

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





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Assignment description for Vice section chairperson at the section of social sciences

Purpose

The assignment description for the Vice section chairperson at the section of social sciences should be used as a tool to clarify the mission and responsibilities. The assignment description should be considered as a complement to the statutes, full-timer policy and delegation order of Göta studentkår. The Vice section chairperson at the section of social sciences operates from the office of the Social Sciences section located at Sprängkullsgatan 19.

Overall Responsibility

The Vice section chairperson at the section of social sciences has primary responsibility for the section's study social activities. This includes ultimate responsibility for the introduction period and social activities within the section. The Vice section chairperson at the section of social sciences is also responsible for the section's financial management.

Organization and Authority

The Vice Chairperson of the Social Sciences Section reports to the representative assembly. The Vice Chairperson of the Social Sciences Section is a member of the Union Board. The Vice Chairperson acts as the deputy for the Section chairperson of the Social Sciences Section in their absence. The Section chairperson and Vice section chairperson of the Social Sciences Section have the right to make decisions regarding the section's activities and priorities as agreed upon. The Section chairperson and Vice section chairperson of the Social Sciences Section, together forms the presidium of the Social

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Sciences Section. The presidium is primarily responsible for leading and planning the section's activities.

Union-wide Responsibilities

A significant part of the work carried out by the Vice Section Chairperson of the Social Sciences Section is done in close collaboration with Göta studentkår's other sections, 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 Vice Section Chairperson of the Social Sciences Section serves as the secretary during section board meetings. The main responsibility for the Section Board is shared with the Section Chairperson of the Social Sciences Section.

Tasks related to the Section Board:

- › Ensure that the decisions of the Section Board are implemented
- › Prepare and draft materials for Section Board meetings
- › Take minutes at Section Board meetings
- › Administer meeting minutes

Study Social Activities

The Vice Section Chairperson of the Social Sciences Section is responsible for initiating and supporting student social event initiatives within the section.

Responsibilities related to student social activities:

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- › Develop the activities of section associations and be available for questions regarding finances, facilities, etc.
- › Maintain good communication with associations and inform them about relevant regulations and rights
- › Coordinate SAMverkan meetings focusing on student social activities
- › Maintain contact and follow up with the chairpersons of each section association regarding student social matters
- › Plan and organize the TackSAM Gala at the end of the operational year

The Kick-off

The Vice Section Chairperson of the Social Sciences Section is responsible for the section's kick-off period (inspark). This includes planning and executing the section's introduction activities during both the autumn and spring semesters.

Responsibilities related to the introduction period:

- › Plan and execute the section's kick-off during the autumn and spring semesters
- › Support, when possible, the section associations' own introduction events
- › Organize appropriate mentor training (fadderutbildning) and ensure that contracts are updated
- › Plan the budget for the kick-off in consultation with Göta studentkår's economist
- › Recruit and manage kick-off coordinators (insparkskoordinatorer)

Facility Management

The Faculty of Social Sciences provides available spaces for study-related activities as well as classrooms for association events. The Vice Section Chairperson of the Social Sciences Section is responsible for matters related to room bookings within the section.

Responsibilities related to facility management:

- › Manage all booking requests for classrooms, lecture halls, Kafé Haga, and Terrassbaren
- › Serve as the liaison between the section's presidium and the faculty's security officer as well as Campus Service Haga
- › Sign and administer responsibility agreements for room bookings related to study-related activities
- › Handle key management for section associations

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Economy

The Vice section chairperson of the Social Sciences Section is responsible for the section's finances. The Vice chairperson of Göta studentkår, as well as the economist, are available to assist. All financial decisions concerning the section's activities, as well as budget decisions, should be made in agreement with the Section Chair and the board.

Tasks related to the economy:

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

Shared tasks within the section

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

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

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- › 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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