

The background is a solid dark teal color. A thin red rectangular border is positioned near the edges. Overlaid on this are two thick, hand-drawn style wavy lines. One is red and the other is teal, both meandering across the top and bottom of the page, with some loops and curves.

**SOCIAL SCIENCE
STUDENT UNION'S**

**ACTIVE
MEMBERS
HANDBOOK**



SOCIAL SCIENCES STUDENT UNION

Written by:

Alice O'Donnell / Event Coordinator 18/19

Albin Lagerlöf / Board Member 18/19

Simon Löw / Labour Market Coordinator 19/20

Karin Östling Svensson / Board Member 19/20

Josefine Dahl / Board Member 19/20 / Labour Market
Coordinator 20/21

Karolina Boyoli / Vice President 20/21

Layout: Communication Committee 21

TABLE OF CONTENTS

Preface	2
What you get from being an active member	2
The Faculty of Social Sciences	3
<i>Samhällsvetarkåren's Organisational Structure</i>	4
Fulltimers	5
Responsible for General University Matters (Pres. Uni)	5
Responsible for Student Welfare Matters (Pres. Stu)	5
Responsible for General Faculty Matters (Pres. Fak)	5
Event Coordinator	6
Labour Market Coordinator	6
President	7
<i>Education Surveillance</i>	9
Student Representatives	10
<i>Events</i>	12
Event Committee	13
Vice Event Coordinator	14
Samhällsvetarbalen Project Group	15
Samhällsvetarbalen Marshals	16
Novice Period General	17
Novice Period Project Group	18
Novice Period Mentors	19
Tandem generals	20
<i>Labour Market</i>	21
Career Contact Group	22
SAMarbete project group	23
lproject group	24
Vice labour market coordinator	25
<i>Communication</i>	26
The Communications Committee	26
<i>Internal Organisation</i>	27
Nominating council	28
The Election Committee	29
SFSFUM Delegates	31
Representative Assembly	32
The Board	33
The Auditors	35
Appendices	37

Preface

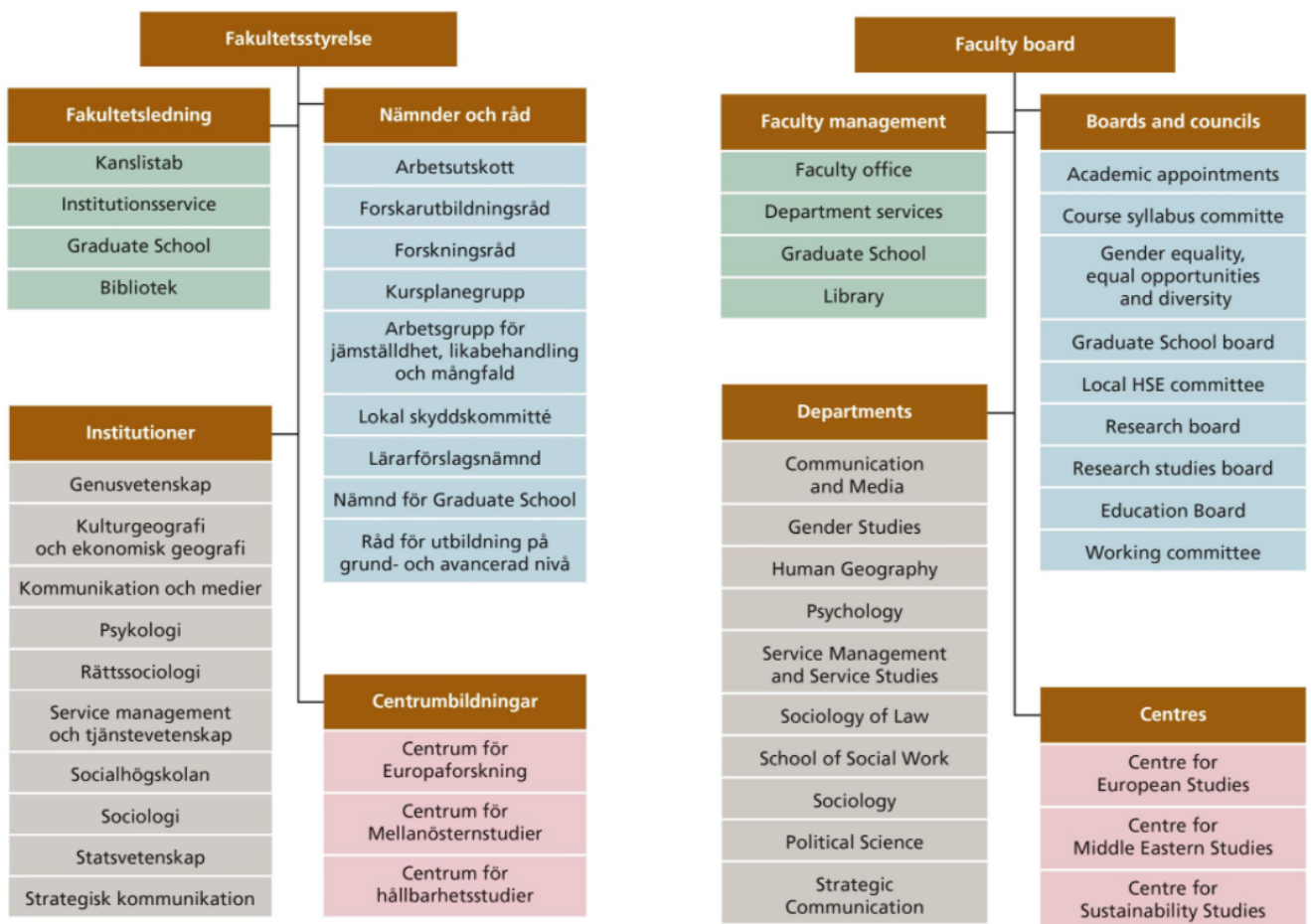
First of all, we want to thank you for being active with Samhällsvetarkåren! The work of the student union would not be possible without the members who give their free time to become active and make it all happen. This handbook was created to provide a background to all our active positions. Our ambition with this document is to guide and support you in your active role. It will also give you information about what is expected from you as an active member and what you get from being an active member.

