

Rules of Procedure for Kick-off Coordinators.





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Rules of Procedure for Kick-off Coordinators

A Kick-off Coordinator is a position of trust within Göta studentkår, the purpose of which is to plan and carry out the respective section's kick-off activities. The main responsibility of the Kick-off Coordinators is to ensure that the planning, implementation and evaluation of the kick-off are carried out in accordance with the aims and objectives set out in Göta studentkår's Kick-off Policy. Kick-off Coordinators are appointed by the Section Board in accordance with Göta studentkår's Kick-off Policy. A Kick-off Coordinator may participate in organising a kick-off regardless of which section the student belongs to.

Composition

The Kick-off Coordinators shall consist of two (2) to six (6) people. The composition should reflect the scale of the kick-off in terms of its duration and the number of events. Kick-off Coordinators are elected by the respective Section Board ahead of each kick-off period.

General Responsibilities

The Kick-off Coordinators shall:

- › comply with Göta studentkår's bylaws and other governing documents
- › share overall responsibility for Göta studentkår's kick-off at their respective section with the Event and Association Coordinator and the Section Chairperson
- › work in accordance with Göta studentkår's kick-off timeline
- › work to recruit members to Göta studentkår
- › work to increase awareness of Göta studentkår
- › promote good relations with Göta studentkår's associations throughout the kick-off period

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- › work to ensure that the kick-off offers a varied range of activities for new students at the faculties represented by Götastudentkår
- › ensure that published information about the kick-off is accessible to as many students as possible, for example by translating posts into English
- › ensure that ticket sales comply with Götastudentkår's applicable governing documents regarding pricing, the number of paid events and the distribution of events among kick-off groups
- › work to ensure compliance with Götastudentkår's visual identity guidelines for the kick-off
- › ensure that the collection and processing of personal data comply with applicable legislation, Götastudentkår's policy on the processing of personal data, and the organisation's internal guidelines
- › ensure that collected personal data is deleted after the kick-off in accordance with Götastudentkår's kick-off timeline

Before the Kick-off

A large part of the Kick-off Coordinators' work takes place before the kick-off and involves planning and coordinating the kick-off activities. This work includes planning events, budgeting, appointing and training Phaddrar, liaising with associations and creating marketing materials.

The Kick-off Coordinators shall:

- › appoint Phaddrar and Generalphaddrar through an open application process
- › in consultation with the Event and Association Coordinator and the Section Chairperson, verify that applicants for the roles of Phadder and Generalphadder are not suspended or otherwise unsuitable for the assignments
- › plan, update and schedule Phadder training for all Phaddrar
- › conduct Phadder training for the relevant kick-off
- › ensure that the Phadder Contracts are signed
- › prepare a proposed budget for the kick-off together with Götastudentkår's employed finance officer
- › submit the proposed budget to the Section Board for approval
- › adhere to the kick-off budget approved by the Section Board
- › present a preliminary kick-off schedule to the Event and Association Coordinator in accordance with Götastudentkår's kick-off timeline
- › decide on the kick-off schedule and which events are to be held

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- › book venues and assist associations and event organisers with venue bookings
- › review potential collaborations and sponsorships for the kick-off
- › contact the University of Gothenburg to arrange for information about the kick-off to be sent to new students
- › arrange a photoshoot of the Kick-off Coordinators with Göta studentkår's employed Communications Officer
- › compile information about the Kick-off Coordinators and the kick-off for Göta studentkår's website and send it to Göta studentkår's employed Communications Officer
- › create a communications plan and marketing materials for the kick-off for social media and Orbi
- › create events on Orbi and ensure that the information on Orbi and Göta studentkår's website is consistent
- › create relevant information channels for Phaddrar, Generalphaddrar and new students

During the Kick-off

The Kick-off Coordinators shall:

- › participate in the kick-off activities as much as possible, taking their own well-being and studies into consideration
- › have overall responsibility for the implementation of events in accordance with the plans and budget
- › ensure that the Event and Association Coordinator and the Section Chairperson receive up-to-date information about the kick-off schedule and its implementation
- › together with the Section Chairperson, be responsible for suspending Phaddrar who breach Göta studentkår's Phadder Contract and ensuring that the suspension is followed up in accordance with Göta studentkår's procedures
- › ensure that new students and Phaddrar are kept informed of relevant information, kick-off activities and any schedule changes
- › maintain ongoing communication with Göta studentkår, the associations involved, event organisers, and any sponsors and collaboration partners
- › handle any problems or conflicts that arise during the kick-off
- › assist event organisers in obtaining equipment and materials for their events

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After the Kick-off

The Kick-off Coordinators shall:

- › report the kick-off's finances in accordance with Göta studentkår's financial procedures for kick-off activities
- › evaluate the kick-off in consultation with Göta studentkår's Event and Association Coordinator, in accordance with Göta studentkår's Kick-off Policy
- › in consultation with the Event and Association Coordinator, be responsible for conducting an evaluation of the kick-off with Phaddrar, the associations that organised events, the Section Board and new students, in accordance with Göta studentkår's Kick-off Policy
- › plan, invite participants to and organise a Phadder appreciation event for Phaddrar who have met the attendance requirements established for the respective kick-off
- › assist with the handover to the incoming Kick-off Coordinators

Removal from and Resignation from the Assignment

Removal from an assignment as a Kick-off Coordinator is governed by Göta studentkår's Kick-off Policy and Göta studentkår's Kick-off Coordinator Contract. If a Kick-off Coordinator wishes to resign from their assignment, they must notify the Section Chairperson of the section for which they serve as Kick-off Coordinator in writing. Voluntary resignation from the assignment takes effect immediately.

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