

Assignment description for Vice Union Chairperson.





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Assignment description for vice union chairperson

Purpose

The assignment description for vice union chairperson should be used as a tool to clarify what the assignment entails and its areas of responsibility. The assignment description should be a complement to Göta studentkår's statutes, full-timer policy and delegation order. The vice union chairperson's office is at Studenternas Hus.

Overall

The Vice Union Chairperson holds the primary responsibility for leading Göta studentkår's external advocacy efforts. The Vice Union Chairperson also shares responsibility with the Union Chairperson for the union's internal operations. Additionally, the Vice Union Chairperson has primary responsibility for the organization's finances and for supporting the work of the sections.

Organization and authority

The Vice Union Chairperson is accountable to the Representative Assembly. They are a member of the Union Board and act as the deputy for the Union Chairperson in their absence. The Vice Union Chairperson supports the Union Chairperson in the overall work of the union.

The Vice Union Chairperson, together with the Union Chairperson, forms Göta studentkår's Presidium. The Presidium holds the primary responsibility for leading and planning the organization's operations. The Vice Union Chairperson is also one of the organization's authorized signatories.

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Additionally, the Vice Union Chairperson, along with the Union Chairperson, the Event and Association Coordinator, and the Education Monitoring Coordinator, forms the union management team.

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, sections, and other parts of the organization to collectively improve the union's operations.

Union-wide tasks:

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

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 organizational direction.

Tasks related to the Representative Assembly:

- › Ensure that the Representative Assembly's decisions are implemented
- › Prepare and draft materials for Representative Assembly meetings
- › When necessary, participate in pre-meetings ahead of Representative Assembly sessions

Union Board

The Union Board is the student union's executive body and acts on behalf of the Representative Assembly. The Union Chairperson leads the board's work and delegates

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responsibilities within the board. This responsibility is shared with the Vice Union Chairperson. The Union Chairperson is a member of the Union Board.

Tasks related to the Union Board:

- › Ensure that the decisions of the Union Board and the Presidium are implemented
- › Prepare and draft documents for Union Board meetings

Section coordination

The Vice Union Chairperson holds primary responsibility for coordinating the work of the sections. This coordination aims to promote collaboration between the sections and assess their needs so that the Presidium can provide support and relieve the full-time section officers.

Tasks related to section coordination:

- › Hold regular meetings with the full-time section officers in each section regarding their operations and needs
- › Support section activities when needed
- › Coordinate the sections' perspectives in student advocacy efforts

Management council

Management council is a recurring meeting for Göta studentkår's full-time remunerated students and staff. The vice chairman is the convener of the management councils and leads the meetings. Management councils must take place every two weeks.

Information regarding management advice:

- › Convene management councils
- › Send out the agenda and documents
- › Lead the meetings
- › If necessary, follow up on points that are discussed at the management council

Economy

The Vice Union Chairperson holds primary responsibility for Göta studentkår's finances. They must have a thorough understanding of the union's financial situation and act as a

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reviewing authority in all financial processes. The Vice Union Chairperson is supported in this work by the Union Chairperson and the union's Treasurer.

Tasks related to finance:

- › Together with Göta studentkår's economist, continuously review the finances through quarterly reports, mid-year financial reviews, and reporting to the Representative Assembly
- › Present a proposal for the framework budget for the upcoming operational year together with the Union Chairperson and the economist to the constitutive Representative Assembly
- › Responsible for handling funding requests, operational grants, and reimbursement reporting
- › Manage bank authorizations, corporate cards, and money transfers
- › Approve invoices and payroll handling
- › Approve payment files
- › Together with the Union Chairperson, finalize the budget for the operational year set by the constitutive Representative Assembly
- › In consultation with the Union Chairperson and the economist, review and provide comments on Göta studentkår's annual report and the auditor's reports during the review of the financial year

Student politics

Overall student political coordination

The vice chairman has the main responsibility for leading Göta studentkår's student political influence work. The work includes representing Göta studentkår in relevant bodies as well as compiling and promoting the students' opinions. The vice chairman therefore has the main responsibility for the student political council and any other influence forums.

Information regarding overall student political coordination:

- › Convene and lead the Student Policy Council
- › Organize forums to gather students' opinions
- › Create surveys to collect student feedback
- › Update Göta studentkår's opinion document at least once per year

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- › Participate in the physical membership meetings of Sveriges Förenade Studentkårer (SFS), held twice a year, when needed and possible
- › Participate in the digital membership meetings of the Sveriges Förenade Studentkårer (SFS) during the operational year, when needed and possible
- › Participate in meetings with the U6 network (an informal collaboration between student unions at Sweden's major universities), when needed and possible
- › Keep the Union Board informed about advocacy efforts

Göteborgs Förenade Studentkårer (GFS) and Göteborgs Studenters Företagsgrupp AB (GFS AB)

GFS is a cooperative body between student unions in Gothenburg whose mission is to take advantage of and promote the member unions' common interests in political and student social issues. The Vice Union Chairperson has the ultimate responsibility for the work concerning GFS.

Tasks regarding GFS:

- › Be a regular member of the GFS board
- › Responsibility for developing the collaboration with GFS
- › Keep the union board informed about the work with GFS

GSF AB is a group owned by GFS together with Göta studentkår, Chalmers studentkår Företagsgrupp AB, and Sahlgrenska akademins studentkår (SAKS). The group operates the gym chain Fysiken and is a co-founder of SGS Student Housing and Folkuniversitetet in Western Sweden.

Tasks related to GSF AB:

- › Attend GSF AB's general meetings twice a year
- › Keep the Union Board informed about GSF AB's activities
- › Serve as an ordinary member of GSF AB's board.

Studentforum

Studentforum is a meeting platform for municipal politicians and students. It serves as a space for students to advocate for relevant issues within the municipality. The forum convenes five times per operational year, along with several preparatory meetings. The

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Vice Union Chairperson holds primary responsibility for representing Göta studentkår in the Student Forum and for advancing relevant issues.

Tasks related to studentforum:

- › Serve as an ordinary member of studentforum
- › Develop cooperation with municipal politicians
- › Keep the Union Board informed about the work of Studentforum

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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