

Assignment description for event and association coordinator.





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Purpose

The assignment description for the Event and Association Coordinator is intended to serve as a tool for clarifying the purpose of the position and the responsibilities it entails. It should be regarded as a supplement to Göta studentkår's bylaws, Policy for full-timers, and Göta studentkårs Delegation order. The Event and Association Coordinator is based at the office in Studenternas hus.

Overall Responsibilities

The Event and Association Coordinator's assignment is divided into the areas of events and associations. Time should be distributed evenly between these areas, while recognising that different periods may require a greater focus on individual areas of responsibility. Priority should be given to day-to-day operations. The Event and Association Coordinator is responsible for relevant matters outlined in the operational plan and also works to develop and improve Göta studentkår's work relating to events and associations.

Organisation and Authority

The Event and Association Coordinator is accountable to The Representative Assembly. The Event and Association Coordinator serves as a member of The Union Board. Together with the Union Chairperson, the Vice Union Chairperson, and the Education Monitoring Coordinator, the Event and Association Coordinator forms the Union Leadership. The Event and Association Coordinator may be appointed as an authorised signatory for Göta studentkår.

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Union-wide Responsibilities

A significant part of the Event and Association Coordinator's work is carried out in close collaboration with The Union Board, the Section Boards, and other parts of Götastudentkår in order to jointly develop and improve the organisation's activities.

Union-wide tasks:

- › Attend meetings of The Representative Assembly
- › Attend meetings of The Union Board
- › Participate in the Leadership Council
- › Participate in working groups and project groups appointed by the Union Presidium and the Leadership Council
- › Assist with union-wide events when required

Representation

The Event and Association Coordinator shall represent Götastudentkår in relevant contexts.

Tasks related to representation:

- › Represent Götastudentkår in its relations with the University of Gothenburg
- › Attend meetings with the University of Gothenburg's senior management, such as the Vice-Chancellor's Breakfast Meetings
- › Represent Götastudentkår in relevant collaborative bodies
- › Represent Götastudentkår in relevant contexts with the purpose of maintaining and strengthening relationships with other student organisations

Assignment-specific Responsibilities

Associations

Götastudentkår has a large number of affiliated associations, both union-wide and section-based. The Event and Association Coordinator is primarily responsible for the union-wide associations, including sexmästerier (student social committees), central associations, political associations, religious associations, and honorary associations. In addition, the Event and Association Coordinator is responsible for association development through training initiatives for associations and by providing support to the sections in matters relating to associations.

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Tasks related to associations:

- › Act as the primary contact for association-related matters
- › Support associations in the planning and delivery of events
- › Assist associations, where necessary, in the funding application process for events.
- › Coordinate and organise association meetings on a regular basis throughout the operational year
- › Coordinate and manage the process for applications for association status
- › Work strategically to develop and maintain routines and structures that support associations in their activities

Committees

To prepare and implement work within specific areas of interest, The Union Board has committees at its disposal. Göta studentkår has three committees: the Pub Committee, the Göta International Committee (GIC), and the Ball Committee.

Tasks related to committees:

- › Act as the primary contact for the committees
- › Support the committees in their activities
- › Actively maintain a positive relationship between Göta studentkår and the committees
- › Increase Göta studentkår's insight into the committees' activities and ensure compliance with Göta studentkår's governing documents
- › Coordinate and prepare elections to each committee's board
- › Assist with handovers for the committees

Marshal Office

The Marshal Office works to preserve and pass on the traditions of Göta studentkår and its elected representatives. It represents Göta studentkår at ceremonies and formal occasions within the student union and at the University of Gothenburg. Göta studentkår's Marshal Office is known as Sigfridhorden.

Tasks related to the Marshal Office:

- › Act as the primary contact for the Marshal Office
- › Support the activities of the Marshal Office

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- › Actively maintain a positive relationship between Göta studentkår and the Marshal Office
- › Ensure that The Union Board has sufficient insight into the activities of the Marshal Office and that Göta studentkår's governing documents are complied with

Kick-off

Part of Göta studentkår's mission is to welcome new students to the University of Gothenburg. Göta studentkår's sections organise the kick-off at the beginning of each semester. The Event and Association Coordinator is responsible for coordinating the kick-off activities across Göta studentkår and for supporting the sections and their Kick-off Coordinators.

