

Rules of procedure for kick-off coordinators.





Type of governing document: Rules of procedure

Adopted by: The Union board, 2017-05-02

Last revised: -

Rules of procedure for kick-off coordinators

The main task of the Kick-off coordinators is to coordinate the work with the Göta studentkår Kick-off. They shall ensure that the planning, implementation and evaluation of the Kick-off is conducted in accordance with the purposes and objectives stated in the Göta studentkår Kick-off policy. For section-specific regulations see the rules of procedure for the respective section's Kick-off coordinators.

Overall regulations

The Kick-off coordinators:

- › are appointed by the Section board the term before the Kick-off is to take place
- › are beside the Section board, the overall responsible for the Göta studentkår Kick-off at their section
- › are responsible for compiling information about the Kick-off and ensuring that the information on good time reaches the Section board and the staff of Göta studentkår.
- › must inform themselves about and ensure compliance with current governing documents
- › shall work to recruit members to Göta studentkår
- › will work to increase knowledge about Göta studentkår

Planning

The Kick-off coordinators will:

- › promote good contact with and between union associations and student groups at the section

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- › be responsible for coordinating the section's union associations and student groups' arrangements and in consultation with them, compile a schedule in which organizers' needs and the Kick-off as a whole must be taken into account
- › work for arrangements that suit the heterogeneous student group
- › synchronize the schedule with the activities carried out by Student Göteborg
- › compile a budget for the Kick-off in consultation with the Section board and the financial officer of Göta studentkår before June or the end of November
- › In consultation with the communion officer and the financial officer, work to initiate new external cooperation
- › plan and implement educations for Phadders and ensure that the Phadderkontrakt is signed
- › coordinate and assist with booking of venues needed for Kick-off
- › present a preliminary schedule for the Kick-off for the Section board and employees of Göta studentkår before the end of June or the end of November respectively. A final schedule must be completed before August 15th and January 5th respectively

Implementation

The Kick-off coordinators will:

- › ensure that the Kick-off as a whole goes according to schedule
- › along with the Section board ensure that someone from Göta studentkår attends course and program introductions for new students to inform about Göta studentkår and the Kick-off
- › ensure that the office and other members of staff have updated information about the Kick-off schedule and implementation
- › suspend Phadders that violate the Phadder contract
- › ensure that students and Phadders are continuously informed about the activities of the Kick-off and any changes in the schedule
- › try to solve any problems or conflicts that arise during the Kick-off
- › help organizers to procure equipment and materials for their events
- › be responsible for ticket sales, to the arrangements that require such

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Evaluation

The Kick-off coordinators will:

- › evaluate and report the results for the Kick-off to the Section board one month after the completion of the Kick-off at the latest
- › create a joint evaluation form to send to all Phadders
- › create a joint evaluation form for students who participated during the Kick-off
- › evaluate how the Kick-off structure worked
- › evaluate the Kick-off as a whole, together with all organizing student groups and associations, and make suggestions for improvements
- › in collaboration with economically responsible at the section compile and send a financial report to the Union Board and financial officer of Göta studentkår no later than one month after the end of the Kick-off
- › be of help in handing over to the next Kick-off coordinators

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