What you get from being an active member

As an active member you will get an active kit; that includes a tote bag, a pin, a pen, a temporary tattoo and a songbook. You will get invited to all active members events including the Crayfish & Croquet, Christmas party, Spring party and more! You will also get an invitation to Samhällsvetarbalen where you can bring a +1. The student union wants our members to grow in their positions so you will also get invited to Kårferensen, a competence building event for all our active members with different seminars and workshops. At the end of the year all our active members are invited to our active members ceremony where you will get your medal(s) and a diploma from your commitments during the year. This is also the time where we announce this year's superhero, one of our active members that has gone beyond and above their commitments. Further you will get a reference on LinkedIn from the fulltimer responsible if you wish.

The Faculty of Social Sciences

The faculty of Social Sciences is one of eight faculties at Lund University. Our faculty is broad, in terms of departments and subjects provided here. There are ten different departments, two research centers and one unit at the faculty, and we have education spread across Lund and Helsingborg covering the education of more than 6500 students. The organizational map of the faculty can be seen in Swedish and English below.



Samhällsvetarkåren's Organisational Structure

Samhällsvetarkåren is the student union for all social science students at Lund University. This means that you cannot choose which student union you want to be a part of - each student union is connected to their faculty. Of all student unions at Lund we have the widest-ranging faculty with 10 departments, 2 centres and 1 unit at the faculty - which means we also have many ways to become active and influence the educational and social environment for students just like you! Below you can find the organisational map, explaining how authority and responsibilities are distributed.

Members

As a member in Studentlunds you are also a member in Samhällsvetarkåren and are therefore allowed to vote and candidate in our elections as well as take part in our events.

Student Representatives

The RA appoints positions of trust which means that a student is elected to be the voice of all Social Science students in various department and faculty boards or groups.

Representative Assembly

The Representative Assembly (RA) consists of students elected by the Student Union's members and is the highest decision-making body.

Sections

Samhällsvetarkåren has three sections which work with similar matters as the Student Union, but mostly in a smaller scale and towards a specific group of students.

