

Organ	Body	Post	Description/Duty	# Meeting	Meeting length	Time besides meeting	Language	Compensation	Comment
Rådets styrelse:	Board of TNRD:		TNRD represents all PhD students at TekNat. The aim is to monitor and pursue any issues regarding the rights and concerns of the PhD students of the faculty.						
Ordförande	Chair		Main responsible for TNRD, represent and speak for PhD students at conflicts and meetings, compile TNRD's operational plan and report, preparing TNRD meeting agenda, organize and archive the minutes as well as decisions made at the meetings, among others.	3 TNRD and ~3 board meetings per term	1 hour/board meeting 1-2 hours/TNRD meeting	1 hour/week	Knowledge in Swedish is necessary	30 prolongation days and 4000 SEK	A lot of fun, experience, contacts! It is common practice and highly recommended that the chair also takes a post in the Faculty board (Fakultetsnämnden) or the Graduate Education board (FUN)
Vice ordförande	Vice chair		Stand-in for the chair, help all the members of the board if needed.	3 TNRD and ~3 board meetings per term	1 hour/board meeting 1-2 hours/TNRD meeting	10 hours/year	-	10 prolongation days, 2000 SEK	
Sekreterare	Secretary		Taking notes at meetings, writing meeting minutes.	3 TNRD and ~3 board meetings per term	1 hour/board meeting 1-2 hours/TNRD meeting	Writing minutes: ~3 hours. Reading/responding emails: 1 hour/week. Others (buy fika, etc): a couple of hours for the whole year.	Very good writing skills in Swedish are required.	10 prolongation days, 2000 SEK	
Kassör	Treasurer		Take care of TNRD's budget and expenses.	3 TNRD and ~3 board meetings per term	1 hour/board meeting 1-2 hours/TNRD meeting		-	5 prolongation days	
Informationsansvarig	Information officer		TNRD has an obligation to keep PhD students at the faculty informed about current affairs. Info should establish, maintain and develop information infrastructure, physical, virtual or otherwise.	3 TNRD and ~3 board meetings per term	1 hour/board meeting 1-2 hours/TNRD meeting	10h - 20h per year	Swedish not required, but written communication skills are desirable.	2000 SEK	
Socialt ansvarig	Social organizer		Planning activities and other social events	3 TNRD and ~3 board meetings per term	1 hour/board meeting 1-2 hours/TNRD meeting		-	-	
Övrigt i rådet:	Other in TNRD:								
Revisor	Auditor		Check that the financial activity of the board is as formally stated.	-	-	~ 0.5 hour	-	-	
Valberedning	Election committee		Find candidates for all positions for their election in the annual meeting	-	-	It takes some time before May	-	-	The job is to talk to people and that can be done over a coffee or beer ;)
Universitetsövergripande:	University-wide:								
Doktorandnämnden	PhD student board	2 x ord 2 x suppl	The PhD student board (doktorandnämnden) is a university-wide committee at the top level of the student union.	Every 1-2 months (~3 per term)	1-2 hours	1-2 hours	Meetings are held in Swedish	8 prolongation days	Great way to learn about rules at university level and meeting PhD students from other faculties.
Universitetets stipendienämnd	University scholarship board	1 x ord	Deal with all kinds of scholarship issues at the university level.	Two per year (May and Dec)	2-3 hours	None	Meetings are held in Swedish	-	Involvement in this committee gives you free coffee twice a year, and can help you identify stipends, and how best to apply for them
Fakultetsövergripande:	Faculty-wide:								
Fakultetsnämnden	Faculty board	2 x ord 1 x suppl	The faculty board is responsible for education, research, development work, consultancy work and collaboration with society and for informing about the activity at the faculty. To be enough informed to actively participate in all the decisions that are taken in the board. Most important is that the representatives make sure that the interest of PhD students and (undergraduate students) interests are not violated.	3 per term	1 two-days (lunch-lunch) 3 half-day 2 whole-day	Meeting preparation requires at least half a day (100 pages or more). Before every faculty board meeting there is a preparatory meeting a week in advance (ca. 2 hours).	Strictly Swedish	500 kr / meeting 15 prolongation days	You get to see the big picture, how the faculty is controlled and understand its driving forces. This is a very important board and we have to keep an eye on it. All big decisions are made there. If you consider to become a PhD representative in the faculty board it could be a good idea to also be a member of Doktorandnämnden, since they also discuss the university wide regulations that the Faculty board also discuss. The current board is very easy to talk to, and they have a clear pro-student attitude, so it's, besides all the reading, fun!
Forskarutbildningsnämnden (FUN)	Graduate education board	2 x ord	It has the overall responsibility for all activity at the faculty within the scope of rectors assignments.	3-4 per term	3 hours	The PhD representative is expected to read documents prior to meetings and there are also quite a few emails every month that need to be answered.	Meetings are held in Swedish	15 prolongation days	It is VERY educating and looks very good in CV, but it is a big responsibility. The people in the board are friendly and always listen to your opinion.
Fakultetens stipendienämnd	Faculty scholarship board	1 x ord	A number of Uppsala University stipends are awarded specifically to students or PhD students in Tek-Nat. Each member of the board will evaluate one or two stipends and present his/her suggestions during our biannual meeting. After discussion and evaluation we make our final recommendations for stipend recipients.	1 per term	2-3 hours	No preparation	Swedish	-	This committee gives a highly detailed insight into the evaluation of stipend applications at Tek-Nat, and can help you identify stipends, and how best to apply for them.
Bibliotekssamverkan N	Library council N	1 x ord	Council consists of Ångström/BMC library head and representatives from each section, labour union, student union and PhD students. It is not a decision-making organ, it informs the representatives, and suggestions are put forward.	3 per term	2 hours	Light preparation (a couple of pages of documents are usually circulated before meetings).	Swedish Swedish, although frequently the material is in English	5 prolongation days (?) 20% employment	The library is currently under-going much development (smaller physical area, more virtual property, new building at Ångström, etc.). A really nice committee. Light work, and lots of insight into how the library is run and issues such as open access, publishing (academic or otherwise), etc. Representative gets full access to all the recruitment process. Including applicants CVs, reviewers comments, sample lectures, interviews and following discussions. All members have voice and vote.
Anställningsberedningen	Recruitment committee	1 x ord 1 x suppl	Provide a PhD student view on all recruitments.	1 per month					
Docentnämnden	Assistant professorship committee	1 x ord 1 x suppl	The committee has one representative per section (biology, physics, chemistry, geology, engineering sciences, math/it), one PhD, and one student representative. They decide on the applications for Assistant Professor (Docent) at the Faculty.	3 per term	3 hours (and 1 or 2 lunches)	Between 1-3 hours	Meetings are in Swedish, but you can answer/speak in English	It is not fixed.	Even though this committee is not the most important from a PhD student perspective, it is quite an interesting experience. Especially if you want to continue in academia. It is good to know what people look for in applications, and what kind of merits are important.
Fakultetens jämställdhetsutskott	Equality committee	1 x ord	Provide a PhD student view on all equality issues.					5 prolongation days	
Övrigt:	Other:								
International Science Programme	International Science Program	1 x ord	Attend the meetings. The program aims at assisting developing countries to strengthen their domestic research capacity within chemistry, physics and mathematics.	2-3 per term	2-3 hours	30 min per meeting	English		It gives the possibility to meet researchers from developing countries.
Centrum för accelerator- och instrument	Center for accelerator and instruments	1 x ord							
UPMARC	UPMARC board	1 x ord 1 x suppl							