

Assignment description for Vice Union Chairperson.





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Assignment description for vice union chairperson

Purpose

The assignment description for the Vice Union Chairperson is intended to serve as a tool for clarifying the purpose of the position and the responsibilities it entails. The assignment description should be regarded as a supplement to Götastudentkår's bylaws, Policy for full-timers, and Götastudentkår's delegation order. The Vice Union Chairperson is based at the office in Studenternas hus.

Overall Responsibilities

The Vice Union Chairperson has primary responsibility for leading Götastudentkår's external advocacy work. Together with the Union Chairperson, the Vice Union Chairperson is also responsible for the organisation's internal activities. The Vice Union Chairperson has primary responsibility for the organisation's finances and for its work on student policy. As part of the Union Presidium, the Vice Union Chairperson has overall responsibility for supporting full-time officers in their work when necessary.

Organisation and Authority

The Vice Union Chairperson is accountable to The Representative Assembly. The Vice Union Chairperson is a member of The Union Board and serves as Acting Union Chairperson in the absence of the Union Chairperson. The Vice Union Chairperson shall support the Union Chairperson in the overall work of the student union.

Together with the Union Chairperson, the Vice Union Chairperson forms Götastudentkår's Union Presidium. The Union Presidium has primary responsibility for leading and planning the organisation's activities. The Vice Union Chairperson shall be one of the organisation's

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authorised signatories. Together with the Union Chairperson, the Event and Association Coordinator, and the Education Monitoring Coordinator, the Vice Union Chairperson forms the Union Leadership.

Union-wide Responsibilities

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

Union-wide responsibilities:

- › Attend meetings of The Representative Assembly
- › Attend meetings of The Union Board
- › Participate in the Leadership Council, the Student Policy Council, and the Education Council
- › Participate in working groups and project groups appointed by the Union Presidium and the Management Council
- › Assist with union-wide events when needed

Representation

The Vice Union Chairperson shall represent Göta studentkår in relevant contexts.

Responsibilities related to representation:

- › Represent Göta studentkår in its relations with the University of Gothenburg
- › Attend meetings with the University of Gothenburg, such as Vice-Chancellor's Breakfasts
- › Represent Göta studentkår in relevant collaborative bodies
- › Represent Göta studentkår in relevant contexts with the purpose of maintaining relationships with other student organisations

Internal Coordination

The Representative Assembly

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

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Responsibilities related to the Representative Assembly:

- › Ensure that decisions made by The Representative Assembly are implemented
- › Prepare and draft materials for Representative Assembly meetings
- › When necessary, 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 Vice Union Chairperson shares responsibility for The Union Board together with the Union Chairperson. The Vice Union Chairperson is a member of The Union Board.

Responsibilities related to the Union Board:

- › Ensure that decisions made by the Board are implemented
- › Be responsible for ensuring that decisions made by the Union Presidium are implemented
- › Together with the Union Chairperson, lead and coordinate the work of The Union Board
- › Support the Union Chairperson in allocating and delegating tasks within The Union Board

Responsibilities related to Union Board meetings:

- › Prepare and draft materials for Union Board meetings

Management Council

The Management Council is a recurring meeting for Göta studentkår's full-time remunerated students and staff. The Vice Union Chairperson convenes and chairs the meetings of the Management Council. The Management Council shall meet every other week.

Responsibilities related to the Management Council:

- › Convene meetings of the Management Council
- › Prepare and draft documentation for meetings of the Management Council

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- › Distribute the agenda and meeting documents
- › Chair the meetings
- › Follow up on matters discussed by the Management Council when required

Finances

The Vice Union Chairperson has primary responsibility for Göta studentkår's finances. The Vice Union Chairperson shall have a good overview of the organisation's finances and acts as a reviewing authority in all financial processes. The Vice Union Chairperson is supported by Göta studentkår's Union Chairperson and employed finance staff.