- Interdisciplinary Section Pluto
- Helsingborgssektionen Agora
- Socionomsektionen

The Nominating Council

The Nominating Council interviews candidates and nominates a candidate per position.

The Election Committee

The Election Committee markets and organizes the election to the RA, presents the candidates and counts the votes.

The Board

The board is elected by and is preparatory for the RA. The board works closely with the fulltimers and deals with questions close to the student union's operative work.

The Fulltimers

Five students elected by the RA work fulltime during one year at Samhällsvetarkåren.

Fulltimers

The easiest way to become active, or get help with your role, is through the fulltimers. The fulltimers are students who take a one year break from their studies and work full time at the student union. There are five full time positions.

Responsible for General University Matters (Pres. Uni)

Is responsible to have connection to the other student unions in Lund and their work. Pres. Uni is also the one responsible to represent the student union's collective voice through Lund University Student Union (LUS). Pres. Uni is also responsible for the quality assurance and is one of two student representatives in the faculty's education council, the group for quality assurance as well as the course syllabus group.

Responsible for Student Welfare Matters (Pres. Stu)

The presidial responsible for student welfare matters handles equality matters internally, runs the student union economy, and works on a national level with student politics e.g. through SFS representation.

Responsible for General Faculty Matters (Pres. Fak)

The presidial responsible for student welfare matters handles equality matters internally, runs the student union economy, and works on a national level with student politics e.g. through SFS representation.



Event coordinator

The Event Coordinator primarily works to organise social events with the aim to; welcome new students at the faculty and ease the transition into student life, encourage members to know and recognise the student union and increase interest in becoming active, and to thank currently active members for their contributions to the work of the student union. Some key events include Slaget om Samvetet, the Novice Period, Samhällsvetarbalen, the Christmas and Spring parties, and Tandem. The Event Coordinator recruits committees and project groups for these events, and acts as the overall financial and logistical responsible for them. The Event Coordinator is the chairperson of the event committee, and has responsibility for the student union house, Samvetet. The Event Coordinator is also responsible for the Project Fund where students can apply for project funding to an event that benefits students at the Faculty of Social Sciences. The event coordinator is the only fulltimer role which can be held by a non-swedish speaking student.

Labour Market Coordinator

The Labour Market Coordinator primarily works with planning and carrying through the student union's operations and activities directed at preparing social sciences students for the labour market. This is done by arranging different events like lectures, workshops, panel discussions and more. By being in contact with alumni networks and coordinating mentorship programs. By assisting the program associations and sections in their labour market work. By actively informing the members about current labour market preparatory possibilities. The Labour Market Coordinator is also responsible for arranging the annual labour market day SAMarbete, and does so together with a project group.



President

The president of the student union is responsible for coordinating the fulltimers and the political work of the student union. Besides, the president is also the media spokesperson for the student union, and represents the union at ceremonial occasions. The president position is held by one of the presidials (Pres.Uni, Pres.Stu, or Pres.Fak), and the other two presidials are vice presidents.

Because of all the different departments, sections, and roles, the 'organisational map' can look a bit messy and confusing. However what most of our active members need to know is actually (thankfully!) quite simple. There are three main 'branches' of the central student union where you can be active.



Educational Surveillance

Everything to do with managing, monitoring and improving education at the faculty and university level



Events

Planning and running social events such as welcome and thank you activities, the novice period and Samhällsvetarbalen



Labour Market

Planning and running events to bring students closer to the labour market, such as cases, lectures and the annual SAMarbete day

Education Surveillance



Student Representatives

Main responsibilities

Wherever the education is planned and decisions which will affect the students in any way, there are opportunities for the students to take part and have influence. Your responsibility is to represent the students opinions and perspectives when decisions are made or prepared in the body you are elected to. You are supposed to speak for the students and defend their interests, in accordance with the student union's opinion programme and the list of rights. You are also expected to attend the meetings for your study council, which consists of the student representatives at your department, lead by a chairperson.

Time commitment

You should expect to attend around 3 - 4 meetings per semester that take 3 hours each. Study councils meet around once per month for two hours. In addition you need to take the time to read the meeting documents sent out for each meeting and prepare for the meeting. This can vary widely, but should take at least 1 hour per ordinary meeting.