Tasks related to the Kick-off:

- › Initiate and coordinate the planning of the sections' kick-off activities.
- › Support the sections, where necessary, in the recruitment of Kick-off Coordinators
- › Support the sections, where necessary, in the delivery of the kick-off
- › Develop and update training materials for the kick-off activities
- › Coordinate and support cross-sectional kick-off events
- › Provide support and resources to Kick-off Coordinators in the planning and delivery of the kick-off
- › Organise section-specific training sessions for Kick-off Coordinators
- › Coordinate the Kick-off Coordinators and communicate directives from the Union Presidium, The Union Board, and Göta studentkår's staff
- › Be responsible for updating and monitoring Göta studentkår's kick-off timeline
- › Conduct planning meetings with each section prior to each kick-off period to establish the timeline for the kick-off
- › Develop and update evaluation templates for the kick-off
- › Initiate and conduct evaluations of the kick-off with each section following each kick-off period
- › Compile and share the results of each evaluation with the aim of developing and improving the kick-off activities

Events

Göta studentkår organises events each year with the aim of creating value for members and enhancing the student experience. The nature and format of these events may vary depending on demand and available resources but should primarily be organised in

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collaboration with Göta studentkår's associations. Traditionally, Göta studentkår organises Götagröt, Valborg Week, Comedy Club, Association Appreciation, and CSN Breakfast. These events should therefore be taken into account when planning the operational year.

Tasks related to Events:

- › Lead and coordinate events by taking responsibility for planning, implementation, and the delegation of tasks
- › Act as the primary contact with external stakeholders during the planning and delivery of events
- › Prepare funding applications for major events with significant financial implications
- › Initiate and conduct evaluations of completed events together with the parties involved

Orbi

Orbi is Göta studentkår's primary tool and an event platform used to publish and promote the organisation's activities. The platform is used to communicate information about collaborations and member benefits to Göta studentkår's members, as well as for ticket sales for events, both at union-wide level and within Göta studentkår's associations.

Tasks related to Orbi:

- › Together with Göta studentkår's Communications Officer, act as an administrator for Orbi
- › Act as the primary contact for Orbi
- › Act as the primary contact for associations regarding questions relating to Orbi
- › Together with Göta studentkår's Organisation Coordinator, make meetings of The Union Board and The Representative Assembly available and publish them on Orbi when the notice of the meeting is issued
- › Publish Göta studentkår's union-wide events on Orbi

Studenternas hus

Studenternas hus contains facilities where Göta studentkår and its associations can organise social and academic activities. These include, among others, the Great Hall (Stora hallen) and Göta studentkår's pub, Kårkällar'n. The Event and Association Coordinator has overall responsibility for advocating Göta studentkår's views on the development of the building in relevant bodies.

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Tasks related to Studenternas hus:

- › Stand for election to the preparatory group for "Donationen Studenternas hus"
- › Participate in the development of Studenternas hus
- › Advocate for Göta studentkår's and its associations' matters and requests concerning Studenternas hus

Collaborations

Göta studentkår receives numerous requests for collaborations each year. The Event and Association Coordinator frequently comes into contact with potential partners and therefore plays a role in the process of reviewing, proposing, and maintaining agreements with both established and new partners.

Tasks related to collaborations:

- › Handle requests from potential partners in accordance with Göta studentkår's Policy for Collaborations, Agreements and External Relations and Routine for Collaborations
- › Contact relevant partners to increase the value of membership in Göta studentkår in accordance with Göta studentkår's Policy for Collaborations, Agreements and External Relations and Routine for Collaborations
- › Ensure that The Union Board receives relevant documentation prior to decisions being made regarding potential and established collaborations
- › Report to The Union Board that follow-ups of collaborations have been conducted
- › Where necessary, revise and update collaboration agreements and report any changes to The Union Board

The assignment description shall be updated by the current Union Presidium prior to the opening of nominations for elected positions each spring term and shall be made available when the nomination period opens.

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