

# Assignment description for the Speaker.





**Type of governing document:** Assignment description

**Adopted by:** The Representative Assembly, 2021-05-18

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# Assignment description for the Speaker

## Purpose

The Representative Assembly of Götaland studentkår convenes 4–6 times per year. These meetings are chaired by a speaker's presidium, which is appointed at the beginning of each meeting. To facilitate preparations and ensure continuity, a Speaker and a Deputy Speaker are elected for the operational year at the constituting meeting of the Representative Assembly.

## Responsibilities of the Speaker

The Speaker is responsible for chairing the meetings of the Representative Assembly, allocating the floor among speakers, and ensuring a constructive meeting environment. The Speaker must be well-acquainted with the meeting documents and have thorough knowledge of the Rules of procedure of the Representative Assembly, as well as the bylaw of Götaland studentkår and other governing documents. Together with the Union Chairperson of Götaland studentkår and the Operational auditor, the Speaker constitutes the Bylaw Interpretation Committee

## Tasks

Before meetings:

- › Read meeting documents
- › Participate in preparatory meetings with the union presidium when needed

During meetings:

- › Chair the meeting of the Representative Assembly
- › Allocate the floor according to the speakers' list
- › Strive to keep discussions factual and concrete

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### Address

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- › Assist, when necessary, in the formulation of motions and proposals
- › Ensure that decisions are made
- › To the best of their ability, ensure that speaking times are kept

After meetings:

- › Proofread and approve the minutes
- › When necessary, evaluate the meeting together with the union presidium

### **The Speaker's impartiality**

The Speaker must always strive to remain impartial during the meetings of the Representative Assembly. They shall not insert personal opinions or values into the discussion and only facilitate the meeting in an objective manner. The Speaker shall therefore not express personal views during the meeting.

The Speaker shall work to maintain a constructive meeting climate and support a discussion in which all present feel they can be heard. The Speaker has both the right and the obligation to call attention to any participant whose behaviour contributes to a negative meeting environment.

## **Remuneration**

The Union Board may decide to remunerate the Speaker.

## **Organisation and Powers**

The Speaker is elected by the Representative Assembly of Göta studentkår during the constituting meeting. The Speaker does not need to be an ordinary member of Göta studentkår and holds no rights beyond those specified in this assignment description.

*The assignment description should be updated by the current union presidium before the nomination process opens each spring term and must be available before the nomination period opens.*

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