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## **LINXS Roles and Responsibilities**

The present document describes the various roles and responsibilities at this stage of LINXS' development, such as governance and advisory bodies, Management Group members, theme Core Group and Working Group leaders and members, and LINXS staff. The text will be visible in the LINXS web site.

### **LINXS Board**

The Board has the overall responsibility for ensuring that LINXS operates and develops in accordance with the LINXS statutes, mission and long-term scientific goals. Following proposals from the Management Group, the Board decides on issues relating to strategic development and operations, accepts the budget, and approves the long-term strategy for LINXS to achieve its mission and goals. The Board decides on the appointment of members to the Scientific Advisory Board and the Strategic Advisory Board, and approves the members of the Management Group and theme Core Groups.

### **LINXS Management Group**

The Management Group is responsible for LINXS operations according to the statutes. It proposes to the Board the budget and long-term strategy for LINXS to achieve its mission and goals. The Management Group is responsible for the daily operations and decides on the thematic research programs (themes), Core Group and Working Group members, LINXS Fellows (internal, external, research, junior), as well as usage of LINXS resources in general. The Management Group submit to the Board proposals for suitable Scientific Advisory Board and Strategic Advisory Board members.

### **LINXS Director**

The Director is responsible in for strategic development in accordance with the LINXS statutes, mission and goals and leads the work of the Management Group. The Director is responsible for financial management, decides on financial commitments within the budget approved by the Board, and is responsible for compiling the financial and operational annual report to the Board. The Director has personnel responsibility for the technical and administrative staff employed at LINXS. The Director can have responsibility for a strategic focus area in terms of transdisciplinary scientific development, as well as strategic work and planning at management level related to the relevant themes. The Director can also lead a theme or participate in themes. The Director is adjunct to the LINXS Board.

### **LINXS Vice-Director**

The Vice-Director works within the Management Group supporting the fulfilment of its assignment and assumes the Director's role when necessary. The Vice-Director has responsibility for a strategic focus area in terms of transdisciplinary scientific development, as well as strategic work and planning at management level related to the relevant themes. The Director can also lead a theme or participate in themes.



### **LINXS Co-Director**

The Co-Director works within the Management Group supporting the fulfilment of its assignment. The Co-Director has responsibility for a strategic focus area in terms of transdisciplinary scientific development, as well as strategic work and planning at management level related to the relevant themes. The Co-Director can also lead a theme or participate in themes.

### **LINXS Scientific Advisory Board**

The Scientific Advisory Board (SAB) includes two international experts covering each LINXS focus area. The SAB advises the Management Group in all scientific matters, selection of internal and external Fellows, and on the long-term scientific strategy and development of the institute. The SAB issues recommendations to the Management Group on themes and overall operations based on ensuring a high standard in the academic quality of the research programmes and the selection procedures. The SAB evaluates the scientific performance and scientific quality of LINXS and its Fellows. The SAB reports to the Management Group, but can, if necessary, make separate recommendations to the Board and the LINXS partner organisations.

### **LINXS Strategic Advisory Board**

The Strategic Advisory Board (StAB) will advise the Board on the overall development strategy and priorities of LINXS, pointing out important situational changes and events that can be critical for LINXS' further development. The Strategic Advisory Board (StAB) will be established when the long-term organisational structure and funding of LINXS is consolidated.

### **Core Group leader**

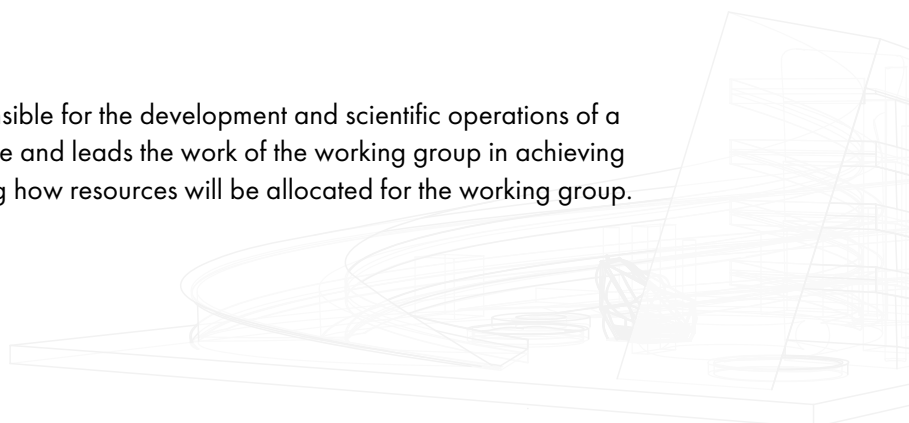
The Core Group leader is responsible for the development and scientific operations of a thematic research programme (theme) and leads the work of the Core Group to achieve the set scientific goals and suggesting to the Management Group how resources will be allocated for that theme. The Core Group leader submits the expression of interest for a LINXS theme. The Core Group leader communicates with and reports to the Management Group, proposes Core Group and Working Group members, as well as LINXS Fellows (internal, external, research, junior). The Core Group leader may assume one of the roles in the Management Group.

### **Core Group member**

A Core Group member works within the Core Group to ensure the development and scientific operations of the theme.

### **Working Group leader**

The Working Group leader is responsible for the development and scientific operations of a working group under a specific theme and leads the work of the working group in achieving the set scientific goals and suggesting how resources will be allocated for the working group.





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The Working Group leader submits the expression of interest for a LINXS Working Group. The Working Group leader communicates with and reports to the Core Group, and proposes Working Group members.

### **Working Group member**

A Working Group member works within the Working Group to ensure the development and scientific operations of the Working Group.

### **LINXS Head of Administration**

The head of administration (HoA) is a LINXS staff responsible for daily operations and supports operational development. The HoA leads, coordinates and develops administrative processes and routines, is responsible for administrative staff and is a qualified support to the Director. In consultation with the Director, the HoA is responsible for planning at management level and participates in strategic work as part of the Management Group. The HoA reports directly to the Director, as well as to the head of department for the Department of Chemistry (KILU) that currently hosts LINXS.

### **LINXS Science Activities Manager**

The Science Activities Manager is in charge of coordinating events and collaborative science activities at LINXS. The Science Activities Manager works closely with the Core Group and Working Group leaders in the planning and implementation of relevant activities.

### **LINXS Senior Strategist**

The Senior Strategist is responsible for the long-term development strategy of LINXS' operations and partnership model, as well as the LINXS long-term sustainable financing. The Senior Strategist supports the Management Group in the fulfilment of its assignment.

### **LINXS Communications Officer**

The Communications Officer is responsible for strategic and science communications at LINXS, as well as LINXS branding. The Communications Officer works with press, public relations and communication related to research conferences and events, the LINXS website and the LINXS newsletter and social media presence.