Good things to know

- Student representatives are the only ones who have the mandate to speak on behalf of the students.
- You can find the student union's opinions on different matters in the Opinion programme, available at our website www.samvetet.org/documents.
- Student representatives are elected at the spring Representative Assembly meeting for a full school year (August to June). If a position is not filled, it could be by-elected later on by the student union board. If you are elected as a student representative and wish to resign, you should email pres.fak@samvetet.lu.se.
- In order to be a student representative for another school year, you need to apply for the position when it is re-announced in the spring.
- As a student representative you will receive the call for meetings and other information to your email through a function email, for example: instrep.svet@samvetet.lu.se. The function email reaches all the student representatives in the same body, as well as the presidial responsible for general faculty matters.

Student Representatives

Where to seek support

The presidial responsible for general faculty matters is responsible for coordinating the student representatives and supporting them. You can also turn to your study council and/or its chairperson for support. For guidance on student matters, you can find support in the Student list of rights, Rättighetslistan.

Tips from those previously in the role

It's okay not to say so much at your first meetings. Don't be afraid to ask questions. Make sure to read the meeting documents that are sent out beforehand. Write to the one in charge for the meeting if they have not been sent to you.

Expectations

Go to meetings, read the student union's steering documents and opinion program, read the meeting documents, and communicate with the other student representatives. Always good to remember that you represent all the students at your department, and not only yourself.

Consequences for not doing the role well

If a student representative fails to fulfill the requirements above, then they may not be reelected and lose their status and privileges as an active member.



Events



Event committee

Main responsibilities

- Attend Event Committee meetings
- Collaborate in planning upcoming events
- Contribute to logistical follow-through of events e.g. researching recipes, ordering decorations, preparing food
- Attending the planned events as a representative and worker of the student union

Time commitment

The Event Committee meetings roughly 1 hour every week or 2 weeks depending on current workload. All members are not expected to attend all meetings, but they should attend the majority. Members are also expected to contribute to the work preparing and executing the events, which usually represents anywhere from 30 minutes to a few hours in the day(s) before an event.

Good things to know

There are a few mandatory events throughout the year- the christmas party and spring party- which always look quite the same and are the specific responsibility of the Event Committee. But aside from these events, the committee creates, plans and decides the events they will do themselves.

Where to seek support

The fulltimer responsible for the Event Committee is the Event Coordinator. This is the person to contact with any issues or questions. If it feels more comfortable, members of the committee can also turn to the Vice Event Coordinator for help and support. If the current workload of being a member feels too high, you can talk to the Event Coordinator and discuss how to reduce stress.

Expectations

Event Committee members should:

- Attend the majority of Event Committee meetings
- Take an active role in the logistical planning of events
- Take an active role in being responsible 'workers' during events

Consequences for not doing the role well

If a member fails to fulfill the requirements above without good reason (which should be communicated to the Event Coordinator), then they may be removed from the committee and lose their status and privileges as an active member.



Vice Event coordinator

Main responsibilities

The Vice Event Coordinators main job is to assist the Event Coordinator. The Vice Event Coordinator is a position of trust and is chosen by the Representative Assembly. The Vice Event Coordinator also holds a special responsibility for Slaget om Samvetet.

Time commitment

The time commitment can often be decided together with the Event Coordinator depending on how much time you have free. However a minimum of 5 hours a week would be needed to complete the basic work that the role entails.

Good things to know

This is the only post that is a position of trust except the Event Coordinator in the event area of the Student Union. That means more responsibility and work than applying to a project group.

Where to seek support

The Vice Event Coordinator should be in continuous contact with the Event Coordinator and always seek support from him/her.

Expectations

This post means a full-year commitment so make sure you have the time to work with this the whole semester as well as the next one.

Consequences for not doing the role well

If the vice event coordinator fails to fulfill the requirements above, then they're answerable to the Representative Assembly and may lose their status and privileges as an active member.

