

Assignment description for union chairperson.





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Assignment description union chairperson

Purpose

The assignment description for the Union Chairperson is intended as a tool to clarify the role and its responsibilities. It should be seen as a complement to Göta studentkår's statutes, full-timer policy, and delegation order. The Union Chairperson is based at the office in Studenternas Hus.

Overall Responsibilities

The union chairman has the ultimate responsibility for the organization. The chairman leads the work of the union board and the organization and thus has responsibility for the work management of the union board and staff. The union chairman is Göta studentkår's representative at meetings with the board of Gothenburg University. The role includes responsibility for external representation by being the organization's face in the media, as well as primary responsibility for the work with Sveriges förenade studentkårer (SFS).

Organization and authority

The Union Chairperson answers to the Representative Assembly. The Chairperson is a member of the Union Board and leads the overall work of the board.

Together with the Vice Union Chairperson, the Union Chairperson forms the Göta studentkår presidium. The presidium holds the primary responsibility for leading and planning the organization's operations. The Union Chairperson is also one of the organization's authorized signatories.

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The Union Chairperson, along with the Vice Union Chairperson, the Event and Association Coordinator, and the Education Monitoring Coordinator, forms the union management team.

Additionally, the Union Chairperson, together with Göta studentkår's Operational Auditor and the Speaker, constitutes the Statute Interpretation Committee.

Union-wide responsibilities

A significant part of the Union Chairperson's work is carried out in close collaboration with Göta studentkår's Union Board, sections, and other parts of the organization to collectively improve the union's operations.

Union-wide tasks:

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

Internal Coordination

The Representative Assembly

The Representative Assembly is Göta studentkår's highest decision-making body. It decides on the budget, elections, and major strategic decisions, such as the union's political and organizational direction.

Tasks related to the Representative Assembly:

- › Ensure that the Representative Assembly's decisions are implemented
- › Summon meetings of the Representative Assembly
- › Prepare and draft materials for Representative Assembly meetings
- › Be responsible for opening Representative Assembly meetings
- › When necessary, summon and participate in pre-meetings ahead of Representative Assembly sessions

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Union Board

The Union Board is the student union's executive body and acts on behalf of the Representative Assembly. The Union Chairperson leads the board's work and delegates responsibilities within the board. This responsibility is shared with the Vice Union Chairperson. The Union Chairperson is a member of the Union Board.

Tasks related to the Union Board:

- › Ensure that the decisions of the Union Board and the Presidium are implemented
- › Lead the work of the Union Board
- › Summon meetings of the Union Board
- › Prepare and draft documents for Union Board meetings

Organizational responsibility

The union chairman is mainly responsible for the internal operations and the working environment for staff and full-time remunerated students.

Staff

The union chairman is delegated by the union board to have work environment, management and salary responsibility for the unions' staff.

Tasks concerning the staff:

- › Work manager for Göta studentkår's staff
- › During the autumn, hold employee interviews the staff
- › During the spring, hold employee performance reviews and salary review meetings with staff
- › Regularly attend staff meetings
- › Responsible for the staff's working environment
- › Keep the union board informed about personnel matters
- › Handle vacation requests and sick notifications

Full-time remunerated students

The union chairman has primary responsibility for Göta studentkår's full-time remunerated students. It includes having responsibility for the work environment, managing work and holding reconciliations.

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Tasks regarding full-time remunerated students:

- › Once per semester hold full-time interviews with Göta student union's full-time remunerated students
- › Support full-time remunerated students with prioritization of tasks
- › Manage applications for time off and sick notifications

Working environment

The union chairman has ultimate responsibility for the internal work environment. The chairman must therefore lead, develop and follow up Göta studentkår's work environment.

Information regarding work environment:

- › Be the responsible for Göta studentkår's work environment group
- › Lead and distribute responsibilities within the work environment group
- › Follow up on accidents and incidents
- › Ensure that relevant workplace environment documents are updated
- › When necessary, conduct check-ins regarding the work environment with full-time remunerated students and/or staff

Finance

As the ultimate responsible for the organization, the Union Chairperson must have good insight into the union's finances and therefore acts as the final reviewing authority in overarching financial processes.

Tasks related to finance:

- › Approve invoices, time reports, and payroll handling
- › Approve payment files
- › Present a proposal for the framework budget for the upcoming operational year together with the Vice Union Chairperson and the Union's economist to the constitutive Representative Assembly meeting
- › Together with the Vice Union Chairperson, finalize the budget for the operational year set by the Representative Assembly
- › In consultation with the Vice Union Chairperson and the Union's economist, review and provide comments on Göta studentkår's annual report and the auditor's reports during the review of the financial year

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Collaborations

Göta studentkår receives numerous requests for collaborations each year. The Union Chairperson often interacts with potential partners and is thus involved in the process of reviewing and evaluating all of Göta studentkår's new and established collaborations.

Tasks related to collaborations:

- › In accordance with Göta studentkår's policy for collaborations and external relations, as well as the collaboration routine, handle inquiries from potential partners
- › Review contracts with potential and established partners
- › Sign contracts

Representation

The union chairperson is the face of Göta studentkår and will represent Göta studentkår publicly.

Tasks concerning representation:

- › Attend meetings with the leadership of the University of Gothenburg, including the rector's strategy sessions and rector's breakfasts.
- › Represent the organisation in contact with the media
- › Represent Göta studentkår in national cooperation bodies
- › Represent Göta studentkår in relevant contexts with the aim of maintaining relations with other student organizations

Sveriges förenade studentkårer (SFS)

SFS is an association of student unions at Swedish universities and colleges to create a common student voice in Sweden. SFS pursues student policy at the national level. Göta studentkår is a member of SFS and will be represented at member meetings and other events arranged by SFS. The union chairperson has the ultimate responsibility for the work concerning SFS.

Tasks concerning SFS:

- › Attend physical membership meetings held twice a year

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- › Participate in digital membership meetings throughout the operational year
- › Serve as Göta studentkår's delegation leader for SFSFUM
- › Coordinate the work related to participation in SFSFUM
- › Actively engage in matters concerning SFS
- › Keep the union board informed about the work with SFS
- › Participate in meetings with the U6 network (informal collaboration between student unions at Sweden's major universities)

The assignment description shall be updated by the current Union Presidium before the nomination period for full-timer positions opens each spring semester and must be available before the nomination period begins.

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