



Instructions for the Corporate Relations Committee

The committee shall, together with related businesses, strive to supplement the IEM-education at Chalmers and make its students as attractive as possible on the labor market.

1. Composition

- 1.1. Chairman, elected by a general assembly.
- 1.2. Treasurer, elected by a general assembly.
- 1.3. Project leader for I-dagen, elected by a general assembly.
- 1.4. Project leader for I-Academy, elected by a general assembly.
- 1.5. Five members, elected by a general assembly.

2. Operations

- 2.1. **to** strive towards creating contact with companies, organisations and institutions that might be of use to the student body and its members.
- 2.2. **to** market the IEM-programme and its student body to the parties mentioned above.
- 2.3. **to** admin contracts and monetary sponsorships that are in favour of the student division.
- 2.4. **to** together with the other committees of the student division actively strive to support these financially.
- 2.5. **to** arrange the event I-Dagen, the day of corporate relations for the student division every school year.
- 2.6. **to** arrange the complemental educational programme I-Academy every school year.



3. Obligations

- 3.1. The **chairman** is obliged
 - 3.1.1. **to** lead and organize the work of the committee.
 - 3.1.2. **to** represent the Corporate Relations Committee in the board of the student body.
 - 3.1.3. **to** make sure the committee is represented at committee gatherings.
 - 3.1.4. **to** together with the treasurer be responsible for the economic work of the committee.
 - 3.1.5. **to** make sure the committee is represented at meetings of the student division.
 - 3.1.6. **to** function as the student body representative in Chalmers Student Union Career and Business Relations Advisory Committee, ArmU.
 - 3.1.7. **to** appoint contract responsible among the committee's members, whom in consultation with the rest of the committee and the board of the student body speak for the student body during negotiations with the student body's corporate partners.
 - 3.1.8. **to** appoint and work in conjunction with a project group to plan, carry out and evaluate I-dagen in case of the position of project leader for I-dagen being vacant.
- 3.2. The **treasurer** is obliged
 - 3.2.1. **to** handle and ensure the committee's finances and accounting.
 - 3.2.2. **to** make sure a budget is set and reasonably distributed over the year.
- 3.3. The **project leader** for I-dagen is obliged
 - 3.3.1. **to**, in consultation with the committee and the board of the student body, appoint a project group to plan, carry out and evaluate I-dagen.
- 3.4. The **project leader of I-Academy** is obliged
 - 3.4.1. **to**, in consultation with the committee and the board of the student body, appoint a project group to plan and carry out the complementary education programme to students.



- 3.5. **Chairman, treasurer, project leader and other members** are obliged
3.5.1. **to** work according to the aims of the operations and the role they've been given within the committee.

4. Meeting procedure

- 4.1. The Corporate Relations Committee meets when needed or when so requested by members, at least twice per term.
4.2. Notes shall be taken during meetings of the Corporate Relations Committee, and all decisions shall be recorded.
4.3. The chairman is entitled to co-opt one or more person to the meeting.

5. Quorum

- 5.1. All members mentioned in 1 have voting rights.
5.2. Every member present has the same number of votes. Decisions are made with simple majority. In case of undecided voting, the chairman has the casting vote.
5.3. Member with interest in proceedings or bias has no voting right.
5.4. The Corporate Relations Committee has a quorum with at least half of its' members present.

6. Appeal

- 6.1. Decisions of the Corporate Relations Committee can be appealed to the board of the student body.
6.2. The board of the student body can overrule decisions made by the Corporate Relations Committee.



7. Recruitment

- 7.1. For recruitment of a new Corporate Relations Committee, they shall in consultation with the Nomination Committee distribute information regarding the election in the second study period.
- 7.2. The Corporate Relations Committee shall, in consultation with the Nomination Committee, plan and carry out activities for aspiring members.

8. Miscellaneous

- 8.1. The Corporate Relations Committee shall actively inform other members of the student body of its' operations and take part in events with this purpose.
- 8.2. The Corporate Relations Committee shall strive to have continuity in its' operations and perform a well-planned hand-over when the new Corporate Relations Committee has been elected.
- 8.3. The Corporate Relations Committee shall follow the regulations, statutes and policies of the student body.

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