

Secretary

Administration

Makes the meeting arrangements such as: booking the meeting room, make the agenda and minutes, and keeps the meeting minutes.



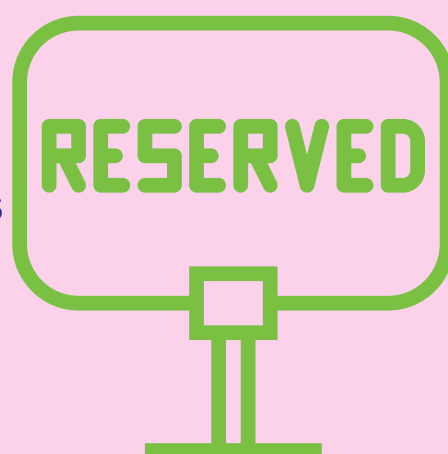
Signed Minutes

Makes sure that in addition to him-/herself, the minutes are signed by the chairperson and the scrutinizers of the meeting and other bylaws are followed



General Meetings

Is responsible for booking the rooms for the Spring and Autumn General meetings



Requirements

Trustworthiness and organizational skills and Fast typing, and good writing skills in English are helpful. Readiness to commit to being on time in the board meetings, staying for the whole meeting, and providing the meeting minutes within a specific time frame.