

Assignment description for section chairperson.





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Assignment description for section chairperson

Purpose

The assignment description for the Section Chairperson is intended to serve as a tool for clarifying the purpose of the position and the responsibilities it entails. Section-specific responsibilities may be added. The assignment description should be regarded as a supplement to Göta studentkår's bylaws, Policy for full-timers and Göta studentkår's Delegation Order.

Göta studentkår represents four faculties through four sections. A Section Chairperson is responsible for the activities of their section.

The Section Chairperson is based at the respective section office:

- › The Section of Humanities, Renströmsgatan 6
- › The Section of Science and Technology, Medicinaregatan 7B
- › The Section of Social Sciences, Sprängkullsgatan 19
- › The Section of Educational Sciences, Läroverksgatan 5

Overall Responsibilities

Together with the Section Board, the Section Chairperson has overall responsibility for the activities of the section and has primary responsibility for ensuring that student participation and influence is exercised at the faculty. The Section Chairperson also has ultimate responsibility for education monitoring and social and student-oriented activities at the section.

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The Section Chairperson leads the work of the Section Board and convenes meetings of the Section Board. The Section Chairperson is responsible for the section's finances and manages the section's budget.

Organisation and Authority

The Section Chairperson is accountable to The Representative Assembly. The Section Chairperson is a member of The Union Board. The Section Chairperson has the authority to make decisions concerning the section's activities and priorities.

Union-wide Responsibilities

A significant part of the Section Chairperson's work is carried out in close collaboration with Göta studentkår's other sections, The Union Board, and other parts of the organisation in order to jointly develop and improve Göta studentkår's work.

Union-wide tasks:

- › Attend meetings of The Representative Assembly
- › Attend meetings of The Union Board
- › Participate in the Leadership Council and the Education 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 Section Chairperson shall represent Göta studentkår in relevant contexts.

Tasks related to representation:

- › Represent Göta studentkår and the section 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 Göta studentkår in relevant collaborative bodies
- › Represent Göta studentkår in relevant contexts with the purpose of maintaining and strengthening relationships with other student organisations

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Assignment-specific Responsibilities

Section Board

The Section Board is responsible for the activities of the section. The Section Chairperson leads the work of the Section Board and delegates responsibilities within it.

Tasks related to the Section Board:

- › Ensure that decisions made by the Section Board are implemented
- › Convene meetings of the Section Board
- › Prepare and draft documentation for meetings of the Section Board
- › Administer minutes
- › Lead the work of the Section Board

Education Monitoring

The Section Chairperson is responsible for coordinating education monitoring at the respective faculty. The Section Chairperson ensures that students are informed about their rights, with the aim of fostering engagement in student participation and influence.

Tasks related to education monitoring:

- › Inform students about their right to participation and influence and about the opportunity to become a student representative
- › Encourage interest in and engagement with student participation and influence
- › Represent Göta studentkår in the Faculty Board, in the Heads of Department Council, the Dean's decision-making meeting, or the equivalent body at the faculty
- › Appoint student representatives to preparatory and decision-making bodies at the faculty
- › In consultation with the Education Monitoring Coordinator, update Göta studentkår's website with vacant student representative positions
- › Coordinate and provide training for student representatives at the faculty
- › Together with the member of the Section Board responsible for education monitoring, organise networking forums for student representatives
- › In consultation with the member of the Section Board responsible for education monitoring, establish forums for the section's students to discuss education-related matters

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- › Handle student cases relating to education and deviations from the University of Gothenburg's rules, and refer more serious cases to the GUS Student and Doctoral Ombudsperson
- › Maintain contact with and follow up with the respective section association regarding education monitoring

Work Environment

The Section Chairperson is responsible for working to promote a good work environment for students at the faculty, both physically and psychosocially.

Tasks related to work environment:

- › Encourage students' interest in and engagement with work environment issues
- › Together with the Section Board, be responsible for identifying and appointing Studerandehuvudarbetsmiljöombud (Student Head Work Environment Representatives), SHAMO, and Studerandearbetsmiljöombud (Student Work Environment Representatives), SAMO
- › Receive and handle matters relating to the physical and psychosocial work environment
- › Maintain contact with and follow up with the respective section association regarding work environment matters

Student Social Activities

The Section Chairperson is responsible for initiating and supporting initiatives for student social activities at the section.

Tasks related to student social activities:

- › Develop the activities of the section associations and be available to answer questions regarding finances, premises, etc
- › Maintain good relations with the associations and provide information about relevant rules and rights
- › Maintain contact with and follow up with the respective section association regarding student and social matters
- › Support section-specific events when required

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Kick-off

Tasks related to the Kick-off:

- › Recruit Kick-off Coordinators
- › Follow up on and support the work of the Kick-off Coordinators
- › Participate in the evaluation of the kick-off
- › Establish the kick-off budget together with the Section Board
- › Participate in kick-off events, where time and circumstances permit, for the purpose of representing Götastudentkår

Finances

The Section Chairperson is responsible for the section's finances. The Section Chairperson is supported by Götastudentkår's Vice Union Chairperson and employed finance staff. All financial decisions relating to section activities, as well as decisions concerning the budget, shall be made in consultation with the other members of the Section Board.

Tasks related to finances:

- › Together with Götastudentkår's Vice Union Chairperson and employed finance staff, continuously review the section's finances
- › Consider funding applications from section associations
- › Regularly update the Section Board on the section's finances
- › Be responsible for preparing funding application documentation for the respective Faculty Board

Access and Room Bookings

Tasks related to access and room bookings:

- › Where necessary, grant students access in consultation with the respective faculty
- › Where necessary, manage and provide keys for the section and its associations
- › Handle requests from associations regarding room bookings at the respective faculty
- › Handle requests from external parties regarding room bookings at the respective faculty

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Recruitment

The Section Chairperson is responsible for recruiting members and finding members to serve on the Section Board.

Tasks related to recruitment:

- › Plan and conduct information stands and “coffee days”
- › Plan and conduct membership recruitment events
- › Assist members with questions about membership and Göta studentkår
- › Deliver presentations about Göta studentkår

Communication

Together with the person responsible for communications in the Section Board, the Section Chairperson has the primary responsibility for communicating with students at the section. This includes promoting events, updating social media, updating the website, creating materials for communications and mailings, and similar activities.

Tasks related to communication:

- › Ensure that the section’s page on Göta studentkår’s website and its social media are regularly updated
- › Together with the person responsible for communications in the Section Board, be responsible for publishing a weekly report on the section’s activities on the section’s social media
- › Update the section’s Orbi with relevant events and information when required
- › Create materials for Götamejl
- › Submit material to Skitviktigt (student union info posters) when required

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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