

**Assignment
description for section
chairperson.**





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Assignment description for section chairperson

Purpose

The assignment description for the Section Chairperson serves as a tool to clarify the nature of the role and the tasks involved. The assignment description should be viewed as a complement to the statutes, full-timer policy and delegation order of Götastudentkår.

Götastudentkår represents four faculties through its four sections. A Section Chairperson is responsible for the activities of their respective section. The Section Chairperson operates from their respective section office.

Overall Responsibilities

The Section Chairperson, together with the section board, holds overall responsibility for the section's operations and plays a key role in ensuring student influence within the faculty. The Section Chairperson leads the work of the section board and convenes section board meetings. The Section Chairperson has financial responsibility and manages the section's budget.

Organization and Authority

The Section Chairperson is accountable to the general assembly. The Section Chairperson is a member of the student union board. The Section Chairperson has the authority to make decisions regarding the section's operations and priorities.

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gotastudentkar.se
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Union-wide Responsibilities

A significant part of the Section Chairperson's work involves close collaboration with other sections of Götastudentkår, the union board, and other parts of the organization to collectively improve the union's work.

Union-wide tasks:

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

Specific Responsibilities

Section Board

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

Tasks related to the section board:

- › Ensure that the decisions of the section board are implemented
- › Call for section board meetings
- › Prepare and write documentation for section board meetings
- › Lead the work of the section board

Education monitoring

The Section Chairperson is responsible for coordinating education monitoring within the faculty. The Section Chairperson ensures that students are informed about their rights and works to foster engagement in student influence.

Tasks related to education advocacy:

- › Inform students about their right to influence and the opportunity to become student representatives
- › Encourage interest and engagement in student influence

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- › Represent Göta studentkår in the faculty board, department councils, dean's decision meetings, or equivalent bodies at the faculty
- › Appoint student representatives to preparatory and decision-making bodies at the faculty
- › Coordinate and educate student representatives at the faculty
- › Handle student matters related to education and deviations from the University of Gothenburg's regulations, referring more serious matters to GUS's student and doctoral ombudsman

Work Environment

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

Tasks related to the work environment:

- › Encourage interest and engagement among students regarding work environment issues
- › Collaborate with the Section Board to appoint student representatives for work environment matters (Student Head of Work Environment, SHAMO, and Student Work Environment Representatives, SAMO)
- › Receive and handle cases related to physical and psychosocial work environment

Student Social Activities

The Section Chairperson is tasked with initiating and supporting initiatives for student social events within the section.

Tasks related to student social activities:

- › Develop the activities of section associations and be available for questions regarding finance, facilities, etc.
- › Maintain good communication with the section associations and provide information about relevant rules and rights
- › Establish contact and follow up with the presidents of each section association regarding student social matters
- › Recruit "insparkskoordinatorer" (kick-off coordinators)
- › Monitor and support the work of the kick-off coordinators

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Economy

The Section Chairperson is responsible for the section's finances. The Vice Chairperson and the Union's economist provide assistance. All financial decisions regarding section activities and budget must be made in agreement between the Section Chairperson and the Section Board members.

Tasks related to finance:

- › Continuously review the section's finances together with Göta studentkår's Vice Union Chairperson and economist
- › Process requests from section associations
- › Regularly update the section board on the section's finances
- › Be responsible for drafting funding requests for the faculty board

Recruitment

The Section Chairperson is responsible for recruiting members and finding board members for the section board.

Tasks related to recruitment:

- › Plan and organize information tables/coffee days
- › Plan and organize membership recruitment events
- › Assist members with questions about membership and/or the student union
- › Conduct student union presentations

Communication

The Section Chairperson, together with the person responsible for communication in the Section Board, has the primary responsibility for communicating with students within the section. This includes promoting events, updating social media platforms, maintaining the website, and providing material for distribution and other purposes.

Tasks related to communication:

- › Ensure that the section's page on Göta studentkår's website and social media platforms are regularly updated
- › If necessary, ensure that a weekly report is uploaded to social media once a week
- › Update Orbi (student union calendar) with relevant events and information

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- › Create content for Götamejl
- › If needed, submit content to Skitviktigt (student union info posters)

The assignment description shall be updated by the current Union Presidium before the nomination period for full-timer positions opens each spring semester and must be available before the nomination period begins.

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Organisation and authority

The section chairperson answers to the Representative Assembly. The section chairperson is a member of the Union board. The chairperson of the union and vice chairperson of the union have the authority to supervise the section chairperson. The section chairperson has the mandate to decide on the section's activities and priorities.

The assignment description must be updated by the current presidium prior to the inauguration of the future presidium and be available before the constituent meeting of the Representative Assembly each year.

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