent of other board members.

### §5.4 Resignation from the board

Resignation from the board can be done at one's own chosen time by the member's written announcement to the current board. In case the president or treasurer wants to resign from the board, they are still responsible until a substitute is elected. Other board members can resign, after at least 2 weeks' notification, with immediate effect.

### §5.5 Expulsion from the board

A member that consciously violates the statutes of ESN Lund or a decision made by the board, who has failed to work according to ESN Lund's purpose and aim, and/or in any other way behaves inappropriately, can be expelled through a vote of no confidence of the board with simple majority. Every board member can propose a vote of no confidence with a written statement to the board.



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The member in question is allowed a chance to express himself/herself at a board meeting before a final decision is made.

If a member holding an official position of ESN Lund in the board, has stopped or failed to fulfil the duties incumbent to the position over two consecutive meetings, plus a week reminder time; then every active member can propose a vote of non-confidence with a written statement to the board in order to free the position and organise a complementary election. Active members that are present during the meeting have the right to vote. The board has to give the member in question the possibility to defend himself/herself in front of the board before the decision. The respective discharging topic should be announced at least one day before the meeting.

### \$6 Board Meetings

#### \$6.1 Board Meeting

A board meeting is open to ESN Lund's board members, and to guests invited by the board. Every board member has the right to be present, speak, vote and make proposals. Guests have the right to be present and speak but not to vote. If the votes are tied, the president has the casting vote; in case the president is not present, the treasurer has the casting vote.

#### \$6.2 Board's quorum

To constitute a quorum (minimum), at least half of the current board has to be in the meeting, of which half can be physically present and half be remotely joining, including either the president, vice president or treasurer.

#### \$6.3 Minutes

Minutes shall be kept during board meetings by the elected minute taker. The minutes shall be available to all board members after adjustment.

### \$7 Quorum

Decisions can be made if at least half of the current board has to be in the meeting, including President (or Vice President) and the Treasurer, of which half can be physically present and half be remotely joining, plus a minimum of four (4) Council members are present.

### \$8 General Assembly

#### \$8.1 General Assembly

The General Assembly is held twice per fiscal year: at the end of each semester. General Assemblies shall be announced at least two weeks before it takes place. The announcement of the



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meeting can be done electronically. At the same time, all existing propositions and applicants' letters shall be provided to the members. The agenda and annual report shall be provided to the members latest one week before the General Assembly.

Half of the current board plus a minimum of four (4) members must be present, in person or electronic form, so the meeting takes legal effect. Every member present in either of these ways has the right to vote. Where it is not already stated in the statutes, by default, decisions are made by simple majority

The meeting is open for all members of ESN Lund and guests that are approved by the board. The General Assembly is held in English.

At the General Assembly the following points shall be discussed:

- Accounting, balance sheet, income statement;
- Approval of the budget for the next fiscal year during the GA in HT semester;
- Presentation of the audit report;
- Determination of a business plan for the next fiscal year during the GA in HT semester;
- Decision of the member fee for the next fiscal year.

## §9 Election Procedure

### §9.1 Election procedure

Elections can be held when the quorum is reached. Election date, the description of the organisation and the available positions with their description have to be made public at least one week prior the election meeting date. If the candidate is applying for a council position, they should send a motivational letter to [board@esnlund.org](mailto:board@esnlund.org) until midnight the day prior to the election meeting. Information about the candidates and their application will be sent out to all active members on the day of election. If the candidate is applying for a board position, a CV should also be submitted prior to the meeting. Candidates can also nominate themselves during the election meeting. A council meeting can be held within the election meeting if judged necessary by the board members. The poll enumerator is nominated at the beginning of the meeting, by the people who are present at the meeting. The poll enumerator is not running for any positions during this election. It is mandatory for each candidate to be a member of Studentlund or Akademiska Föreningen. All candidates will individually:

- Introduce themselves
- State their motivation to be an active member of ESN Lund

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- State which position they want to run for
- Explain why they are qualified for this position

The board and council members will then be invited to ask questions to the candidate related to the position requirements. The candidate will then go out of the meeting room in order for the board and council members to discuss about its application. The candidate can enter the room when invited by the board and council members. Once all the candidates have expressed their motivation as stated above, the electing process begins. The president of the meeting decides if one voting is held for each position or for all positions at the same time. The blank vote is authorised and counted. Electors are current ESN Lund members present at the meeting.

