

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





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Assignment description for Section vice chairperson at the section of social sciences

Purpose

The assignment description for the Vice Chairman of the section should be used as a tool to clarify the mission and responsibilities. The assignment description should be considered as a complement to the statutes and delegation rules of the Student Union of Götaland. The Vice Chairman of the section operates from the office of the Social Sciences section located at Sprängkullsgatan 19.

Overall Responsibility

The Vice Chairman of the Social Sciences section has primary responsibility for the section's study social activities. This includes ultimate responsibility for the introduction period and social activities within the section. The Vice Chairman of the section is also responsible for the section's financial management.

Organization and Authority

The Vice Chairman of the section is accountable to the General Assembly. The Vice Chairman of the Social Sciences section is a member of the Union Board. The Vice Chairman of the section acts as the deputy for the Chairman of the section in their absence. The Chairman and Vice Chairman have the authority to make decisions regarding the section's operations and priorities, as agreed upon.

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

Collaboration within the Student Union

A significant part of the Vice Chairman's work involves close collaboration with other sections of Göta studentkår, the Union Board, and other parts of the organization to collectively improve the Union's work.

Tasks related to collaboration within the Union:

- › Attend Union Board meetings
- › Attend the Representative Assembly meetings
- › Participate in the Management Council and Education Council
- › Participate in working groups appointed by the presidium and the Management Council
- › Provide assistance when needed during Union-wide events

Specific Responsibilities

Section Board

The Section Board is responsible for the section's activities. The Vice Chairman serves as the primary secretary at Section Board meetings. The primary responsibility for the Section Board is shared with the Chairman.

Tasks related to the Section Board:

- › Take minutes at Section Board meetings
- › Administer the meeting minutes

Study Social Activities

The Vice Chairman is tasked with initiating and supporting initiatives for study social events within the section, aiming to foster social interactions and create a positive study environment beyond academics.

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Tasks related to study social activities:

- › Develop the activities of section associations and be available for questions regarding finances, facilities, etc.
- › Maintain good contact with the associations and inform them about rules and rights
- › Coordinate “Sam-nätverkets” meetings with a focus on social and academic activities
- › Establish and maintain contact with the respective association chairmen regarding social and academic matters
- › Plan and organize the TackSAM gala at the end of the operational year

The Kick-off

The Vice Chairman is responsible for organizing the introduction period (inspark) of the Social Sciences section within the Student Union of Göta. This includes planning and executing the section's introduction period during the fall and spring terms.

Tasks related to the kick-off:

- › Plan and execute the section's introduction period during the fall and spring terms
- › Support section associations' own introduction events and activities, as far as possible
- › Organize appropriate mentor training and review mentor contracts to ensure they are up to date
- › Collaborate with the Student Union's finance department to plan the budget for the introduction period
- › Recruit and supervise an introduction period coordinator

Facility Management

The Social Sciences faculty provides available spaces for social and academic activities, as well as classrooms for studying and association events. The Vice Chairman is responsible for booking, safety, and administration related to facility management.

Tasks related to facility management:

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- › Handle all booking inquiries regarding classrooms, Kafé Haga, or Terrassbaren (Terrace Bar)
- › Maintain communication between the section's executive committee and the faculty's safety officer, as well as Campus Service Haga
- › Sign and administer rental agreements for booking spaces for social and academic activities, and manage deposits
- › Handle key management and loaning of access cards for section associations.

Economy

The Vice Section Chair is responsible for the section's finances. The Vice Chair of Göta studentkår, as well as the economist, are available to assist. All financial decisions concerning the section's activities, as well as budget decisions, should be made in agreement with the Section Chair and the board.

Tasks related to the economy:

- › Continuously review the section's finances together with the economist from Göta studentkår.
- › Process funding requests from section associations.
- › Regularly update the section board on the section's finances.
- › Handle funding requests to the Faculty Board of Social Sciences.

Shared tasks within the section

The Chair and Vice Chair of the Social Sciences Section share the following tasks to handle:

Representation

In their role, the Chair and Vice Chair of the Social Sciences Section are responsible for representing the students and Göta studentkår in various bodies.

Task related to representation:

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

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Recruitment

The Chair and Vice Chair of the Social Sciences Section have joint responsibility for recruiting members and finding board members for the section's board.

Tasks related to recruitment:

- › Plan and organize information booths
- › Plan and execute member recruitment events.
- › Assist members with questions about membership or the Student Union.
- › Deliver oral presentations about the Student Union.
- › Recruit board members for the section's 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 Chair and Vice Chair 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, such as the Student Head Work Environment Representative (SHAMO) and Student Work Environment Representative (SAMO).
- › Receive and handle cases related to the physical and psychosocial work environment.

Communication

The Chair and Vice Chair 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 section's activities.

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Tasks related to communication:

- › Ensure that the section's page on Göta studentkår's website and social media platforms are regularly updated.
- › If needed, ensure that a weekly report is uploaded once a week on social media.
- › Ensure that the section's page on Göta studentkår's website is updated with accurate information regarding the executive committee, board, and section associations.
- › Continuously write Götamail to be sent to students in the section.
- › Update Orbi with relevant events and information.
- › If needed, submit materials to Skitviktigt (information posters)

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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