

Assignment description for union chairperson





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Assignment description union chairperson

Purpose

The assignment description for the union chairperson shall be used as a tool to clarify what the assignment is about and what tasks are included. The assignment description shall be seen as a complement to Göta studentkår's statute and delegation procedure. The union chairperson has their office at Studenternas hus.

Overall

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 chairman answers to the Representative Assembly. The chairman is a member of the union board and leads the overall work in the organization.

Göta studentkår's union chairman forms together with the vice chairman the Göta studentkår presidium. The Presidium has the main task of leading and planning the organization's activities and are the organization's signatories.

Address

Götabergsgatan 17
411 34 Göteborg

Contact

031-708 44 40
info@gota.gu.se

Online

gotastudentkar.se
@gotastudentkar



Collaboration within the Student Union

A large part of the work as union chairman takes place in close cooperation with Göta studentkår's sections, union board and other parts of the organization in order to jointly improve the union's work.

Tasks:

- › Attend union board meetings
- › Attend meetings for the representative assembly
- › Participate in the management council
- › Participate in working groups appointed by the presidium and the management council
- › If necessary, be helpful at union events

Internal decision-making bodies

The union board

The union board is the union's executive body and the council's deputy. The union chairman leads the work within the union board and delegates responsibility within it. The responsibility for the union board is shared with the vice chairman of Göta studentkår. The union chairman is a member of the union board.

Information regarding the union board:

- › Responsible for the implementation of the board's decisions
- › Call to union board meetings
- › Lead the work of the union board

The representative assembly

The representative assembly is Göta studentkår's highest decision-making body. The representative assembly makes decisions about the budget, the majority of the elections and major strategic decisions such as political and organizational direction.

Tasks concerning the representative assembly:

- › Respond to the implementation of the council's decision
- › Call for council meetings

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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 salary talks with staff and set salaries
- › Continually attend staff meetings
- › Responsible for the staff's working environment
- › Keep the union board informed about personnel matters

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, supporting with prioritization of work tasks and holding reconciliations.

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

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

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- › Lead and distribute responsibilities within the work environment group
- › Follow up on accidents and incidents
- › Together with the work environment group, be responsible for updating relevant work environment documentation

Representation

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

Tasks concerning representation:

- › Participate in meetings with the University of Gothenburg's management, such as the vice-chancellor's strategy meetings and the vice-chancellor's breakfasts
- › Represent the organisation in contact with the media
- › Represent Göta studentkår in national cooperation bodies

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 membership meetings held twice a year
- › Coordinate the work around participation in SFSFUM
- › Actively work with issues concerning SFS
- › Keep the Union Board informed about the work with SFS
- › Participate in meetings with U6 (informal cooperation between student unions in Sweden)

The assignment description must be updated by the reigning presidium prior to the inauguration of the next presidium and be available no later than before the constituent meeting of the representative assembly.

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