For in person elections, each elector writes on a ballot distributed by the meeting president the name of the position and the name of the candidate that they want to vote for. If the position can be occupied by n people, electors can write n names.

If the elections are held digitally or in hybrid mode, the meeting president organises an anonymous poll with the question being “Who would you want to be the next “name of the position?” and the possible answers being the name of the candidate(s) for this position. The meeting president then shows the result of the poll to everyone present at the meeting.

If for technical reasons an anonymous poll is not possible, each elector sends a private message with the name of the position and the name(s) of the candidate(s) that they want to vote for to the meeting president. The meeting president will count the votes and release the result of the election to everyone present at the meeting.

If all candidates for a position receive the same number of votes, the section could consider using a weighted voting system to determine the winner. In this system, members would be asked to rank the tied candidates in order of preference. For example, if there are three tied candidates, members would be asked to rank them as their first, second, and third choice. The candidate with the most first-choice votes would receive a certain number of points, while the candidate with the most second-choice votes would receive a lesser number of points, and so on. Once all votes have been counted and points assigned, the candidate with the highest total number of points would be declared the winner. This system would ensure that the winner is the candidate with the most overall support from members.

The minute taker registers in the minutes the number of votes for each candidate. The candidates will be designated in the minutes by their first name, last name and personnummer (if the candidate does not have a personnummer, the date of birth will be used instead). The minutes have to be signed by the meeting president, the minute taker, the minute adjuster, the president and



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every newly elected board member. If the president is not present at the election meeting, the treasurer has to sign the minutes.

### §9.2 Extraordinary Elections

Should all council positions (board, ambassadors and managers) not be filled during the General Assembly, extraordinary elections can be held during an extraordinary meeting.

### §9.3 Auditor

The decision about auditing is made during the General Assembly. Auditors have the right to be present and talk.

## §10 Vote delegation

For every matter on which a voting will be conducted, each Member has the right to delegate their vote, in case of being unable to attend the voting. The Member will need to write an Email to any Board Member, stating who they delegate their vote to, adding the delegated person in CC. This Email needs to be sent one hour before the meeting starts. A Member has the right to receive a maximum of 2 delegations. The Member who is delegating their vote will either forward their choice to the delegate in advance or give them the freedom to decide on behalf of them.

## §11 Fiscal year

ESN Lund's fiscal year is one calendar year, between the 1<sup>st</sup> of January and the 31<sup>st</sup> of December.

## §12 Responsibility

### §12.1 Economic responsibility

The board of ESN Lund is responsible for the economy of the association. The board shall have full knowledge and oversight of the economy of the association. The Activity Committee can be assigned economic responsibility for certain activities. Everybody that handles any money of ESN Lund is personally responsible to handle the money rightfully and to ensure that there is a receipt or other kind of verification for every payment that is made. The receipt/verification must be kept and handed to the treasurer according to the system set by the current treasurer.



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### **§12.2 Travel expenses covered by ESN Lund**

ESN Lund covers all expenses that occur due to the national and international ESN-related travels for organising members or representatives of ESN Lund outside of Lunds Kommun.

- Participation fees
- Transportation costs will be discussed with the treasurer
- Other expenses due to the ESN-related travels (receipts have to be provided, the treasurer can decide to not make the reimbursement with the agreement of the president).

It does not apply to Group Leaders, for Group Leaders see §14.

### **§12.3 Legal responsibility of ESN Lund**

In case of an incident where ESN Lund or any of its Council or Board members or representatives were found liable, the treasurer is allowed to transfer money to a third party if the board approves it to cover the incurred expenses if any.

## **§13 Statute changes**

### **§13.1 Changing of the statutes**

The changing of these statutes happens during the General Assembly or extraordinary meeting with a two-third majority of the present members.

### **§13.2 Changing of attachments**

The changing of the attachments happens during the General Assembly or extraordinary meeting with a simple majority.

### **§13.3 Interpretation of statutes and attachments**

In case of controversy regarding the meaning of statutes or attachments, the board may interpret those if required.



