

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





Type of document: Assignment description
Adopted by: The representative assembly, 2019-10-29
Last revised: 2024-02-07

Assignment description for event and association coordinator

Purpose

The assignment description regulates what the head of event and associations's assignment is and what tasks are included. The assignment description must be seen as a complement to Götastudentkår's statute, full-timer policy and delegation of authority. Event and association coordinator has their office at 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

Organization and powers

Event and association coordinator answer to the representative assembly. The event and association coordinator are a member of the union board. The Event and association coordinator, along with the Union Chairperson, the Vice Union Chairperson and the Education Monitoring Coordinator, constitute part of the union leadership and can thus be appointed as signatory.

Overall union tasks

A large part of the work as an event and association coordinator takes place in close cooperation with the Götastudentkår's sections, the union board and other parts of the organization in order to jointly improve the union's work.

Tasks:

Address

Götabergsgatan 17
411 34 Göteborg

Contact

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

Online

gotastudentkar.se
@gotastudentkar



- › 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 connected to it, both union-wide and on a section basis. Event and association coordinator are mainly responsible for the union associations, which includes sexmästerier, centra-, political- and religious associations and the honour associations. Furthermore, event and association coordinator work with association development in the form of education for associations and as a support function for the sections' work with association issues.

Information regarding associations:

- › Support associations in planning and executing events
- › Responsible for coordinating and planning association meetings and that the association meetings are carried out continuously during the operational year
- › Act as contact person for association issues by supporting the associations in their activities as well as being helpful in the sections' association work
- › Responsible for the process of applying for association status, both by initiating and leading the implementation of the process
- › Work strategically to develop and maintain routines and structures to support the associations in their activities

Committees

Göta studentkår has a number of study-socially oriented committees. These include the Pub Committee and the Göta International Committee (GIC).

Information regarding committees:

- › Be the contact person for committees
- › Support the committees' activities

Address

Götabergsgatan 17
411 34 Göteborg

Contact

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

Online

gotastudentkar.se
@gotastudentkar



- › Actively work to maintain a good relationship between Göta studentkår and the committees
- › Increase Göta studentkår's insight into the committees' activities and ensure that Göta studentkår's governing and policy documents are followed

Marshalship

Göta Student Union has one marshalship.

Tasks related to the marshalship:

- › Act as the point of contact for the marshalship
- › Support the activities of the marshalship
- › Actively work to maintain a good relationship between Göta studentkår and the marshalship
- › Ensure that the Union Board has good insight into the activities of the marshalship

Kick-off

Part of the Göta studentkår's mission is to welcome new students to the university of Gothenburg. Göta studentkår's sections arrange kick-off at the start of the semester.

Tasks regarding kick-off:

- › Have an overview in the planning of all sections' kick-offs as well as central events during kick-offs
- › Offer support and resources for kick-off coordinators in planning and implementing the kick-off
- › Organize education for kick-off coordinators
- › Coordinate kick-off coordinators and present directives from the central presidium, Göta studentkår's employees
- › Be responsible for updating and monitoring Göta studentkår's kick-off timeline
- › Be responsible for evaluating completed kick-offs

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

Address

Götabergsgatan 17
411 34 Göteborg

Contact

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

Online

gotastudentkar.se
@gotastudentkar



and resources but must mainly be arranged together with Göta studentkår's associations. According to tradition, Göta studentkår organizes Götagröt, Valborg 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 contains premises where Göta studentkår and associations can organize student social activities. It includes Stora hallen, which is an event venue, and Kårkällar'n, which is Göta studentkår's pub. Event and association coordinator have the main responsibility for sharing Göta studentkår's opinions regarding the house's development in relevant bodies.

Tasks regarding Studenternas Hus:

- › Join the worki group for Studenternas Hus
- › Participate in "beredningsgruppen" for Studenternas Hus
- › Handle the associations' questions and requests regarding Studenternas Hus

Collaborations

Every year, Göta studentkår receives numerous collaboration requests. Given the role of the Events and Association Coordinator, this individual frequently interacts with potential partners and is thus involved in the process of reviewing, proposing, and maintaining agreements with both established and new collaborators.

Tasks related to collaborations:

Address

Göteborgsgatan 17
411 34 Göteborg

Contact

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

Online

gotastudentkar.se
@gotastudentkar



- › In accordance with Götastudentkår's policy for collaborations and external relations, as well as the collaboration routine, manage inquiries from potential collaborators
- › In accordance with Götastudentkår's policy for collaborations and collaboration routine, contact relevant collaborators to enhance the value of membership in Götastudentkår
- › Responsible for ensuring that the Union Board receives relevant information before deciding on potential collaboration.

The assignment description must be updated by the reigning presidium prior to the inauguration of the next presidium and be available no later than before the constituent meeting of the representative assembly.

Address

Götabergsgatan 17
411 34 Göteborg

Contact

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

Online

gotastudentkar.se
@gotastudentkar