

Assignment description for the Speaker.





Type of governing document: Assignment description

Adopted by: The Representative Assembly, 2021-05-18

Last revised: 2026-02-04

Assignment description for the Speaker

Purpose

The Representative Assembly of Göta studentkår convenes 4–6 times per year. These meetings are chaired by a meeting presidium, which is appointed at the beginning of each meeting. To facilitate preparations and ensure continuity, a Speaker and a Deputy Speaker are elected for the operational year at the constituting meeting of the Representative Assembly.

Responsibilities of the Speaker

The Speaker is responsible for chairing the meetings of the Representative Assembly, allocating the floor among speakers, and ensuring a constructive meeting environment. The Speaker must be well-acquainted with the meeting documents and have thorough knowledge of the Rules of procedure of the Representative Assembly, as well as the bylaw of Göta studentkår and other governing documents. The Speaker shall be familiar with how the digital meeting tool functions and is administered. Together with the Union Chairperson of Göta studentkår and the Operational auditor, the Speaker constitutes the Bylaw Interpretation Committee

Tasks

Before meetings:

- › Read meeting documents
- › Participate in preparatory meetings with the Union Presidium when needed

During meetings:

- › Chair the meeting of the Representative Assembly
- › Allocate the floor according to the speakers' list

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- › Strive to keep discussions factual and concrete
- › Assist, when necessary, in the formulation of motions and proposals
- › Ensure that decisions are made
- › To the best of their ability, ensure that speaking times are kept
- › Assist with the administration of the digital meeting tool when necessary
- › Assist members of the Representative Assembly with any technical issues related to the digital meeting tool when necessary

After meetings:

- › Proofread and approve the minutes
- › When necessary, evaluate the meeting together with the union presidium

The Speaker's impartiality

The Speaker must always strive to remain impartial during the meetings of the Representative Assembly. The Speaker shall not insert personal opinions or values into the discussion and only facilitate the meeting in an objective manner. The Speaker shall therefore not express personal views during the meeting.

The Speaker shall work to maintain a constructive meeting climate and support a discussion in which all present feel they can be heard. The Speaker has both the right and the obligation to call attention to any participant whose behaviour contributes to a negative meeting environment.

Remuneration

The Union Board may decide to remunerate the Speaker.

Organisation and Powers

The Speaker is elected by the Representative Assembly of Göta studentkår during the Representative Assembly constituting meeting. The Speaker does not need to be an ordinary member of Göta studentkår and holds no rights beyond those specified in this assignment description.

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The assignment description shall be updated by the sitting 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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