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### §14 Group Leaders

#### §14.1 Event Group Leaders

Group leader positions are given out for each event or trip depending on availability. A group leader position implies that all costs are covered by ESN Lund.

A Group Leader shall:

- Be aware of the trip itinerary and be able to answer possible inquiries;
- Inform the ESN Lund board about any problems that occur during the event;
- Keep track of the participants during the event;
- Promote ESN Lund during the event;
- Be involved in all planned activities during the event;
- Behave according to the Code of Conduct of ESN International.

A Group Leader position shall be decided within the board of ESN Lund, which shall take into account the candidates' engagement within the organisation and their application for a GL position. When a board or council member is voted to be a GL and they accept, they are responsible for the commitment they have made.

Group Leaders assigned for trips longer than three days should preferably meet the following minimal requirements:

- Held at least two sessions of office hours;
- Attended at least two general meetings;
- Organised at least one event by himself/herself or assisted in organising a minimum of two events.

#### §14.2 TimeTravels Group Leaders

The election of the Group Leaders for Timetravels Trips is done according to the Attachment 3 (see Document in the Drive "GL voting procedure").

### §15 Closure of ESN Lund

The decision about closure of the association shall be made at the General Assembly with a minimum of a three-quarter majority of the present votes of the members. The meeting invitation



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must mention the intent to close the association. Documents and information about the association shall be archived for ESN Lund with the association's last president before closure. When the association is closed, the assets of the association shall be used in the way it was

concluded during the meeting the closure was decided upon.

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### Attachment 1, Position descriptions

#### President

The president is an authorised signatory and has the right to sign agreements. During a temporary lack of a president, the Vice-president/Local Representative is appointed to this position. The President shall:

- Hold the ultimate responsibility for ESN Lund;
- Call and lead meetings;
- Act for stability and continuity;
- Be responsible for organisation and planning;
- Be responsible for the communication between ESN Lund and ESN Sweden;
- Be responsible for the communication between ESN Lund and other ESN sections;
- Be responsible to share opportunities from the ESN network to the members if the Vice President is not able to do so;
- In combination with the Vice-president, represent ESN Lund in national and international ESN meetings;
- Manage ESN Lund's bank account together with the treasurer; Each of the president and treasurer has a card to the bank account of ESN Lund; The treasurer can temporarily revoke the president's access to the bank account in case of misuse;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;
- Be responsible for the knowledge transfer to the next board;
- Ensure that latest revised statutes are accessible to all members;
- Be responsible for continued use and documentation of the knowledge transfer handbook.
- Write wills for the next board.

#### Treasurer

The treasurer is an authorised signatory and has the right to sign agreements. The Treasurer shall:

- Manage ESN Lund's bank account together with the president; Each of the president and treasurer has a card to the bank account of ESN Lund; The treasurer can temporarily revoke the president's access to the bank account in case of misuse;
- Manage the current book-keeping;
- Present ESN Lund's finances at the General Assembly and other meetings;
- Regularly verify the balances of Paypal and other payment systems;

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- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;
- Set the budget for the next fiscal year;
- Write wills for the next treasurer.

### Other recommended positions

#### Vice-president/Local representative

The Vice-president/Local representative shall:

- Substitute the president if the president cannot fulfil his/her obligations;
- Be responsible for the communication between ESN Lund and other ESN sections;
- Be responsible for the communication between ESN Lund and ESN Sweden;
- Be responsible to share opportunities from the ESN network to the members;
- Be responsible to assign Board Emails to the Board Member who is concerned of the matter, in case the Secretary is not elected;
- Be responsible for the contact with national agencies, Lund university, Nations and other student organisations;
- In combination with the President, represent ESN Lund in national and international ESN meetings;
- Be responsible for implementation of the national and international projects of ESN together with the Chair of Activities;
- Participate actively in the board's work;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;
- Be responsible for communication with TimeTravels;
- Write wills for the next Vice-president.

#### Communication Manager

The Communication Manager shall:

- Take care of the minutes and be responsible for disclosure and archiving of protocols;
- Have the main responsibility for all documents;
- Promote and keep track of ESN events;
- Coordinate the PR-committee (PR-managers and Media-managers);
- Be responsible for all social media;
- Answer emails that come through the website;



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- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;
- Write wills for the next Communication Manager.

