

Rules of Procedure for the SFS Committee for International Affairs, Komit

The Rules of Procedure aim to clarify the mandate of the SFS Committee for International Affairs, hereafter referred to as Komit, as well as the committee's role in relation to the SFS Board. The Board adopts the Rules of Procedure following a proposal from Komit or on the initiative of the Board itself.

Purpose

Komit serves both an advisory and representative function. It acts as an advisory body to the SFS Presidium and Board on international issues related to higher education, both on an international and national level. Komit also aims to enable SFS to carry out effective advocacy work concerning international higher education issues and to promote engagement and competence within the student movement. Komit reports to the SFS Board.

Members of Komit are tasked with representing SFS internationally at formal events organised by the European Students' Union (ESU) and Nordiskt Ordförandemöte (NOM), as well as in informal settings related to international work. Members also participate, where possible, in relevant conferences of interest to Komit and in other national activities with an international focus.

Composition

Komit consists of four members, one presidial, and one political secretary, who also acts as the coordinator. The term of office for members is one or two years, from July to June. At least two members shall be elected each year. Each year, at least one member must be elected for a two-year term. The Board may, if needed, increase the number of committee members.

Appointment

Komit is appointed by the SFS Board. Selection of candidates is carried out in a group with a chairperson with international responsibility, a Board member and a member of Komit. In the case of a tied vote on a candidate, the decision shall be made by drawing lots. The Board makes the final decision during the spring term based on the group's proposal.

Nominations may be made by a member union, an individual member of a member union, or a member of the Board. Contact details of the nominator must be included. In addition, a presentation of the nominee must be submitted in the form of a personal



letter outlining their motivation for the role. A CV must also be attached, detailing formal qualifications such as work experience, education, and other relevant merits.

Applications that do not meet these criteria may be considered incomplete and excluded from the selection process. After nominations are submitted, interviews with the nominees will be conducted, and a final proposal will be submitted to the Board.

Resignation

If a member wishes to resign from their position, this must be confirmed by the SFS Board at the next board meeting. The committee should be consulted on the need for a by-election, but the final decision rests with the Board.

Expectations and Commitments

SFS's international work is extensive and time-consuming, with some duties taking place abroad.

The SFS Board expects Komit to:

- prioritise and plan their activities for the year based on the committee's budget.
- provide continuous feedback to the Board through written reports to board meetings.
- monitor and pursue matters related to ESU and NOM.
- monitor and pursue international issues at national, European and international level.
- bring significant or unclear matters to the Board for discussion.
- participate in board meetings relevant to Komit.
- involve the SQC in matters concerning quality assurance.
- involve the SFS-DK in matters concerning research, doctoral education, or issues relevant to doctoral students.
- maintain contact with SFS student representatives who serve in relevant groups.

The SFS Board expects members of Komit to:

- actively participate during and between Komit meetings and activities.
- take an interest in student and education issues on an international level.
- divide responsibilities among themselves within Komit.
- have, or be willing to acquire, knowledge of international policy issues.
- be familiar with and follow SFS's established guidelines and positions relevant to their role.
- be able to devote up to five (5) hours per week to the role, in addition to their international participation.
- stay up to date on developments within SFS, for example by reading board documents.



Komit can expect the SFS Board to:

- to have confidence in Komit regarding international matters.
- provide feedback when issues are brought to the Board.
- share board documents relevant to Komit's work.
- offer the opportunity to provide input on the Board's budget, operational plan, and other proposals related to international activities.

International Participation

Following internal discussions, Komit decides who will attend each meeting, with the final decision made by the responsible presidial. The assessment shall consider active engagement throughout the year, specific areas of expertise relevant to the work, the themes of the conferences, and any decision-making items. At least two members of Komit should attend each meeting. Ensuring a sustainable workload and strong influence at ESU Board Meetings is a priority. Newly elected members should be prioritised for travel as soon as possible after their term begins, to quickly gain an understanding of ESU's operations and to be able to contribute to ESU's Board Meetings. Primarily, the committee members participate in the meetings. If necessary, the responsible presidial can attend. Special reasons must be present for the participation of the secretary.

Internal Work

Throughout the year, several meetings must be held. In addition to the ones mentioned above, regular check-ins and contact via email or other digital channels should occur. Komit decides on the need for more detailed internal guidelines.

Expenses

For travel to and from meetings and conferences, SFS shall cover costs that are directly linked to the trip and the assignment, such as travel expenses and meals during travel. In case of uncertainty, the SFS operational coordinator (*verksamhetssamordnare*) will determine whether reimbursement is granted. Travel should be booked as early as possible to minimise costs. During trips and meetings, participants must adhere to SFS's policies and instructions for meetings and travel. The committee's budget should be specified in dialogue with the SFS operational coordinator and/or the SFS Presidium.