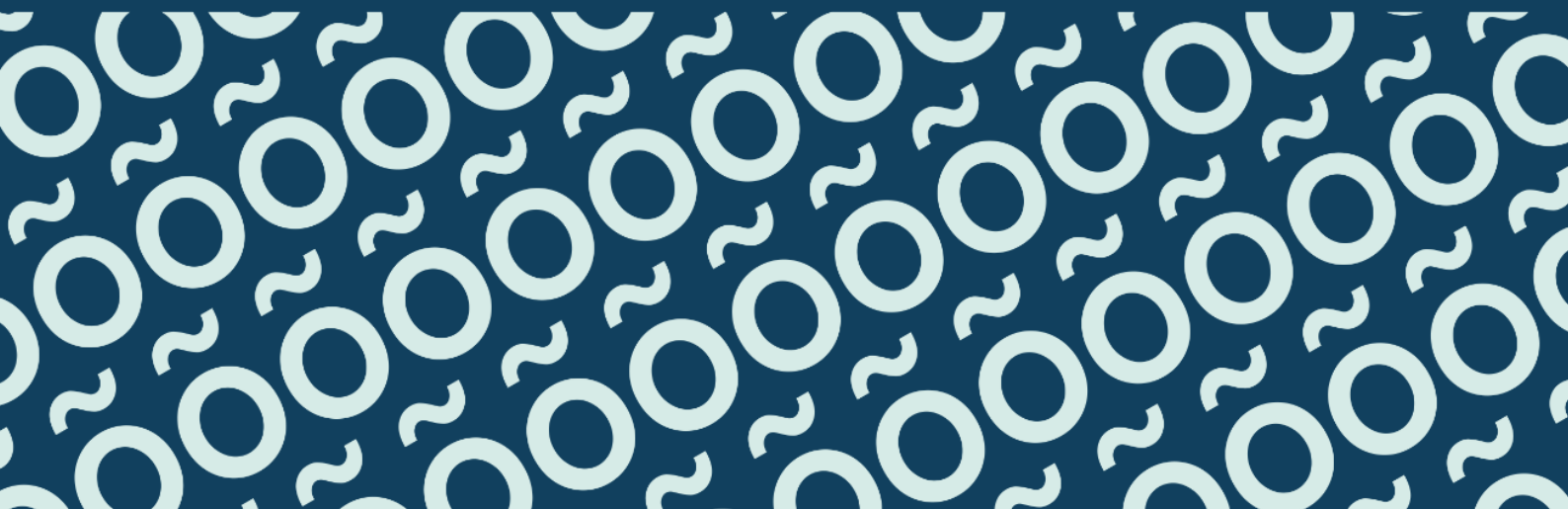


**Assignment description for
section chairpersons at the
Science and Technology
Section.**





Type of document: Assignment description
Adopted by: Representative assembly, 2025-02-06
Last revised: -

Assignment description for section chairpersons at the Science and Technology Section

The assignment description for the Section Chairpersons at the Section of Science and Technology applies from 2025-07-01 to 2026-06-30. If the validity period of the assignment description is to be extended, a separate decision must be made by the Representative Assembly of Göta studentkår before the election of new full-timer positions for the 2026/27 operational year is carried out.

Purpose

The assignment description for the Chairperson of the Science and Technology Section shall be used as a tool to clarify the purpose of the position and the tasks involved. The assignment description shall be seen as a complement to the statutes, full-timer policy, and delegation regulations of Göta studentkår.

Göta studentkår represents four faculties through four sections. The Chairpersons are collectively responsible for the activities of their section.

Workplace

The two Chairpersons of the Science and Technology Section are based at the section offices in Patriciahuset at Campus Lindholmen and in Natrium at Campus Medicinareberget. One of the two Chairpersons must work from the section office in Patriciahuset at Campus Lindholmen at least two days a week.

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Overall Responsibilities

The two Chairpersons of the Science and Technology Section, together with the section board, have overall responsibility for the section's activities and are primarily responsible for ensuring that student influence is exercised within the faculty. The Chairpersons jointly lead the work within the section board and are responsible for calling section board meetings. The Chairpersons share the financial responsibility for the section's budget.

Organization and Authority

The Chairpersons of the Science and Technology Section report to the Representative Assembly. Both Chairpersons are members of the Union Board. Together, the Chairpersons have the authority to make decisions regarding the section's activities and priorities.

The Chairpersons form the presidium of the Science and Technology Section. The Presidium is responsible for leading and planning the section's activities.

Union-wide Responsibilities

A significant part of the work carried out by the Chairpersons of the Science and Technology Section is done in close collaboration with Göta studentkår's other sections, the Union Board, and other parts of the organization to collectively improve the work of the Union.