### Chair of Activity

The Chair of Activity shall:

- Coordinate the Activity Committee;
- Call and lead activity committee meetings;
- Give advice regarding the organisation and planning of events;
- Be responsible for the contact between the ambassadors, Activity Committee and the board;
- Be responsible for the assets of the Activity Committee;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;
- Write wills for the next Chair of Activity.

### Digital Manager

The Digital Manager shall:

- Be responsible for ESN Lund's website;
- Be responsible for solutions for ESN Lund's internal and external communication;
- Be responsible for solutions for ESN Lund's electronic documents and the storage of electronic material;
- Be responsible for solutions for ESN Lund's databases, including the members register and ESNcard database;
- Be responsible for managing the online payment systems;
- Be responsible for other web- and electronic solutions that could be required;
- Manage one (or more) Council Ambassador group (up to the discretion of the board) and communicate between this Council position and the board;
- Write wills for the next digital manager.

### Secretary

The Secretary shall:

- Be responsible for taking minutes during council and board meetings;
- Be responsible to assign Board Emails to the Board Member who is concerned of the matter;



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- Be responsible to organise the Election Meetings, including an overview of the applicants and sending out information about the applicants to active members;
- Book/organise venue for council meetings and communicate the details to board and council;
- Communicate with council members before meetings about adding topics to the meeting agenda;
- Create council meeting agenda;
- Organise internal social events both for council and board members.

### Auditor

The role of the Auditor is to conduct the internal audit of ESN Lund, and to support the section by providing recommendations for its continuous improvement. Once a year, before ESN Lund's Annual General Meeting, the Auditor writes a final report on the Board's performance and compliance with the procedures. As Auditor you can choose to attend the meetings and the local AGM or just go through their minutes.

The task of the Auditor may be divided into two main areas;

- **Internal Audit**

The Auditor is responsible for ensuring that the Board acts responsibly and in compliance with the Statutes and Standing Orders of ESN Lund and ESN Sweden, as well as to national rules and regulations. At least once a year, the Auditor shall provide an audit report before the local AGM.

- **Advisory role**

Advise the Board, the Council or any other body by issuing opinions; when solicited by the Board, or other bodies or members, provide advice on current issues, particularly when it comes to the interpretation of the official documents of ESN Lund and other ESN documents.



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### Attachment 2, Activity Committee and Ambassadors/Managers

#### The Activity Committee

The Activity Committee consists of the Chair of Activity and additional ESN Lund volunteers. All ESN Lund board members are automatically members of the Activity Committee. The chair of the Activity Committee leads the work of the committee. The Chair of Activity decides who the additional members of the Activity Committee are. All members of the committee have to be members of ESN Lund. Therefore, Activity Committee members don't have to be elected during an official Elections Meeting.

The Activity Committee is responsible for the organisation of ESN Lund events and projects. The board has the ultimate responsibility for ESN Lund. The committee shall be responsible for the practical aspects of all student events.

#### The Council

The Council (and the Activity Committee) may be divided into the following positions/committees:

- Sports Ambassador
- Social Erasmus Coordinator
- ExchangeAbility Coordinator
- Educational Officer
- PR Manager
- Video Editor for Social Media
- Trips Ambassadors
- Party Ambassadors
- Environmental coordinators
- Team Building and Well-being Coordinators

Every committee may have up to two ambassadors/managers except for the party committee which consists of three ambassadors. The ambassador/manager has an overview of their committee and collaborates with the Chair of the Activity Committee actively in motivating, leading and holding events. The ambassadors/managers are elected during the General Assembly with an absolute majority. The ambassadors/managers can choose to stay in their position either one or two semesters. The ambassadors/managers need to hold office hours.

Resignation from the ambassador/manager position can be done at one's own chosen time by the member's written announcement to the current board.



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An ambassador that has broken the Swedish law during an ESN Lund activity, or has seriously damaged ESN Lund's purpose and reputation, can be expelled by the board. A board member has the right to temporarily refuse the member in question access to activities of the association until the final decision is made. The board has to give the member in question the possibility to defend himself/herself in front of the board before the decision.

