

**Assignment description for
section chairperson at the
section of social sciences.**





Type of document: Assignment description
Adopted by: The Representative assembly, 2019-03-13
Last revised: 2025-02-06

Assignment description for section chairperson at the section of social sciences

Purpose

The assignment description for the Section Chairperson of the Social Sciences Section serves as a tool to clarify the role and areas of responsibility. It should be seen as a complement to Göta studentkår's statutes, full-time policy, and delegation order. The Section Chairperson of the Social Sciences Section is based at the section's office on Sprängkullsgatan 19.

Overall responsibility

The Section Chairperson of the Social Sciences Section has the primary responsibility for the section's activities and for ensuring student influence within the faculty. The Section Chairperson of the Social Sciences Section leads the work of the Section Board and is responsible for convening Section Board meetings.

Organization and authority

The Section Chairperson of the Social Sciences Section answers to the Representative Assembly. The Section Chairperson of the Social Sciences Section is a member of the Union Board. The Section Chairperson and the Vice Section Chairperson of the Social Sciences Section have the right to make decisions regarding the section's activities and priorities by mutual agreement.

The Section Chairperson, together with the Vice Section Chairperson, forms the Social Sciences Section Presidium. The Presidium has the primary responsibility for leading and planning the section's activities.

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Union-wide Responsibilities

A significant part of the Section Chairperson's work involves close collaboration with other sections of Göta studentkår, 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
- › Summon and convene section board meetings
- › Prepare and write documentation for section board meetings
- › Lead the work of the section board

Education Monitoring

The Section Chairperson of the Social Sciences Section is responsible for coordinating education monitoring at the Faculty of Social Sciences. The Section Chairperson ensures that students are informed about their rights to foster engagement in student influence.

Education Monitoring Responsibilities:

- › Inform students about their right to influence and the opportunity to become student representatives
- › Encourage interest and engagement in student influence
- › Represent Göta studentkår in the faculty board, department councils, dean's decision meetings, or equivalent bodies at the faculty

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- › Appoint student representatives to preparatory and decision-making bodies within 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
- › Maintain contact and follow up with the respective section associations regarding education monitoring and work environment issues

Work Environment

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

Work Environment Responsibilities:

- › Encourage student interest and engagement in work environment issues
- › Together with the Section Board, be responsible for recruiting and appointing the Student Head Work Environment Representative (SHAMO) and Student Work Environment Representatives (SAMO)
- › Receive and handle cases related to physical and psychosocial work environment issues

Shared Responsibilities

The Section Chairperson and Vice Section Chairperson of the Social Sciences Section are jointly responsible for handling the following tasks:

Representation

As part of their assignment, the Section Chairperson and Vice Section Chairperson of the Social Sciences Section represent the students and Göta studentkår in various bodies.

Responsibilities related to representation:

- › Serve as members of the Faculty Board, the Heads of Department Council, and the Dean's Decision Meeting
- › Represent the Social Sciences Section in the SAMband network

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Recruitment

The Section Chairperson and Vice Section Chairperson of the Social Sciences Section share the responsibility of recruiting members and finding representatives for the Section Board.

Responsibilities related to recruitment:

- › Plan and conduct 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

Assignable Tasks

The following tasks shall be carried out by either the Section Chairperson or the Vice Section Chairperson of the Social Sciences Section. It is up to the Social Sciences Section Presidium of the current operational year to allocate these responsibilities.

Communication

The Section Chairperson and Vice Section Chairperson of the Social Sciences Section serve as the primary representatives for students. Therefore, they are responsible for conveying relevant information to students and promoting the section's activities.

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
- › 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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