

Recruitment of the Executive Board of LINC 2018/2019

The time has come for the current board to step down and for new leaders to come forth and continue to develop the legacy of LINC for the period 2018/2019.

As a board member, you will be highly involved in the operational decisions and development of the organisation as well as being responsible for the committee(s) operating under your position. You will also take part in LINC's continuous work to strengthen the link between the academic world and the finance industry. You should be highly motivated to take part in and contribute to our vision to become the foremost finance organisation in Northern Europe by establishing and managing relationships between the actors of the finance industry and the top performing students at Lund University.

The positions that the current Executive Board proposes are:

- **President**
- **Vice President**
- **Head of Treasury**
- **Secretary of LINC**
- **Head of Career Preparation**
- **Head of External Partnerships**
- **Head of Events**
- **Head of Marketing & Communication**
- **Head of Research & Analysis**

The new Executive Board will be elected at the **Annual General Meeting on the 24th of March** and will step up for a transitional period and collaborate with the Board of the previous year. The position as an Executive Board member lasts throughout a full year, starting in March 2018.

Your application should consist of a CV (.pdf), a short motivation (250 words) of why you should be elected for the Executive Board as well as which position(s) you are applying for. You can apply a maximum of three (3) positions. The application has to be submitted to applications@linclund.com **before the 8th of March at 23:59 CET**.

If you have any questions, please do not hesitate to contact us. We recommend that you contact the committee member(s) of your choice for additional information about the position(s). You can find our email addresses on LINC's website.

A summary description of each position is available below:

Board member

As a board member, you will be highly involved in the operational decisions and development of the organisation as well as being responsible for the committee(s) operating under your position. You will also take part in LINC's continuous work to strengthen the link between the academic world and the finance industry. You should be highly motivated to take part in and contribute to our vision to become the foremost finance organisation in Northern Europe by establishing and managing relationships between the actors of the finance industry and the top performing students at Lund University.

President

The President of LINC has the most important role of the finance society with the duty to lead the work of the board in line with the overall goal of the organization. Therefore, the President must have a deep understanding of the vision of LINC and make sure that the organization is heading in the right direction. As President, the task is to lead and oversee the entire organization, including the executive board. This entails leading the board in all situations, maintaining the line of communication with the different faculties at Lund University and being front figure of LINC. The President has the ultimate responsibility of the 25-year-old organization and will be responsible for all the actions during the term.

This position will require a person who is used to leading, is structured and has a strong will to put energy in bringing a great organization forward. To be relevant for this role a lot of experience from various roles within LINC is required, to proven the obligation and understanding of the organization. Being the President of LINC is a commitment that requires high work capacity to combine the committed work with academic studies.

Vice President

The Vice President of LINC has the obligation to maintain the structure of the organization and enable LINC to work in an efficient way. There are two main responsibilities: managing the internal organization and assist the work of the President. The Vice President assists the committees and supports them in delegating work and responsibilities between the active members so LINC can engage more students and stimulate further growth. This also means that the Vice President is a leader and can run the organization in excess of taking the Presidents place when he or she is absent.

This position will require a person who is used to leading, is structured and has a strong will to put energy in bringing a great organization forward. To be relevant for this role a lot experience from various roles within LINC is required, to proven the obligation and understanding of the organization. Being the Vice President of LINC is a fulltime commitment and requires a high work capacity to combine the committed work with academic studies.

Head of Treasury

As Head of Treasury are you responsible for monitoring the finances of LINC and ensuring that LINC establishes and maintains an effective financial system. The Treasurer is also responsible for the preparation of the yearly budget, ongoing bookkeeping and spending reviews. Further, the Treasurer oversees LINC Asset Management and is involved in managing the fund's assets.

Additionally, the Treasurer is responsible for delivering weekly financial updates and presenting it to the executive board. He or she is also to be available for board members with financial advice and requisitions, making sure they are in line with the budget.

Secretary of LINC

The secretary of LINC's responsibilities is divided in three main areas:

By-laws

The Secretary of LINC should ensure that LINC's by-laws are up to date and correctly describes the structure of the society and the work processes. The secretary is also responsible for making sure that the by-laws are followed and understood by all board members as well as keeping the by-laws available for all of LINC's members.

