

Assignment description for the Speaker's presidium.





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Assignment description for the Speaker's presidium

Purpose

Göta studentkår's representative assembly holds meetings 4-6 times per year. These meetings are chaired by a speaker's presidium appointed at the beginning of each meeting. To facilitate preparations and ensure continuity for these meetings, a Speaker and Deputy Speaker are elected for the operational year at the constitutive representative assembly meeting.

Speaker

Speaker's Responsibilities

The Speaker is responsible for chairing the representative assembly meetings, managing speaking time among participants, and ensuring a good meeting atmosphere. The Speaker should be well-versed in meeting documents and have a good understanding of the assembly's rules of procedure, as well as the statutes of Göta studentkår and other governing documents. The Speaker, along with the Union chairperson and Operations Auditor, is part of the statute interpretation committee.

Tasks

Before meetings:

- › Review meeting documents
- › If necessary, participate in pre-meetings with the presidium of Göta studentkår

During meetings:

- › Chair the representative assembly meeting
- › Allocate speaking time based on a speakers list

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Götabergsgatan 17
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- › Strive to keep discussions factual and concrete
- › Assist in wording motions if needed
- › Ensure decisions are made
- › Make efforts to adhere to speaking time as best as possible

After meetings:

- › Proofread and adjust meeting minutes
- › If necessary, evaluate the meeting together with the presidium of Göta studentkår

The Speaker's Impartiality

The Speaker should always strive to remain impartial during representative assembly meetings. They should not inject their own values into the discussion but rather guide the conversation in an objective manner. The Speaker should refrain from expressing personal opinions during the meeting.

The Speaker should aim to maintain a positive meeting atmosphere and facilitate a discussion where all attendees feel they can be heard. The Speaker has the right, and the duty, to address any participant who contributes to a negative meeting atmosphere.

Deputy Speaker

Deputy Speaker's Responsibilities

The Deputy Speaker's responsibility is to manage the digital meeting tool during representative assembly meetings and assist other members of the meeting presidium as needed. The Deputy Speaker should be well-versed in meeting documents and have a good understanding of the assembly's rules of procedure, as well as the statutes of Göta studentkår and other governing documents. The Deputy Speaker acts as a substitute in the absence of the Speaker.

Tasks

Before meetings:

- › Review meeting documents
- › If necessary, participate in pre-meetings with the presidium of Göta studentkår

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During meetings:

- › Administer the digital meeting tool
- › Support the meeting presidium during votes, motions, and the determination of voting lists
- › Assist representatives to the best of their ability with any technical issues related to the digital meeting tool

After meetings:

- › If necessary, evaluate the meeting together with the presidium of Göta studentkår

The Deputy Speaker's Impartiality

The Deputy Speaker should always strive to remain impartial during representative assembly meetings. They should not inject their own values or personal opinions into the discussion.

Remuneration

The Union Board may decide to remunerate the speaker's presidium.

Organization and Authorities

The Speaker and Deputy Speaker are elected by the representative assembly during the constitutive meeting. The Speaker and Deputy Speaker do not need to be members of Göta studentkår and have no rights beyond those specified in this job description.

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