

Rules of Procedure for the Work Environment Council.





Type of governing document: Rules of procedure
Adopted by: The Union Board, 2025-08-20
Last revised: -

Rules of Procedure for the Work Environment council

Purpose

The Work Environment Council is a body for cooperation and consultation between Göta studentkår's full-time representatives and staff regarding work environment matters. The purpose of the council is to discuss and advance internal work environment efforts. The council also serves as a platform for discussion and preparation of matters for The Union Board or the Management Council.

Composition

The Work Environment Council should consist of 4–5 persons: the Chairperson, the Vice Chairperson, one representative from Göta studentkår's staff, and one section full-time representative. The members of the Work Environment Council shall be determined by the Management Council, following a decision by The Union Board that the council shall be active.

The Chairperson of Göta studentkår serves as the convener of the council and holds ultimate responsibility for its activities.

Duties

The Work Environment Council shall:

- › Ensure compliance with Göta studentkår's work environment policy.
- › Revise and update Göta studentkår's work environment policy.
- › Distribute and compile the work environment survey each semester.
- › Carry out continuous work environment reviews before and during the Management Council.

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- › Regularly review and update templates and surveys related to work environment efforts.
- › Monitor the systematic work environment efforts

Meetings

The Work Environment Council shall meet regularly, at least five (5) times per semester. The council may also choose to hold additional discussion meetings or workshops when needed.

The Chairperson shall summon the members to a meeting no later than ten (10) days prior to the meeting. The notice of meeting shall include the time and place of the meeting. The agenda and documents shall be distributed to the members no later than three (3) days before the meeting. Meeting minutes shall be recorded and made available to staff and full-time representatives via the internal server.

Organization and Authority

The Union Board establishes councils and determines their composition and purpose. The council reports to The Union Board and shall provide continuous reports.

Primarily, the Work Environment Council shall report and submit discussion material to the Management Council. When needed, the council may submit proposals for decisions regarding work environment matters to The Union Board.

Handover

At the end of the operational year, the council is responsible for compiling a report on its work and achievements during its term of office. During the summer handover period, the person responsible for the council shall ensure that the incoming responsible person receives adequate information regarding the council's purpose, function, and administration.

This document shall be kept up to date and adopted annually at the beginning of each operational year.

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