Responsibilities related to finances:

- › Review and follow up on quarterly reports, the mid-year financial review, and other financial reports submitted by Göta studentkår's finance employee to The Representative Assembly
- › Prior to the next operational year, present a proposed framework budget, together with the Union Chairperson and Göta studentkår's finance employee, to the constitutive meeting of The Representative Assembly
- › Together with the Union Chairperson and Göta studentkår's finance employee, present a proposed detailed budget to The Union Board, based on the framework budget adopted by The Representative Assembly
- › Be responsible for handling funding applications, operational grants, and expense claims
- › Administer bank access, payment cards, and money transfers
- › Authorise invoices and manage payroll administration
- › Approve payment files
- › In consultation with the Union Chairperson and Göta studentkår's finance employee, review and provide comments on Göta studentkår's annual report and the auditors' reporting during the audit of the financial year
- › Support full-time remunerated students with matters relating to Göta studentkår's finances
- › Support Göta studentkår's committees with matters relating to finances
- › Continuously monitor Göta studentkår's budget and report any deviations to The Union Board

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Student politics

The Vice Union Chairperson has primary responsibility for leading Göta studentkår's student political advocacy work. This includes representing Göta studentkår in relevant bodies, as well as compiling and advocating for students' views. The Vice Union Chairperson therefore has primary responsibility for the Student Political Council and any other advocacy forums.

Responsibilities related to the overall coordination of Student Politics:

- › Convene and chair the Student Political Council
- › Organise forums for collecting students' views, for example through surveys.
- › Update Göta studentkår's Document of Opinions at least once per year
- › Keep The Union Board informed about the political advocacy work
- › Support the sections in their work with student politics and advocacy

Collaborative Bodies

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

Sveriges Förenade Studentkårer (SFS)

SFS is an association of student unions at universities and higher education institutions in Sweden, working to create a common student voice in Sweden. SFS advocates for student policy at a national level. Göta studentkår is a member of SFS and shall be represented at membership meetings and other events organised by SFS.

Responsibilities related to Sveriges Förenade Studentkårer (SFS):

- › When necessary, attend physical membership meetings held twice a year
- › When necessary, participate in digital membership meetings throughout the operational year
- › Stay informed about SFS activities and the issues being pursued
- › Participate, when necessary, in meetings with the U6 network, an informal collaboration between student unions at Sweden's larger higher education institutions

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Göteborgs Förenade Studentkårer (GFS)

Göteborgs Förenade Studentkårer (GFS) is a collaborative body between student unions in Gothenburg, with the mission of safeguarding and promoting the common interests of its member unions in political and student social matters. The Vice Union Chairperson has ultimate responsibility for matters relating to GFS.

Responsibilities related to Göteborgs Förenade Studentkårer (GFS):

- › Serve as a board member of GFS
- › Represent Göta studentkår in its relations with GFS
- › Be responsible for developing the collaboration with GFS
- › Keep The Union Board and The Representative Assembly informed about the work of GFS

Göteborgs studenters företagsgrupp AB (GSF AB)

Göteborgs studenters företagsgrupp AB (GSF AB) is a corporate group jointly owned by Göteborgs Förenade Studentkårer (GFS), Göta studentkår, Chalmers studentkårs företagsgrupp AB, and Sahlgrenska Akademins Studentkår (SAKS). The corporate group operates the Fysiken gym chain and is also a co-founder of SGS Studentbostäder and Folkuniversitetet.

Responsibilities related to Göteborgs studenters företagsgrupp AB (GSF AB):

- › Attend the general meetings of GSF AB twice per year
- › Represent Göta studentkår in its relations with GSF AB
- › Keep The Union Board and The Representative Assembly informed about the work of GSF AB
- › Serve as a board member of GSF AB

Studentforum

Studentforum is a meeting forum for municipal politicians and students. The forum is used to enable students to advocate for relevant matters within the municipality. Studentforum meets five times during each operational year, in addition to several preparatory meetings. The Vice Union Chairperson has primary responsibility for representing Göta studentkår in Studentforum and for advocating for relevant matters.

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Responsibilities related to Studentforum:

- › Serve as a regular member of Studentforum
- › Represent Göta studentkår in its relations with Studentforum
- › Develop the collaboration with municipal politicians
- › Keep The Union Board and The Representative Assembly informed about the work of Studentforum

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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