**The roles of the board**

Do you wonder a bit about the different roles in a board and their assignments? Feel free to stop by the questions to think and discuss.

The board has a joint responsibility to manage the association's assets and conduct operations based on the business plan and budget established by the annual meeting. There is often a division of roles and tasks within the board:

• Chairman (Vice-Chairman)

• treasurer

• secretary

• deputies / deputies

• co-opted

Suggestions for other functions that can be appointed:

• information manager

• member responsible

• study manager

• premises and property manager

• activity manager

• archive manager

• another responsible person who is connected to the association's activities

The size of a board is regulated in the articles of association or decided by the annual meeting.

**President:**

• leads the association's work

• leads the board's work

• calls for meetings

• coordinates and holds together the association's various roles

• is the face outwards and represents the association

• is often a signatory.

The Vice-Chairman takes over the duties of the Chairman if he is unable to attend.

**Questions for discussion:**

• Does the chairman always have to have the role described above?

• What could a distribution look like in a shared presidency?

• Are there advantages to having two, compared to having an active vice president?

**Cashier:**

• manages the association's finances (pay bills, cash, send invoices, book, reconcile accounts)

• handles continuous financial reporting to the board

• leads the budget work

• is responsible for annual reports and financial statements as well as contact with auditors

• handles declarations (if any) and contacts with the Swedish Tax Agency

• responsible for contacts with bank

• handles applications and reporting of external financing e.g. from the municipality or project (together with the project manager)

• is often a signatory.

Note that the treasurer handles the above tasks but that the entire board is responsible for the finances.

**Secretary:**

• is responsible for minutes at board meetings

• is responsible for the protocols being adjusted and archived

• ensures that the board, auditors, nomination committee and any members have access to adjusted minutes

• often writes business plan and annual reports

• can be responsible for information to the members if there is no special information manager.

For whom do we write the minutes? In the first place, minutes are for the board, to remember decisions and discussions.

The minutes are also for the auditors who will review the activities and finances, the nomination committee who will prepare the elections for the annual meeting, the bank and any authorities who will be able to read who is the signatory and has the right to sign bank and agreements in the association's name and posterity be able to follow the work and tell about it in the future.

It is possible to let the members read the minutes, depending on how transparent you want / can be. The alternative is to write minutes or minutes that are to be posted on the website or in social media so that committed and interested members can take part in the work of the board.

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**Substitutes / deputies**

Substitutes or deputies are elected at the annual meeting to be able to enter the work when one of the ordinary members is unable to attend the board meeting.

It is important to have a discussion at an early stage about expectations of those who are deputies. Should they be passive or active?

If deputies are active, this means that they are just like ordinary board members, but that they do not have the right to vote if all ordinary members are present. If they are instead passive, they only enter if someone is absent.

There are associations that instead of electing deputies / deputies increase the number of regular members and thus increase the opportunities to make valid decisions at a meeting.

**Adjunct to the board**

The board can choose to co-opt people to the board, such as the association's employees or other people who are experts in a particular issue. A person can be co-opted to a special meeting or be co-opted for the whole year via the annual meeting. Those who are co-opted to the board have the right to express an opinion and make proposals, but not the right to vote.

**When someone jumps off**

It happens that a person has to take a "time-out" in the board work or interrupt his term of office before it ends. This may be because he is moving or has personal reasons which mean that he cannot complete his term of office.

What happens if someone resigns before the annual meeting? What can a board do in such a situation?

One proposal is that the association has regulated in its statutes what applies. It is common for someone else on the board to take over the assignments that must be carried out and the rest have to wait until the next financial year and the next board. The important thing is to have a lively discussion and not to blame those who, for personal reasons, have to resign prematurely.