

Assignment Description for Operational Auditor.





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Assignment description for operational auditor

Purpose

The purpose of the Göta studentkår's operational auditor is to review Göta studentkår's operations and ensure that the operations are conducted in accordance with the current bylaws and other governing documents.

Assignment

The operational auditor is elected for one operational year at a time at the constituent Representative assembly meeting. The auditor answers to the Representative assembly. The operational auditor works independently in relation to the union board and other bodies within Göta studentkår. The operational auditor can carry out a special audit of a case on their own initiative. The Bylaw Interpretation Committee consists of the operational auditor together with Göta studentkår's Union Chairperson and Speaker.

Main tasks

The main task of the operational auditor is to continuously review Göta studentkår's operations. This is to ensure a well-functioning and democratic way of working.

- › Ensure that the operations are conducted accordingly to current governing documents
- › Ensure continuous and adequate documentation of the organisation's operations
- › Ensure that the demanded formalities are met
- › Monitor that the organisation's work is permeated by transparency, clarity, accessibility and predictability

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Tasks concerning audit report and operational report

The auditor shall write a half-yearly report which will be presented to the Representative Assembly during the spring's first council meeting. The auditor must also write an audit report which must be submitted to the council no later than 15th of November after the financial year to which the audit relates. The auditor's report shall contain an opinion regarding discharge from liability for the union board.

Beyond their main tasks, the Operational auditor is responsible for reporting to the Representative assembly. The reports shall concern the Union board's work during the operational year as well as the discharge of the previous Union board.

- Compose a semi-annual report that is shared with the Representative assembly during the spring's first Representative assembly meeting
- Compose an audit report that is shared with the Representative assembly before the 15th of November after the operational year that the audit report concerns
- In the audit report, compose a statement concerning the discharge of the outgoing Union board

The assignment description shall be updated by the current union presidium ahead of the period when the nominations for trustee positions open each spring semester. The updated assignment description shall be available before said period.

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