

**Assignment description for
Section board member
responsible for
Communication.**





Type of document: Assignment description
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Assignment description for section board member with communication responsibility

Background

Göta studentkår represents four faculties through its four sections. Each section has a board with a Section Chairperson, who leads the operation.

Purpose

Assignment descriptions for section board members shall be used as a tool to explicate what the assignment aims to accomplish as well as which tasks are included in the assignment. Section specific tasks can be added. The assignment description shall be seen as a complement to Göta studentkår's bylaws, Göta studentkår's rules of procedure for section boards, and other governing documents.

The purpose of the section board is to lead the work within the section. The members of the section board each have distinct areas of responsibility, which together advance the section's operations and contribute to an improved study experience for its students. The section board member responsible for communication works with the communication at the section.

Overall responsibility

Section board members are required to participate in section board meetings where elections, decisions, and discussions regarding the section take place. Board members should participate in the section's operations to the best of their ability. Board members of the section shall, when needed, also be adjuvant at Göta studentkår's membership recruitment activities.

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Organization and authorities

Section board members are trustees of Göta studentkår's Representative Assembly. Members of the section board jointly decide on the operations of the section.

Communication responsibility

The section board is tasked with informing students about relevant issues and promoting activities at the section. The section board member responsible for communication works to enhance communication within the section.

Tasks related to communication responsibility:

- › Be responsible for continuously updating the section's social media
- › Support the section chairperson in continuously creating material for Göta mail
- › Assist in promoting activities at the section
- › Ensure the dissemination of information regarding the section, together with the section board members
- › Create material with the purpose of making the section operations visible, as well as marketing them
- › Be responsible for continuously updating the section page on Göta studentkår's webpage, together with the section chairperson
- › Be responsible for updating the section Orbi account with relevant events and information
- › Be responsible for publishing a weekly report regarding the section operation on the section's social media, together with the section chairperson

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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