

Rules of procedure for kick-off coordinators.





Type of governing document: Rules of procedure

Adopted by: The Union board, 2017-05-02

Last revised: 2023-03-15

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The main task of the kick-off coordinators is to ensure that the planning, implementation, and evaluation of the kick-off event are carried out in accordance with the purposes and goals specified in the kick-off policy of Göta studentkår. Kick-off coordinators are appointed by the section board in accordance with the kick-off timeline provided by Göta studentkår.

Overall regulations

Kick-off coordinators

- › carry out their assignment according to the kick-off timeline and applicable governing documents of Göta studentkår.
- › are required to have completed at least one kick-off coordinator training.
- › are required to sign and adhere to the kick-off coordinator contract for the current kick-off period.
- › together with the event and association coordinator and the section board, have the overall responsibility Göta studentkår's kick-off event at the respective section.
- › should work to recruit members to Göta studentkår.
- › should work to increase knowledge about Göta studentkår.

Assignment

Kick-off coordinators shall

- › plan and conduct phadder training and ensure that the phadder contracts are signed.
- › work to establish good contact with Göta studentkår's associations during the kick-off period.

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- › work to establish good contact between Göta studentkår's participating associations during the kick-off.
- › coordinate the kick-off events together with the relevant associations.
- › work to ensure that there are events that cater to the heterogeneous student population.
- › compile a budget for the kick-off event in consultation with the section board and Göta studentkår's financial administrator in accordance with the kick-off timeline.
- › be responsible for booking venues for the kick-off events.
- › present a preliminary kick-off schedule to the Event and Association Coordinator in accordance with the kick-off timeline.
- › be responsible for creating and publishing all kick-off events on Orbi in accordance with the kick-off timeline.

Implementation

Kick-off coordinators shall

- › ensure that someone from Göta studentkår is present at course and program introductions for new students to provide information about the kick-off, in collaboration with the section board.
- › be responsible for ensuring that the Event and Association Coordinator and the section board receive updated information about the kick-off schedule and implementation.
- › be responsible, together with the section board, for suspending phaddrar who violate the phadder contract and for following up on the suspension in accordance with the Göta studentkår's procedures.
- › be responsible for continuously informing students and phaddrar about the kick-off event's activities and any changes in the schedule.
- › handle any problems or conflicts that may arise during the kick-off.
- › assist organizers in obtaining equipment and materials for their events.
- › be responsible for ticket sales.

Evaluation

The Inspark Coordinators shall:

- › in consultation with Göta studentkår's Event and Association Coordinator, evaluate the kick-off according to Göta studentkår's kick-off timeline.

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- › be responsible for conducting evaluations of the kick-off with phaddrar, associations, and new students in accordance with Götastudentkår's kick-off timeline.
- › together with the section board, send a financial report to Götastudentkår's financial administrator in accordance with Götastudentkår's kick-off timeline.
- › assist in the handover to the next kick-off coordinators.

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