

Assignment description for Union Chairperson.





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Assignment description for Union Chairperson

Purpose

The assignment description for the Union Chairperson shall be used as a tool to clarify the purpose of the assignment and the responsibilities included. The assignment description should be seen as a complement to Göta studentkår's Bylaws, full-timer policy, and delegation order. The Union Chairperson is based at the office in Studenternas hus.

Overall Responsibilities

The Union Chairperson holds the ultimate responsibility for the organisation. The Union Chairperson leads the work of the organisation and of the Union Board and is responsible for the management and supervision of the Union Board and Göta studentkår's staff. The Union Chairperson shall act as Göta studentkår's representative at meetings with the board of the University of Gothenburg. The role includes responsibility for external representation by serving as the public face of the organisation in media, as well as holding primary responsibility for the work related to Sveriges förenade studentkårer (SFS). As part of the Union Presidium, the Union Chairperson holds overarching responsibility for providing support to full-time elected representatives in their work.

The Union Chairperson shall always hold administrator access to all of Göta studentkår's digital platforms and tools.

Organisation and authority

The Union Chairperson reports to the Representative Assembly. The Union Chairperson is a member of the Union Board and leads the overall work of the board.

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The Union Chairperson, together with the Vice Union Chairperson, forms Göta studentkår's Union presidium. The Union presidium holds primary responsibility for leading and planning the organisation's activities. The Union Chairperson shall be one of the organisation's authorised signatories. The Union Chairperson, together with the Vice Union Chairperson, the Event and Association Coordinator, and the Education Monitoring Coordinator, forms the Student union management team.

Together with Göta studentkår's Auditor and Speaker, the Union Chairperson constitutes the Bylaws Interpretation Committee.

Union-wide responsibilities

A significant part of the Union Chairperson's work is carried out in close collaboration with Göta studentkår's Union Board, sections, and other parts of the organisation to collectively improve the union's operations.

Union-wide responsibilities:

- › Participate in Representative Assembly meetings
- › Participate in Union Board meetings
- › Participate in the Management Council
- › Participate in work- and project groups appointed by the Union Presidium and the Management Council
- › Assist with union-wide events when needed

Representation

The Union Chairperson is the public face of Göta studentkår and shall represent Göta studentkår in relevant contexts.

Responsibilities related to representation:

- › Attend meetings with the University of Gothenburg's Vice Chancellor's office such as the Vice-Chancellor's strategy meetings and breakfast meetings
- › Represent the organisation in contact with the media
- › Represent Göta studentkår in national collaborative bodies
- › Represent Göta studentkår in relevant contexts to maintain and develop relations with other student organisations

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Internal coordination

The Representative Assembly

The Representative Assembly is Götastudentkår's highest decision-making body. It decides on the budget, elections, and major strategic decisions, such as the union's political and organisational direction.

Responsibilities related to the Representative Assembly:

- › Be responsible for ensuring that the Representative Assembly's decisions are implemented
- › Convene meetings of the Representative Assembly
- › Prepare and draft materials for Representative Assembly meetings
- › Be responsible for opening meetings of the Representative Assembly
- › When necessary, convene and participate in pre-meetings ahead of the Representative Assembly meetings

Union Board

The Union Board is the student union's executive body and acts on behalf of the Representative Assembly. The Union Chairperson leads the board's work and delegates responsibilities within the board. This responsibility is shared with the Vice Union Chairperson. The Union Chairperson is a member of the Union Board.

Responsibilities related to the Union Board:

- › Be responsible for ensuring that the decisions of the Union Board and the Union Presidium are implemented
- › Lead and coordinate the work of the Union Board
- › Ensure that the Union Board operates in accordance with the operational strategy and the operational plan
- › Allocate and delegate tasks within the Union Board

Responsibilities related to Union Board meetings:

- › Convene Union Board meetings
- › Prepare and draft materials for Union Board meetings
- › Act as Meeting chairperson during Union Board meetings

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Organisational responsibility

The union chairperson is responsible for the internal operations and the working environment for staff and full-time remunerated students.

