

## Instructions for student representatives

The people involved must manage the assignment in a serious way that inspires confidence. That includes internal and external contexts. There must be a clear statement of who will pay any expenses incurred in the assignment, such as travel, food, accommodation and participation fees. Other aspects such as environmental impact and work environment also need to be taken into account when balancing costs.

Students' influence over their study time and education is an important factor from both a democratic and a quality point of view. SFS is tasked with nominating and appointing student representatives at national level. All students in Sweden are represented by student representatives in accordance with the assignment in question. When appointing student representatives, factors such as skills, experience and suitability for the assignment must be taken into consideration. SFS must endeavour to achieve diversity and broad representation in the appointment of student representatives. Active students must also be prioritised.

SFS' purpose is to exert influence in order to represent and protect the interests of its member unions and students. The democratic society is a prerequisite for effective student influence and for students' security. SFS is independent in its opinion-forming and exercise of opinion in advocacy work in the national and international arena. SFS must inspire confidence and be a serious stakeholder that speaks with the knowledgeable student voice. SFS must be a transparent organisation. Those outside the organisation must have insight into and understanding of us and SFS must have understanding of others in the same way.

## What is expected of SFS student representatives

SFS expects all SFS student representatives:

- To participate in the activities in the assignment such as meetings and email conversations.
- To have done their homework on matters relating to the work in the assignment.
- To continuously document their assignment according to instructions from a member coordinator.
- To communicate directly with the member coordinator if anything of major importance arises during the course of the assignment. The member coordinator then refers it to the Presidium if necessary.
- To notify the member coordinator if they do not wish or are unable to fulfil their assignment in accordance with the above expectations.
- To work in line with SFS' policies and values and to provide SFS with expertise within the framework of the assignment.
- To sign up for the SFS membership newsletter in order to keep up-to-date on current issues.



## Information for student representatives upon their appointment

When appointing a new representative in an assignment, the following information must be sent to the representative:

- Information on what is expected of SFS student representatives as set out above.
- Instructions on how to document the assignment on a regular basis.
- SFS opinion documents
- Information on where the student representative can find information on SFS policy.
- Information on the SFS organisation and contact details for relevant parts of the organisation.
- Information on who is responsible for paying any expenses for food, accommodation and travel.
- Information on whether the assignment is subject to a fee.

## Appointment of student representatives

### Before applying

When SFS becomes aware of a national student representation assignment, the Presidium makes a decision on whether to advertise the assignment. The SFS member coordinator is responsible for the administration in this regard, including contact with the client, writing the advertisement and ensuring that it is distributed. The member coordinator is the contact person for all assignments and is responsible for contact with the student representative.

### Applications for an assignment as a student representative

Announced assignments will be available on the SFS website. The announcement must contain information on how the process for appointing student representatives works, as well as an estimate of the contents of the assignment, the time required, the term of office, requirements for experience, knowledge and skills.

An application for an announced assignment must consist of the following, unless otherwise stated:

- A personal letter
- The candidate's CV, stating relevant experience and qualifications as well as contact details
- Information on which student union you belong to (a student at a member union is considered to be an additional qualification)



## Selection of student representatives

### The Presidium's basis for decisions

When selecting student representatives, the Presidium takes factors such as skills, experience and suitability for the assignment into consideration. SFS also endeavours to achieve diversity and broad



representation of students. SFS endeavours to ensure that student representatives are active students.

## The selection process

The member coordinator compiles a list of all candidates and prepares the matter for the Presidium. When the Presidium has made a decision on selection of student representatives in an assignment, the member coordinator first contacts the selected candidates to ask if they are still interested in the assignment. After that, the other candidates are informed that the vacancy for the assignment has been filled. Candidates are mainly notified by telephone. The Presidium's decision on the appointment of a student representative is sent to the client along with the student's contact details. The Presidium's decision on appointment is registered by the member coordinator.

A chairperson may not take part in a decision to appoint themselves as a student representative. If all chairpersons end up in such a situation for a particular assignment, the Board will make a decision on appointment of student representatives in that assignment.

If a chairperson applies for an assignment that is longer than the chairperson's term of office, a decision on appointment will be made by the Board.

Decisions on appointments of student representatives are reported to the Board at the next Board meeting.

## After appointment

A list of all student representative assignments, appointed and vacant, and which representatives have been appointed, with the associated term of office, will be available on the SFS website.

## On conclusion of a student representative assignment

A student representative assignment ends either on expiry of the term of office or on submission of a request for resignation to the member coordinator, who informs the SFS Presidium and the client. When a student representative ends their assignment, SFS must issue a certificate for the assignment held.

On conclusion of a student representative assignment, a short closing discussion will be held between the student representative and the member coordinator in which a list of tips is compiled that could provide support for a successor. They will also discuss whether the assignment met expectations in terms of the application and the scope of the assignment. Questions must also be asked in order to evaluate how the student representative found the collaboration with SFS.

The SFS Presidium has a right to remove student representatives who have abused SFS' trust.