

## Buddy Committee

The Buddy Committee plans and executes events for Buddy Students and exchange students to encourage growth of buddy activities and communication between Swedish students and exchange students.

The Buddy Committee consists of the Buddy Coordinator who is president of the committee, and four committee members consisting of Swedish students and exchange students. The committee will organize at least 2 events per semester in addition to the Buddy Kick-off.

### **Expectations from all the members:**

- All the members of the Committee will work together with the planning, organization and execution of every event.
- It does not matter which position they have in the Committee, everyone needs to get involved and strive for the same goal.
- All the members are allowed to drive the ESN car with previous consultation with the President, which is the responsible of booking it before every event/activity.



## Post description in the Buddy Committee (BC)

- **President:** The President is the spokesperson for the committee and should work to maintain key relationships within and outside of the committee. Charged with providing leadership and direction to the Committee, the President is responsible for ensuring that the Committee fulfills its responsibilities. She also works to optimize the relationship between the Committee and the rest of the members of ESN Linköping as the board and the other committees.
- **Vice President:** The Vice President of BC is responsible for assisting the President to fulfill her responsibilities for the success of the committee. The Vice President will need to work close with the President but also take her place if needed during events or meetings. This person will get a key to be able to get into Kårallen and into our Section Room.
- **Secretary:** The Secretary of BC is responsible for the documentation and communication of the activities of the Committee. The Secretary should be a good communicator and maintain confidentiality on relevant matters. Amongst the Secretary's tasks are to prepare agendas and make sure to upload the documents of the meetings on our Drive. Also make sure to organize the drive so everything gets easy to find.
- **Treasurer:** The Treasurer will often be involved in the planning and execution of Buddy events. Her/his main task is to make a budget with help of the President before every event. This budget must be done at least 2 weeks before every event. The President will afterwards send it to the Treasure of ESN Linköping. The Treasurer of BC needs also to ensure to use in the best way the budget that BC has each semester.
- **Public Relations:** The PR of BC has as main responsibility to create events on Facebook, this by writing both in English and in Swedish. The PR has also the responsibility to take care of the Facebook group for all the Swedish Buddys and maintain them well informed before an event both in the group and by email. All this with help of the President and the PR of ESN Linköping.