Staff

The union chairperson is delegated by the Union board to have work environment, management and salary responsibility for the union's staff.

Responsibilities concerning the staff:

- › Work manager for Göta studentkår's staff
- › During autumn, conduct performance reviews with Göta studentkår's staff
- › During spring, conduct performance reviews with Göta studentkår's staff
- › During spring, hold salary discussions and carry out salary adjustments with Göta studentkår's staff
- › Regularly attend staff meetings
- › Be responsible for the staff's work environment
- › Manage sickness notifications as well as holiday and leave requests
- › Keep the Union board informed about personnel matters

Full-time remunerated students

The Union Chairperson has primary responsibility for Göta studentkår's full-time remunerated students. It includes having responsibility for the work environment, managing work and holding reconciliations.

Responsibilities regarding full-time remunerated students:

- › During autumn, conduct full-timer discussions with Göta studentkår's full-time remunerated students
- › During spring, conduct full-timer discussions with Göta studentkår's full-time remunerated students
- › Support full-time remunerated students in prioritising tasks
- › Act as an advisory and supportive resource for full-time remunerated students within their respective areas of responsibility
- › Handle leave requests and sickness notifications

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Work environment

The Union Chairperson holds ultimate responsibility for the internal work environment. The Union Chairperson shall therefore lead, develop, and monitor Göta studentkår's work environment efforts.

Responsibilities related to the work environment:

- › Follow up on accidents and incidents
- › Be responsible for Göta studentkår's Work environment council
- › Lead and allocate responsibilities within the Work environment council
- › Ensure that relevant work environment documents are kept up to date
- › When necessary, conduct check-ins regarding the work environment with full-time remunerated students and staff

Finance

As the person ultimately responsible for the organisation, the Union Chairperson shall have a good overview of Göta studentkår's finances and acts as the final reviewing authority in overarching financial processes.

Responsibilities related to finance:

- › Authorise invoices, timesheets, and payroll processing
- › Approve payment files
- › Prior to the next operational year, present a proposed framework budget together with the Vice Union Chairperson and Göta studentkår's financial officer to the constituting Representative Assembly meeting
- › Together with the Vice Union Chairperson and Göta studentkår's financial officer, present a proposed detailed budget to the Union Board based on the framework budget approved by the Representative Assembly
- › In consultation with the Vice Union Chairperson and Göta studentkår's financial officer, review and provide comments on Göta studentkår's annual report and on the auditors' reporting during the audit of the financial year

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Collaborations

Göta studentkår receives numerous collaboration requests each year. The Union Chairperson often encounters potential partners and is therefore involved in the process of reviewing and evaluating all of Göta studentkår's new and established collaborations.

Responsibilities related to collaborations:

- › In accordance with Göta studentkår's policy for collaborations, agreements and external relations, as well as the collaboration routine, handle requests from potential partners
- › Review contracts with potential and established partners
- › Sign contracts

Collaborative Bodies

Göta studentkår is a member of several collaborative bodies. The Union Chairperson shall represent Göta studentkår in one of these.

Sveriges förenade studentkårer (SFS)

SFS is an association of student unions at Swedish universities to create a common student voice in Sweden. SFS pursues student policy at the national level. Göta studentkår is a member of SFS and will be represented at member meetings and other events arranged by SFS. The Union Chairperson has the ultimate responsibility for the work concerning SFS.

Responsibilities related to Sveriges förenade studentkårer (SFS):

- › Attend physical membership meetings held twice a year
- › Participate in digital membership meetings throughout the operational year
- › Participate in relevant network meetings
- › Stay informed about SFS activities and the issues being pursued
- › Serve as Göta studentkår's delegation leader for SFSFUM
- › Coordinate the work related to participation in SFSFUM
- › Actively engage in matters related to SFS
- › Keep the Union Board informed about the work with SFS
- › Participate in meetings with the U6 network (informal collaboration between student unions at Sweden's major universities)

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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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