Samhällsvetarbalen Project Group

Main responsibilities

- Attend meetings of the whole Ball Committee
- Arrange and attend smaller working group meetings
- Contribute to planning, in the main group and in individual working groups
- Take part in logistical planning in the lead up to and during the ball day

Time commitment

Meetings tend to occur during the fall semester but are concentrated to the 4 months leading up to the ball around once per week. Members would also be a part of a smaller working group which meets on a more flexible basis. In the 2-3 weeks leading up to the ball more logistical and practical work is needed, which could take around 3-4 hours a week. The day before and day of the ball the project group is expected to help with the practical setting up work as required.

Good things to know

The project group is recruited in the fall and works from then until the ball in spring. Members of the ball project group count as active members and get all associated perks. They also receive a discount on their ticket to the ball, the exact amount is decided by the board each year.

Where to seek support

The fulltimer responsible for the ball project group is the Event Coordinator. This is the person to contact with any issues or questions.

Expectations

- Attend the majority of main project group meetings
- Attend the majority of meetings in your own smaller working group
- Contribute to the logistical work leading up to and on the day of the ball

Consequences for not doing the role well

If a member fails to fulfill the requirements above without good reason (which should be communicated to the Event Coordinator), then they may be removed from the committee and lose their status and privileges as an active member. This would also result in any arranged discounts on ball tickets to be withdrawn.

Samhällsvetarbalen Marshals

Main responsibilities

- Represent the student union at Samhällsvetarbalen
- Provide information and assistance to guests during the ball dinner
- Provide logistical support for the ball set-up
- Ensure guests follow the code of conduct during the ball dinner

Time commitment

The marshals are recruited approximately 3 months before the ball. They are expected to attend a kick-off and several informational sessions. These will be arranged based on the needs of the marshals but will take no more than 5-6 occasions. The day before and day of the ball the marshals are expected to help with the practical setting up work as required, and to work during the ball as per the marshal role.

Good things to know

Marshals are expected to work in the set up of the ball, to keep guests happy and in order during the event, and to help clean up after the dinner. At that point marshals end their work and can enjoy the ball afterparty without any further obligation to work. Marshals also get a discount on the tickets to the ball!

Where to seek support

The fulltimer responsible for the marshals is the Event Coordinator. The marshals also have a Head Marshal who is the one who will call meetings and otherwise be the main contact point for information. This is the person to contact with any issues or questions.

Expectations

- Attend the marshal kickoff and the majority of educational sessions for marshals
- Be available on the day before and day of the ball to provide logistical support
- Follow the code of conduct for marshals as set and communicated during the educations
- Ensure guests behave appropriately during the ball dinner
- Assist with clean up following the ball dinner

Consequences for not doing the role well

If a member fails to fulfill the requirements above without good reason they may be removed as a marshal and lose their status and privileges as an active member. This would also result in any arranged discounts on ball tickets to be withdrawn.

Novice Period General

Main responsibilities

- Be the main responsible for the planning and execution of the novice period
- Lead the novice period project group
- Delegate tasks to the project group, call to meetings, and be the chairperson of meetings
- Collaborate with the Event Coordinator and report on the project to them

Time commitment

The position is recruited during the spring and works from March till September together with the Event Coordinator and project group. They're also expected to work throughout the novice period and have time to complete an evaluation for the novice period.

Good things to know

The project is not intended to be completed by the project leader alone- the entire project group and also the Event Coordinator have important support roles. The main task of the project leader is to have an overview of the whole novice period planning and direct the work accordingly.

Where to seek support

The Event Coordinator is your main contact in the fulltimers and you will be involved in the handover period so you will receive guidance on how to carry out the work. The current and previous Event Coordinators can be used as support and guidance throughout the project.

Expectations

- Help recruit a project group for the novice period
- Maintain oversight of the project and its key components
- Call the project group to meetings and report where necessary to the Event Coordinator
- Keep the project group on task and in line with your timeplan for the planning
- Delegate effectively to project group members and head mentors

Consequences for not doing the role well

If the role is not completed well the project leader is answerable to the Board. You may also lose your privileges as an active member.