### The Council Ambassadors/Managers and Their Tasks

#### Social Erasmus Coordinator

- Promote and organise events in line with the Social Erasmus project;
- Organise events that benefit the community;
- Expand ESN Lund's reach through charitable endeavour;
- Cooperate with Lund Municipality, NGOs and other local organisations;
- Collaborate with ESN Sweden Projects Coordinator,
- Write wills for the next Social Erasmus Coordinator.

#### Partnership Manager

- Make sure ESN Lund is benefiting from the national and international partners of ESN;
- Create networking opportunities and attract future partners;
- Collaborate closely with our current partners;
- Keep partners' contact information updated;
- Write wills for the next Partnership Manager.

#### Education Officer

- Supervise and organise ESN Study Nights;
- Organise educational and cultural events;
- Organise career related events;
- Collaborate with ESN Sweden's National Education Officer;
- Write wills for the next Educational Officer.

#### ExchangeAbility

- Organise events within the realm of the ExchangeAbility project;
- Raise awareness regarding mobility challenges for students with disabilities;

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- Be the “accessibility watch”; make sure that our events are accessible;
- Collaborate with ESN Sweden’s Project Coordinator;
- Write wills for the next ExchangeAbility Coordinator;

### Environmental Coordinator

- Raise awareness regarding climate change and environmental issues through events, workshops and PR strategies;
- Collaborate with Council and Board to make ESN Lund a more environmentally friendly organisation;
- Help other Lund organisations, businesses and other entities to become more environmentally friendly;
- Establish partnerships with other environmental organisations to create a strong “green network” in Lund;
- Write wills for the next Environmental Coordinator

### Party Ambassador

- Coordinate the Party Committee within the Activity Committee;
- Plan and organise parties for ESN Lund;
- Try to implement the Responsible Party Project during ESN Lund events;
- Write wills for the next Party Ambassador.

### Sports Ambassador

- Organise sports activities, events or competitions;
- Be responsible for promoting health and exercise;
- Write wills for the next Sports ambassador.

### Trips Ambassador

- Be responsible for organising and planning local trips;
- Monitor ticket sales of local trips;
- Assist with the promotion of the local trips;
- Write wills for the next Trips Ambassador.

### Media Manager

- Participate in the work of the PR committee;



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- Design flyers, posters and facebook covers;
- Make promotional videos;
- Write wills for the next Media Manager.

### PR Manager

- Participate in the work of the PR committee;
- Coordinate ESN Lunds social media channels with the help of the Communication Manager;
- Help with recruitment of new volunteers;
- Write wills for the next PR Manager.

### Video Editor for Social Media 1x

Description of tasks: The new position of “Video Editor for Social Media” will be part of the Council, tightly working together with the Media and PR Team that is led by the Communication Manager. The position is open to have a responsible person for the creation of Reels, TikTok Videos and similar. Therefore, the person in this position is the major responsible person in charge of a TikTok account.

- Make promotional videos; i.e. creation of Reels, TikToks and similar
- Video content should at least comprise latest events, the current team and its work, Timetravels trips
- Work together with COMs Team
- Become main responsible person in charge for a TikTok account
- Participate in the work of the PR committee
- Write wills for the next Video Editor

### Team Building and Well-Being Coordinators x2

Description of tasks: The new position of “Team Building and Well-Being Coordinator” will be part of the Council. In this position, the person will be responsible to focus on building a team spirit within the groups of both council and board by organizing activities, doing check-ups and workshops related to mental health and well-being and similar. As Team Building and Well-Being Coordinator, the person takes over the task of organizing one cottage weekend per semester, with the help of other members of the Team that volunteer. The coordinator will have to decide on a certain budget per semester in collaboration with the Treasurer and the rest of the board, to be able to plan Team Building activities and strategies throughout one term.

## **Statutes for Erasmus Student Network Lund**

- Organize Team Building activities, at least once per month
- Agree on Team Building activity budget with Treasurer for half a year
- Main organizers for the Cottage Weekend once per semester
- Do mental health and well-being check up throughout the semester
- Organize Health/well-being workshops or similar
- Write wills for the next Well-being Coordinators

**Attachment 3, the document “GL voting procedure” on the drive**