

President

The President is authorized to sign and thus has the right to sign contracts.
In the temporary absence of the President the Vice President will be appointed this position.

The President shall:

- old the ultimate responsibility for ESN Kalmar
- Convene and chair meetings / appointments,
- Promote stability and continuity of ESN Kalmar
- Responsible for organization and planning of ESN Kalmar
- Responsible for liaising with national authorities, agencies, international relations and fraternities.
- Write and distribute a report by external meetings and conferences within 14 days after return. Incumbent unavailable, a letter written to explain the circumstances.
- Together with the Treasurer manage ESN Kalmar's financial account.
- Distribute the agenda for Board meetings.
- Responsible for handover to the next Board.
- Ensure that the latest revised bylaws are available to all members.
- Writing a will for the next President. 2. 3 Vice President/Local representing

Vice President

The Vice President shall:

- Be responsible for communication between ESN Kalmar and other ESN sections.
- Be responsible for communication between ESN Kalmar and ESN Sweden.
- Try to implement ESN projects at local level.
- Replace the President when she/he cannot fulfill her/his commitments.
- Actively participate in board work.
- Writing a will for the next Vice President.

Treasurer

The Treasurer shall:

- Give an account for the financial report for the ESN Kalmar board at the annual meeting and at least at two other meetings every year.
- Manage ESN Kalmar's bank account along with the President.
- Submit the budget for the next financial year.
- Responsible for the daily accounting.
- Writing a will for the next Treasurer.

Mentor responsible

The Mentor responsible shall:

- Be responsible for making sure that all international students get a mentor for their semester/year in Kalmar.
- Be responsible for the contact with the mentors during the semester.

- Be responsible for the contact with the International Office and for the access to their database.
- Writing a will for the next Mentor responsible.

Event responsible

The Event responsible shall:

- Is responsible for projects / activities that ESN Kalmar implements.
- Together with the President having ultimate responsibility for the introduction.
- Have responsibility and contact with the head mentors.
- Writing a will for the next event responsible.

Information responsible

The Information responsible shall:

- Have responsibility to share the information to the students when it comes to events, etc.
- Be responsible for Printing.
- Update and be responsible for ESN Kalmar's webpage as well as other social media such as Facebook.
- Actively work to make ESN Kalmar a known organization.
- In a good way work together with the Vice Information responsible.
- Writing a will for the next Information responsible.

Vice Information responsible

The Vice Information responsible shall:

- Help the Information responsible with his/her tasks as a "right hand".
- Have responsibility for the common e-mails, and forward them to the party.
- Tasks can be divided between the Information responsible and the Vice information responsible, and it may mean that the Vice Information responsible manages the external communication with students, such as the distribution on Facebook, while the Information responsible manages the entire site.

Administrator

The Administrator shall:

- Be responsible for the register of members.
- Be a secretary at the Board meetings and file all the protocols.
- Be responsible for all documentation.
- Book trips for conferences etc.
- Set up a valuation for different ESN activities.
- Writing a will for the next administrator.

Travel Coordinator

The Travel Organiser shall:

- Coordinate and be responsible for planning around ESN Kalmar trips, such as Seabattle, Russia and Lapland.
- Writing a will for the next tour organizers.

Sponsorship Responsible

The Sponsorship shall:

- Maintain contact with sponsors
- Obtaining new sponsors
- Writing a will for the next sponsorship manager