

Coordinator of educational monitoring.





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Assignment description for vice union chairperson

Purpose

The assignment description for vice union chairperson should be used as a tool to clarify what the assignment entails and its areas of responsibility. The assignment description should be a complement to Göta studentkår's statute and delegation order. The vice union chairperson's office is at Studenternas hus..

Overall

The vice chairman has the main responsibility for leading Göta studentkår's external advocacy work. The vice chairman is also responsible for the internal operations together with the chairman. In the internal work, the vice chairman is responsible for finance and supporting the sections' operations.

Organization and authority

The vice chairman of the union answers to the representative assembly. The vice chairman is a member of the union board and is the deputy union chairman in the absence of the chairman. It is the Vice-Chairman's task to support the Chairman in his work.

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

Collaboration within the Student Union

A large part of the work as vice chairman of the union 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.

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Tasks:

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

Internal coordination

Section coordination

The vice chairman has the responsibility for coordinating the sections' work. The work should be focused on promoting collaboration between the sections and to give the presidium insight into the sections' work and needs and, if necessary, to be able to support and relieve the section full-time elected representatives.

Tasks regarding section coordination:

- › Have regular meetings with the Section chairperson at each section regarding the section's work and needs, at least three times per semester.
- › To the extent possible, support the sections' activities when the Section chairperson requests this.
- › If necessary and in demand, attend the educational council
- › Coordinate the opinions of the sections in the development of the organization
- › Coordinate the opinions of the sections in student political advocacy work

Management council

Management council is a recurring meeting for Göta studentkår's full-time remunerated students and staff. The vice chairman is the convener of the management councils and leads the meetings. Management councils must take place every two weeks.

Information regarding management advice:

- › Convene management councils
- › Send out the agenda and documents
- › Lead the meetings

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- › If necessary, follow up on points that are discussed at the management council

Economy

Göta studentkår's financial responsibility lies with the Vice chairman. Göta studentkår's financial manager is there to help.

Tasks regarding economy:

- › Together with Göta studentkår's financial manager, continuously review the finances through quarterly reports, half-yearly reconciliation and reporting to the Representative Assembly
- › Before the next financial year, submit a proposal for a framework budget together with Göta studentkår's financial manager to the Representative Assembly's constituent meeting
- › Certify invoices and payroll management
- › Specify the budget for the financial year set by the Representative Assembly's constituent meeting

Student politics

Overall student political coordination

The vice chairman has the main responsibility for leading Göta studentkår's student political influence work. The work includes representing Göta studentkår in relevant bodies as well as compiling and promoting the students' opinions. The vice chairman therefore has the main responsibility for the student political council and any other influence forums.

Information regarding overall student political coordination:

- › Convene and lead the student political council
- › Arrange forums to gather student opinions
- › Create surveys to collect student opinions
- › Once a year update Göta studentkår's opinion document
- › Participate in Sverige's förenade studentkårer's (SFS) member meetings held twice a year
- › Keep the union board informed about the political influence work

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Gothenburg's United Student Unions (GFS)

GFS is a cooperative body between all five student unions in Gothenburg whose mission is to take advantage of and promote the member unions' common interests in political and student social issues. GFS also owns the companies Fysiken and Akademihälsan. The vice president of the union has the ultimate responsibility for the work concerning GFS.

Data concerning the GFS:

- › Be a regular member of the GFS board
- › Responsibility for developing the collaboration with GFS
- › Keep the union board informed about the work with GFS

Studentforum

Studentforum is a meeting for municipal politicians and students. The forum is used so that the students can pursue relevant issues within the municipality. Studentforum meets five times per operational year, and there are also a number of preparatory meetings. Issues that are dealt with include housing, study social premises and students' health and safety. The vice chairman has the main responsibility for representing Göta studentkår in Studentforum and for pursuing relevant issues.

Information regarding Studentforum:

- › Be a regular member of the Student Forum
- › Develop cooperation with municipal politicians
- › Keep the union board informed about the work with the Student Forum

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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