Novice Period Project Group

Vice project leader/economic responsible

Main responsibilities

- Make a budget for the novice period in collaboration with the project leader and group
- Keep an overview of the economy of the project
- Assist the project leader in managing the project and group e.g. calling for and running meetings, following up on the work

Mentor General

Main responsibilities

- Act as main responsible for recruiting, organising, and managing mentors
- Help to plan and run the mentor kickoff
- Keep mentors up to date on the project and what they should be doing/planning
- Assign head mentors for each group and support them in their work

Communication General

Main responsibilities

- Act as main responsible for creating graphical material to be used during the novice period
- Have a close collaboration and continuous contact with the communications committee
- Create all posts for social media and facebook events
- Create a welcome letter together with the event coordinator

Novice General

Main responsibilities

- Act as main responsible for finding novices who want to take part
- Create and manage the sign up system for the novice period and its events
- Keep novices up to date e.g. what mentor group they are in, what they need
- Be visible during the novice weeks as a contact point for novices

Activity General

Main responsibilities

- Plan the events of the novice weeks in line with our equality plan and the budget
- Be involved in booking suitable venues and other purchasing and organisational elements around the event
- Make timeplans and to do plans for all events for project group, mentors and novices to be distributed to the relevant groups
- Organise the logistical work around all novice period events

Novice Period Mentors

Main responsibilities

- Represent the student union to new students at the faculty
- Provide support and guidance to novices
- Attend novice period events in a responsible role

Time commitment

The kick-off for mentors takes around 4 hours, and usually occurs the week before the semester starts. Mentors are expected to spend a few hours prior to the start of the novice period planning in their own groups e.g. which mentors will attend each event, costume planning. Mentors are expected to attend the events that their individual group has decided they are to attend, not all mentors have to go to all novice events.

Good things to know

As a mentor you have a position of power over novices, so it is important to consider this in your actions and words. The Student Union does not tolerate alcohol pressure of any kind, and also expects mentors to abide by nollefrid (no sexual contact with novices) during the novice period.

Where to seek support

The person responsible for the novice period mentors is the project leader (The Novice Period General). This is the person to contact with any issues or questions. If for any reason you do not feel comfortable talking to this person you can turn to the Event Coordinator.

Tips from those previously in the role

Have fun! Be welcoming, enjoy yourself. Look out for novices who are on the outside of an event or conversation and bring them in.

Expectations

- To be a good representative for the Student Union
- To be an enthusiastic and caring guide for the novices
- To fulfill the jobs assigned as a general mentor and as agreed in their mentor group

Consequences for not doing the role well

Failure to meet the expectations or behaving badly during the novice period could result in being removed as a mentor and being excluded from thank you activities. You'll also lose your status and privileges as an active member.

Tandem Generals

Main responsibilities

Tandem generals work alongside the Event Coordinator to plan and carry out the event. The tandem generals main responsibilities are planning the Tandem experience for Samhällsvetarkåren's students and act as coordinators during the actual Tandem days on the bus. The generals plan the marketing of the event, ticket release, theme, games on the bus and some logistical details for the days on the bus.

Time commitment

The Tandem generals are usually recruited in early March and then meet about once a week to plan the event, which takes place in early May. The bus departs from Lund toward Gothenburg where the race starts, and arrives back in Lund approximately 36 hours later.

Good things to know

Tandem is organised by Idrottskollegiet centrally, and each participating organisation has Tandem generals who handle the work. Tandem is an annual event where teams representing nations, student unions, and other associations take a bus to Gothenburg, from where they race tandem bikes back to Lund. It is an annual tradition in Lund, and Samhällsvetarkåren has taken part for many years.

Where to seek support

The fulltimer responsible for the Tandem generals is the Event Coordinator.

Expectations

During the Tandem days, the generals are in charge of coordinating the riders and making sure rules and traffic regulations are followed, this means that they are expected to be sober. The generals are expected to be aware of the traffic regulations and the rules provided by Idrottskollegiet (IK) and are also expected to assist students participating if the various rules are not understood.

Consequences for not doing the role well

Failure to meet the expectations or behaving badly during and before the event could result in not getting to attend the event or getting sent home from the event and not receiving a medal. You'll also lose your status and privileges as an active member.