Recruitment and administration

The secretary of LINC is responsible for the recruitment of new members to the organisation. The position also involves responsibility for the registration process of members and making sure that LINC's member register is up to date and that all members and alumni are included. The secretary is responsible for membership payments as well as granting access to the finance lab.

Contact person

The secretary is the direct contact between the members of the organisation and the board. The secretary should keep him or herself available for the members and plead their cause against the rest of the board.

Head of Career Preparation

As Head of Career Preparation, you are responsible for all the internal activity that prepares LINC's members for a career in finance. Your task is thus to support and prepare students, whose aim is to pursue a career within the finance industry, in terms of career guides and education. The Career responsibilities primarily consist of the tutor programme and the alumni programme, to guide students towards high profile internship positions, whereas the Education responsibilities mainly consist of courses in subjects such as Excel, VBA, PowerPoint and Bloomberg. You are responsible for gathering teachers and mentors to arranging lectures and sessions. In order to support a high level of quality in these programs it is crucial to maintain an over-all view of what knowledge is requested by different employers in the industry as well as how their recruitment process works.

Head of External Partnerships

The Head of External Partnerships' main responsibility is to lead the External Partnerships committee, which core purpose is to build new and maintain current relationships with our external collaboration partners. The work of the committee is of outmost importance for the society as its duty is to ensure that top firms in the finance industry are interested in attending our events and sponsor LINC.

Not only does the Head of External Partnership negotiate sponsorship deals, the responsibility extends to attracting finance firms to our events such as Investment Banking Forum, Transaction Advisory Forum and Women's Business Conference. Also, it includes arranging LINC's annual field trips to London and Stockholm.

As this committee is the principal revenue-generating part of LINC, it is essential that you possess excellent negotiation-, sales- and communication skills. Moreover, a profound attention for detail as well as a sincere willingness to always represent LINC in best way possible is necessary.

Head of Events

As Head of Event you will lead the Event Committee in planning and executing all on-campus events arranged by LINC, as well as guest lectures, workshops and social events. These events play a crucial role in providing our members with insights, knowledge and contacts within the financial industry. LINC's events are an essential part of the organization and our vision to close the gap between education and a career in finance.

The role as Head of Event encompasses a lot of responsibility and requires strong social and leadership skills, the ability to organize and plan ahead as well as the drive to improve the events and the experience of the participating members and firms.

Head of Marketing & Communication

The Head of Marketing and Communication is responsible for the external communication and marketing of the organization. The objective of the position is to make sure that information and updates about LINC and our upcoming events reaches our members, as well as having general responsibility for LINC's communication channels. The Head of Marketing and Communication is also responsible for marketing the benefits of engaging in our society to prospective members and continuously developing the image of LINC internally and externally. To a large extent, the position consists of project management as many of LINC's engagements falls under the marketing committee, which the Head of Marketing and Communications is in charge of.

As the Head of Marketing and Communication, you are creative and are constantly trying to develop the ways in which LINC can market itself towards students. You should have a good stylistic ability and an eye for details as well as being fluent in English and Swedish. As you will be responsible for the marketing committee, you should also feel confident in managing several projects simultaneously.

Head of Research & Analysis

The purpose of LINC R&A is to provide the most ambitious students at Lund University with adequate tools, a network and the right skillset to break into the field of finance. This is done by practicing equity-, technical- and macro analysis. Therefore, you need to have a vast interest in financial markets as well as being confident that you can lead, develop and enhance the largest committee of LINC. As Head of R&A, you are offered tremendous experiences in leadership and finance, but you will also develop entrepreneurial and organizational skills.

As the Head of R&A your goal needs to be set towards creating an environment that helps students develop comprehensive skills as analysts, investors and leaders. You are fully exposed to the complete networks of LINC as well as our partner Analyst Group, and thus consequently provided with the resources you need to achieve your highly-set ambitions for the R&A organization.

As Head of the fastest growing division of LINC you are the linkage between university student analysts, LINC and our partner Analyst Group. You need to make sure the right analysts are recruited, matched to appropriate teams, title and responsibilities. You are ultimately responsible for six teams and their operations. The organization stands on your shoulders and you are expected not only to keep it afloat, but also to improve its' operations.