

# **Assignment description for event and association coordinator.**





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# Assignment description for event and association coordinator

## Purpose

The assignment description for the Event and Association Coordinator serves as a tool to clarify the scope of the role and its associated responsibilities. It should be viewed as a complement to Götastudentkår's statutes, full-timer policy, and delegation order. The Event and Association Coordinator is based at the office in Studenternas Hus.

## Overall

The tasks of event and association coordinator are divided into the areas of responsibility events and associations. The time should be evenly distributed between these areas, however, taking into account that different periods may require more focus on individual areas of responsibility. Priority must be given to ongoing operations. The Event and Association Coordinator is responsible for relevant matters in the operational plan and works to develop and improve the efforts related to events and associations.

## Organization and Authority

The Event and Association Coordinator reports to The Representative Assembly and is a member of the Union Board. Together with the Union Chairperson, Vice Union Chairperson, and Education Monitoring Coordinator, the Event and Association Coordinator forms the union management team. The Event and Association Coordinator may be appointed as an authorized signatory.

## Union-wide Responsibilities

A significant part of the work carried out by the Event and Association Coordinator is done in close collaboration with Götastudentkår's Union Board, sections, and other parts of the organization to collectively improve the union's operations.

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### Address

Götabergsgatan 17  
411 34 Göteborg

### Contact

031-708 44 40  
info@gota.gu.se

### Online

gotastudentkar.se  
@gotastudentkar



Union-wide tasks:

- › Attend union board meetings
- › Attend meetings for the representative assembly
- › Participate in the management council
- › Participate in work groups appointed by the presidium and the management council
- › If necessary, be helpful at union events

## Associations, committees and the marshalship

### Associations

Göta studentkår has a large number of associations affiliated with it, both union-wide and within individual sections. The Event and Association Coordinator is primarily responsible for union associations, which include student social committees (sexmästerier), central, political, and religious associations. Additionally, the Event and Association Coordinator works with association development by providing training for associations and serving as a support function for the sections' work with association-related matters.

Responsibilities Related to Associations:

- › Support associations in the planning and execution of events
- › Coordinate and hold association meetings regularly throughout the operational year
- › Act as the primary contact person for association-related matters
- › Coordinate and manage the process for association status applications
- › Strategically develop and maintain routines and structures to support associations in their activities

### Committees

To prepare and implement specific areas of interest, the Union Board has committees at its disposal. Göta studentkår has two committees: The Pub committee (Pubkommittén) and Göta International Committee (GIC).

Responsibilities Related to Committees:

- › Act as the primary contact person for the committees

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- › Support the committees in their activities
- › Actively work to maintain a strong relationship between Göta studentkår and the committees
- › Increase Göta studentkår's insight into the committees' activities and ensure compliance with the union's governing and policy documents

## Marshalship

The Marshalship works to preserve and pass on the traditions of Göta studentkår and its representatives. The Marshalship serves as Göta studentkår's representatives at ceremonies and formal events within the student union and at the University of Gothenburg. Göta studentkår has a Marshalship called Sigfridhorden.

Tasks related to the marshalship:

- › Serve as the primary contact person for the Marshalship
- › Support the activities of the Marshalship
- › Actively work to maintain a strong relationship between Göta studentkår and the Marshalship
- › Ensure that the Union Board has proper insight into the activities of the Marshalship and that Göta studentkår's governance and policy documents are followed

## Kick-off

Göta studentkår plays a key role in welcoming new students to the university. The sections organize welcome weeks at the start of each semester. The Event and Association Coordinator is responsible for coordinating the welcome activities within Göta studentkår and supporting the sections and kick-off coordinators (insparkskoordinatorer).

Tasks regarding kick-off:

- › Coordinate the planning of the sections' welcome weeks
- › Organize cross-sectional welcome events
- › Provide support and resources for kick-off coordinators in planning and execution of the kick-off
- › Arrange section-specific education for kick-off coordinators
- › Coordinate kick-off coordinators and communicate directives from the central presidium, the union board, and Göta studentkår's staff

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- › Ensure that Göta studentkår's kick-off timeline is updated and followed
- › Ensure that an evaluation of the kick-off is conducted

## Events

Göta studentkår organizes events every year with the aim of creating member benefits and fun activities for students. The design of the event may vary depending on demand and resources but must mainly be arranged together with Göta studentkår's associations. According to tradition, Göta studentkår organizes Götagröt, Valborg, Comedy Club and CSN-Breakfast. These events should therefore be taken into account in the planning of events during the operational year.

Tasks regarding the events:

- › Be responsible for drawing up a general annual plan for central and cross-sectional events
- › Lead and coordinate events through responsibility for planning and implementation, for example in creating work groups and delegating tasks
- › Be the main contact person for external parties when planning and implementing events
- › Write the request of funds for larger, financially burdensome events
- › Responsible for evaluating completed events

## Studenternas hus

Studenternas Hus includes spaces where Göta studentkår and associations can organize social and study-related activities. This includes, among other things, Stora Hallen and Göta studentkår's pub, Kårkällar'n. The Event and Association Coordinator has the primary responsibility for sharing Göta studentkår's views on the development of the building in relevant bodies.

Tasks regarding Studenternas Hus:

- › Run for a position in the workgroup for Studenternas Hus Donation
- › Participate in the development work of Studenternas Hus
- › Advocate for the views and requests of Göta studentkår and its associations regarding Studenternas Hus

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## Collaborations

Göta studentkår receives numerous collaboration requests each year. As the Event- and Association Coordinator is often in contact with potential partners, they play a crucial role in reviewing, proposing, and maintaining agreements with both established and new collaborators.

Responsibilities regarding collaborations:

- Handle inquiries from potential partners in accordance with Göta studentkår's policy for collaborations and external relations, as well as the routine for collaborations
- Contact relevant partners to increase the value of a membership in Göta studentkår, in line with the policy and routine for collaborations
- Ensure that the board is provided with relevant material before decisions are made regarding potential collaborations

*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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