

Rules of Procedure for The Union leadership.





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Rules of Procedure for The Union Leadership

Introduction

The Union Leadership of Göta studentkår is responsible for coordinating and overseeing the organisation's overall operations.

The Union Leadership Rules of Procedure are subordinate to Göta studentkår's Delegation of Authority Policy, the Rules of Procedure for The Representative Assembly, and the Rules of Procedure for The Union Board.

Composition

The Union Leadership of Göta studentkår consists of the Union Chairperson, the Vice Union Chairperson, the Events and Associations Coordinator, and the Education Monitoring Coordinator. The members of the Union Leadership serve as members of The Union Board and are based at the office in Studenternas hus.

Purpose

The overall purpose of the Union Leadership is to lead the organisation, plan its operations, and advance Göta studentkår's strategic work. The Union Leadership also serves as a supportive and advisory body for all sections of Göta studentkår.

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Areas of Responsibility

The Union Leadership carries out its duties in accordance with the respective role descriptions but may distribute certain responsibilities among its members based on interest and expertise.

Communication and Social Media

- › Responsible for the management and design of social media platforms belonging to Göta studentkår's central organisation.
- › Serve as administrators of social media platforms belonging to Göta studentkår's central organisation.
- › Responsible for maintaining knowledge and oversight of the podcast studio and microphones.
- › Respond to questions received through direct messages and social media posts.
- › Share events and posts on Instagram.
- › Continuously update events on Instagram.

Operational Plan and Operational Strategy

- › In consultation with Göta studentkår's employees, follow up on the implementation of the operational plan and operational strategy.
- › In consultation with Göta studentkår's employees, coordinate the progression of the organisation's work relating to the operational strategy.

The allocation of responsibilities shall be documented and presented at The Union Board Meeting 1 and at a staff meeting.

Coordination Meetings

The Union Leadership should hold coordination meetings every other week. These meetings do not require an agenda, minutes, or a designated convener. The purpose of the meetings is to keep the Union Leadership informed about ongoing operations.

Authorised Signatories

One of Göta studentkår's authorised signatories shall be the Union Chairperson. Other authorised signatories should preferably be the Vice Union Chairperson and the Events and Associations Coordinator, although alternative arrangements may be made based on

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operational needs. In accordance with the bylaws of Götastudentkår, the organisation's firm shall be signed jointly by two authorised signatories.

Incident Management Group

The Incident Management Group consists of the Union Leadership, unless special circumstances warrant otherwise. The Union Chairperson shall always be a member of the Incident Management Group. The work of the Incident Management Group is governed by the Incident Reporting Policy and the Incident Management Procedure.

Representation

The Union Leadership is responsible for representing Götastudentkår in public student union and university contexts. Members of the Union Leadership are therefore expected to attend the Welcome Fair, kick-off activities for the distribution of kick-off bags, and other occasions where Götastudentkår is to be represented. Members of the Union Leadership are also expected to participate in U6 meetings and trainings and meetings organised by SFS.

When Götastudentkår is invited to attend formal balls hosted by other student unions, a representative from the Union Leadership will normally represent Götastudentkår, unless the organising student union has a collaboration with one of Götastudentkår's sections.

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