

Assignment Description for Operational Auditor.





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Assignment description for Operational Auditor

Purpose

The purpose of Göta studentkår's Operational Auditor is to review Göta studentkår's operations and ensure that they are conducted in accordance with Göta studentkår's bylaws and other governing documents.

Assignment

The Operational Auditor is elected by The Representative Assembly at Göta studentkår's constitutive meeting of The Representative Assembly. The Operational Auditor is accountable to The Representative Assembly. The Operational Auditor works independently in relation to the Union Board and other bodies within Göta studentkår. The Operational Auditor may conduct a special audit of a matter on their own initiative. Together with Göta studentkår's Union Chairperson and Speaker, the Operational Auditor forms the Bylaws Interpretation Committee.

Main responsibilities

The main responsibilities of the Operational Auditor are to continuously review and monitor Göta studentkår's operations. This is to ensure a well-functioning and democratic way of working.

- › Ensure that the operations are conducted in accordance with applicable governing documents
- › Ensure continuous and adequate documentation of the organisation's operations
- › Ensure that formal requirements are complied with
- › Monitor that the organisation's work is characterised by openness, clarity, accessibility and predictability

Address

Götabergsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar



- › Schedule a follow-up meeting with Götastudentkår's Union Presidium at least once per semester
- › Attend at least one meeting of The Representative Assembly in person during each operational year
- › Strive to attend the majority of The Representative Assembly meetings held during the operational year

Responsibilities concerning reports and the audit report

In addition to their main responsibilities, the Operational Auditor is responsible for reporting to The Representative Assembly on the work of the Union Board during the operational year and in preparation for decisions concerning discharge from liability.

- › Prepare a mid-year report to be presented to The Representative Assembly at the first meeting of The Representative Assembly in the spring semester
- › Prepare an audit report to be submitted to The Representative Assembly no later than 15 November following the operational year to which the audit relates
- › Include in the audit report a statement concerning the discharge from liability of the outgoing 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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