

**Assignment description for
section chairperson at the
section of social sciences.**





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Assignment description for section chairperson at the section of social sciences

Purpose

The job description for the Chairperson of the Social Sciences Section is intended to clarify the role and responsibilities of the position. The assignment description should be considered as a complement to the statutes and delegation order of Göta studentkår. The Chairperson of the Social Sciences Section operates from the section's office located at Sprängkullsgatan 19.

Overall responsibility

The Chairperson of the Social Sciences Section has the primary responsibility for the section's activities and ensuring student influence at the faculty. The Chairperson leads the work of the Section Board and serves as the convener of Section Board meetings.

Organization and authority

The Chairperson is accountable to the General Assembly. The Chairperson of the Social Sciences Section is a member of the Union Board. The Chairperson and Vice Chairperson have the authority to make decisions regarding the section's activities and priorities, subject to mutual agreement.

The Chairperson, together with the Vice Chairperson, forms the Presidium of the Social Sciences Section. The Presidium is primarily responsible for leading and planning the section's activities.

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Collaboration within the Student Union

A significant part of the work as the Chairperson of the Social Sciences Section involves close collaboration with the other sections of Göta Student Union, the Union Board, and other parts of the organization to collectively improve the Union's work.

Tasks related to Union collaboration:

- › Attend Union Board meetings
- › Attend General Assembly meetings
- › Participate in the Management Council and Education Council
- › Participate in working groups appointed by the Presidium and the Management Council
- › Assist with Union-wide events when needed

Specific Responsibilities

The Section Board

The Section Board is responsible for the section's activities. The Chairperson leads the work within the Section Board and delegates responsibilities within it. The main responsibility for the Section Board is shared with the Vice Chairperson.

Tasks related to the Section Board:

- › Ensure the implementation of the Board's decisions
- › Convene Section Board meetings
- › Lead the work of the Section Board

Education Monitoring

The Chairperson is responsible for coordinating education monitoring at the Faculty of Social Sciences. The Chairperson works to ensure that students are informed about their rights and fosters engagement in student influence.

Tasks related to education monitoring:

- › Inform students about their right to influence and the opportunity to become student representatives
- › Foster interest and engagement in student influence

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- › Represent Göta studentkår in the Faculty Board, the Prefect Council, the Dean's decision-making meetings, and the Faculty's working committees
- › 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 rules of the University of Gothenburg, and refer more serious cases to the University's Student and Doctoral Ombudsman
- › Support the work of section associations in education monitoring
- › Continuously evaluate and develop the section's work on education monitoring
- › Maintain contact and follow-up with the chairpersons of respective section associations regarding education monitoring and working environment matters.

Shared tasks within the section

The Chairperson and Vice Chairperson of the Social Sciences Section share the following tasks:

Representation

In their roles, the Chairperson and Vice Chairperson of the Social Sciences Section represent the students and Göta studentkår in various bodies.

Tasks related to representation:

- › Serve as members of the Faculty Board and the Prefect Council
- › Represent the Social Sciences Section in the network SAMband

Recruitment

The Chairperson and Vice Chairperson of the Social Sciences Section have joint responsibility for recruiting members and finding board members for the Section Board.

Tasks related to recruitment:

- › Plan and organize information booths
- › Plan and carry out membership recruitment events
- › Assist members with questions about membership or the Student Union
- › Deliver oral presentations about the Student Union

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- › Recruit board members for the Section Board

Assignable Tasks

The following tasks can be assigned to either the Chairperson or the Vice Chairperson of the Social Sciences Section. It is up to the elected individuals in a given operational year to allocate them.

Work Environment

The Chairperson and Vice Chairperson of the Social Sciences Section are responsible for promoting a good work environment for students at the faculty, both physically and psychosocially.

Tasks related to the work environment:

- › Generate interest and engagement among students in work environment issues
- › Together with the Section Board, be responsible for identifying and appointing student representatives for work environment matters (SHAMO and SAMO)
- › Receive and handle cases related to physical and psychosocial work environment

Communication

The Chairperson and Vice Chairperson of the Social Sciences Section serve as the public face for the students. Therefore, they are responsible for conveying relevant information to students and promoting the activities of the section.

Tasks related to communication:

- › Ensure that the section's page on the Göta studentkår's website and social media platforms are regularly updated
- › If necessary, ensure that a weekly report is uploaded to social media once a week
- › Ensure that the section's page on the Göta studentkår's website is updated with correct information regarding the Presidium, Board, and section associations
- › Regularly write the Götamail newsletters sent to students in the section
- › Update Orbi with relevant events and information
- › Submit materials to Skitviktigt (information posters) when needed

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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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