



Business Plan Guideline

**The Guild of Chemical Engineering and
Biotechnology**

The Student Union at Lund University, Faculty of Engineering

2017-10-04

Last edited on the 11th of November 2018

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This document is a translation of the Swedish version. If there are conflicting meanings, the Swedish version is the correct one.

The first translation was made on the 20th of August 2023.

§1 History

This guideline was adopted at Fall Guild meeting 1 2017, edited at the Board's ninth meeting in 2017 and last updated at the Board's eighth meeting in 2018.

§2 Purpose

The purpose of this Guideline is to facilitate the writing of business plans for the Guild's committees.

§2:1 The Committees' Business Plans

The committees' business plans are written to help the committees start their activities early and get them to anticipate ideas for the year. At the end of the operational year, they also form a basis for evaluation, which can be beneficial for successors when they have to plan the start-up of their own business.

§2:2 The Guild's Business Plan

The Guild's business plan is written so that the Guild as a whole has goals to work towards. These goals shall concretize the Guild's long-term and overall goals. The business plan is written by the Board, but the Guild's members have the opportunity to influence it by either providing input to the Board or by updating the Overall and Long-Term Goals Policy at a Guild meeting. At the end of the operational year, it also forms a basis for evaluation, which can be beneficial for successors when they plan the start-up of the Guild's operations.

§3 Start-up and Approval

The following paragraphs describe the procedure for starting up and approving business plans for committees and for the Guild.

§3:1 The Committees' Business Plans

The business plan is drawn up by the committee and must be approved by the Board at the second Board meeting of the year at the latest. This is because it is the Board that has overall responsibility for the Guild's operations. The business plan must contain goals that reflect what the committee wants to work on during the operational year and is advantageously drawn up using the previous year's business plan as a basis. There are no requirements to link the business plan to the Guild's overall and long-term goals. The business plan is thus not limited by targets that are too small or too large.

It is not the purpose of the Board to decide on the committee's goals, but only to have an overview of their work.

§3:2 The Guild's Business Plan

The Guild's operational plan is drawn up by the Board and determined at the latest at the second Board meeting of the year. The business plan must contain concrete goals that are permeated by the Guild's overall and long-term goals. The greatest emphasis should be placed on developing well-thought-out goals, rather than many.

§4 Business Plan Report

§4:1 The Committees' Business Plan Report

A short report on how the work with a committee's business plan has gone must be sent as an information point to the Board's last Board meeting of the year. The work must also be reported to the committee's successor, for example via a will. The committee leader is responsible for this being done. If a committee lacks a committee leader, it falls to the committee's contact person on the Board.

§4:2 The Guild's Business Plan Report

The Guild's business plan is reported by the outgoing Board in connection with the business report at the Spring Guild meeting after the end of the mandate. The activity report must contain an overview of the activities of all committees during the past year, as well as an account of whether the goals in the Guild's activity plan have been met. The work is also advantageously included in the Board's will. Goals that have not been met at the end of the operational year are suitably handed over to the next year's Board.