



Association of International Affairs

Steering Document

Adapted at Board Meeting 6 on 2021-11-03

Collective board work

1. All board members take personal responsibility for keeping themselves informed of details such as who is responsible for events and what areas that need to be covered, like handling the entrance fees, meeting lecturers, presenting, counting and statistics etc.
2. All board members take personal responsibility for keeping each other relatively informed regarding their areas, if and what they need help with, what plans they have and how we will evaluate our activities of different sorts.
3. All board members should make sure to take equal responsibility for the collective work. This can entail helping out with marketing or for example buying/making fika for board meetings.
4. All board members take responsibility to help out with PR with putting up posters for upcoming events.
5. To develop as an organization, team building should be carried out in order to promote effective communication and good working performance between board members. However, team building should only be used when it has become apparent that the aforementioned criteria (effective communication and working performance) are not being continually met. The task of organising and executing these team building exercises fall on the President and Vice President. Otherwise, informal socializing is recommended to keep morale up.