Union-wide tasks:

- › Attend general assembly meetings
- › Attend union board meetings
- › Participate in the management council and education council
- › Participate in working groups appointed by the Union Presidium and the Management Council
- › Provide assistance, as needed, at student union collaborative events

Specific Responsibilities

Section Board

The section board is responsible for the section's activities. The Section Chairpersons leads the work of the section board and delegates responsibilities within it.

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Tasks related to the section board:

- › Ensure that the decisions of the section board are implemented
- › Call for section board meetings
- › Prepare and write documentation for section board meetings
- › Lead the work of the section board

Education monitoring

The Section Chairpersons are responsible for coordinating education monitoring within the faculty. The Section Chairpersons ensures that students are informed about their rights and works to foster engagement in student influence.

Tasks related to education advocacy:

- › Inform students about their right to influence and the opportunity to become student representatives
- › Encourage interest and engagement in student influence
- › Represent Göta studentkår in the faculty board, department councils, dean's decision meetings, or equivalent bodies at the faculty
- › Appoint student representatives to preparatory and decision-making bodies at the faculty
- › Coordinate and educate student representatives at the faculty
- › Handle student matters related to education and deviations from the University of Gothenburg's regulations, referring more serious matters to GUS's student and doctoral ombudsman

Work Environment

The Section Chairpersons are responsible for promoting a good work environment for students at the faculty, both physically and psychosocially.

Tasks related to the work environment:

- › Encourage interest and engagement among students regarding work environment issues
- › Collaborate with the Section Board to appoint student representatives for work environment matters (Student Head of Work Environment, SHAMO, and Student Work Environment Representatives, SAMO)

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- › Receive and handle cases related to physical and psychosocial work environment

Student Social Activities

The Section Chairpersons are tasked with initiating and supporting initiatives for student social events within the section.

Tasks related to student social activities:

- › Develop the activities of section associations and be available for questions regarding finance, facilities, etc.
- › Maintain good communication with the section associations and provide information about relevant rules and rights
- › Establish contact and follow up with the presidents of each section association regarding student social matters
- › Recruit "insparkskoordinatorer" (kick-off coordinators)
- › Monitor and support the work of the kick-off coordinators

Economy

The Section Chairpersons are responsible for the section's finances. The Vice Chairperson and the Union's economist provide assistance. All financial decisions regarding section activities and budget must be made in agreement between the Section Chairperson and the Section Board members.

Tasks related to finance:

- › Continuously review the section's finances together with Göta studentkår's Vice Union Chairperson and economist
- › Process requests from section associations
- › Regularly update the section board on the section's finances
- › Be responsible for drafting funding requests for the faculty board

Recruitment

The Section Chairpersons are responsible for recruiting members and finding board members for the section board.

Tasks related to recruitment:

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- › Plan and organize information tables/coffee days
- › Plan and organize membership recruitment events
- › Assist members with questions about membership and/or the student union
- › Conduct union presentations

Communication

The Section Chairpersons, together with the Communications Officer in the section board, has primary responsibility for communication with the students within the section. This includes promoting events, updating social media, maintaining the website, creating materials for newsletters, and more.

Tasks related to communication:

- › Ensure that the section's page on the Göta studentkår website and social media accounts are updated regularly
- › If needed, ensure that a weekly report is uploaded once a week on social media
- › Update Orbi with relevant events and information
- › Create materials for Götamejl
- › If needed, submit materials to Skitviktigt (student union info posters)

Distributable tasks

The primary responsibility for the following tasks should be assigned to one of the two Section Chairpersons at the Science and Technology Section, with the responsibility distributed as evenly as possible. The goal is to simplify the daily work of leading the section, with specific priority given to facilitating the process of merging two sections into one. It is up to the presidium of the Science and Technology Section to allocate the tasks between the Chairpersons.

Distributable tasks:

- › Convening and responsible for the work ahead of section board meetings
- › Coordination of student representatives at the section
- › Coordination of the work on workplace environment within the section
- › Follow-up on the section's budget
- › Administration of requests from section associations
- › Point of contact for the associations' inquiries

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- › Coordination of the activities of the section associations
- › Representative in the dean's decision-making meetings

Tasks related to the merging of two sections into one:

- › Main responsibility for the joint kick-off for the section
- › Collaboration with Chalmers and Chalmers Student Union
- › Collaboration with Sahlgrenska Academy Student Union (SAKS)
- › Local issues in relation to the move from Campus Lindholmen

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Organisation and authority

The section chairperson answers to the Representative Assembly. The section chairperson is a member of the Union board. The chairperson of the union and vice chairperson of the union have the authority to supervise the section chairperson. The section chairperson has the mandate to decide on the section's activities and priorities.

The assignment description must be updated by the current presidium prior to the inauguration of the future presidium and be available before the constituent meeting of the Representative Assembly each year.

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