Labour Market



Career Contact Group

Main responsibilities

The purpose of the Career Contact Group is to continuously arrange lectures, workshops, panel discussions and more. This group exists for the daily activity of the labour market area at the Social Sciences Student Union. The activity and size of the group varies every year, but the tasks are easier and the time commitment is lower than other groups under the labour market area.

Time commitment

The recruitment of the group starts at the same time the autumn semester starts in august/september. After this the Career Contact Group recruits continuously during the year which means anyone can join this group at any time. Depending on the groups goals and aim the time commitment can vary, but between 1-3 hours a week is a reasonable expectation.

Good things to know

The career contact group does not only work with internal events and arranging lectures by the student union. The group also works as support for the sections and program associations whenever they arrange bigger labour market related events. Supporting an event can sometimes mean an ever higher workload than arranging internal events.

Where to seek support

The group member would firstly turn to the group leader and secondly to the vice labour market coordinator or labour market coordinator. In many cases the group leader and the labour market coordinator is the same person but varies between the years.

Expectations

When committed to a labour market related event you are partly responsible for this event. This means that you would need to commit to the event you would like to see happen. Main responsible for labour market events is always the labour market coordinator or the vice labour market coordinator.

Consequences for not doing the role well

If a member fails to fulfill the requirements above without good reason (which should be communicated to the project leader), then they may be removed from the project group and lose their status and privileges as an active member.

SAMarbete project group

Main responsibilities

SAMarbete is the Social Sciences Student Unions labour market day. It's aimed for all the students at the faculty and offers a lot of various workpaths. The SAMarbete project group is the highest-commitment group there is under the labour market area at the student union. The group is divided into sub groups which all have their own areas of responsibilities. These are: 1. Organisation relations 2. Sponsoring 3. Communication 4. Host recruitment 5. Logistics.

Time commitment

Depending on what your area of responsibility is, the workload differs during the year. For example the Head of organisation relations have a lot more to do in November-Januari, whereas head of logistics have a lot more to do in February-March. That means that on low workload times the time commitment would be around 2-3 hours a week and at the most 10 hours per week. The project ends with evaluations in April.

Good things to know

Some sub-groups are more easily filled than others. The project leader will try to make the applicants as happy with the choice as possible, but when applying to the project group, you might not get the sub group you wished for.

Where to seek support

The SAMarbete project group is led by the labour market coordinator, and should therefore turn there for support.

Expectations

The SAMarbete project group meets continuously but works allot from different locations. This means that you will need to work with SAMarbete in your free time.

Consequences for not doing the role well

If a member fails to fulfill the requirements above without good reason (which should be communicated to the Labour Market Coordinator), then they may be removed from the project group and lose their status and privileges as an active member.

Iproject group

Main responsibilities

The Iproject group is a project group that focuses solely on international students. The project has its focus on two things. The first one is to create a database of all institutions and organisations that have an interest in international students. The other one is to inform and anchor the international students with the Swedish labour market. This can be done through lectures, workshops, panel-discussions and more.

Time commitment

The recruitment of the group starts at the same time the autumn semester starts in August/September. After this the Iproject group recruits continuously during the year which means anyone can join this group at any time. Depending on the group's goals and aim the time commitment can vary, but between 1-3 hours a week is a reasonable expectation.

Good things to know

International students can join any group they want under the labour market, but this group has its full focus on them as English speaking students that would like to know more about the Swedish labour market.

Where to seek support

The group member would firstly turn to the project leader and secondly to the vice labour market coordinator or labour market coordinator.

Expectations

The project leader is expected to keep track of the database of organisations. When committed to a labour market related event you are partly responsible for this event. This means that you would need to commit to the event you would like to see happen. Main responsible for labour market events is always the labour market coordinator or the vice labour market coordinator.

Consequences for not doing the role well

If a member fails to fulfill the requirements above without good reason (which should be communicated to the project leader), then they may be removed from the project group and lose their status and privileges as an active member.

Vice labour market coordinator

Main responsibilities

The Vice labour market coordinators main job is to assist the labour market coordinator. This often means that you would be project leader for at least one group under the labour market. The vice labour market coordinator is a position of trust and is chosen by the representative assembly.

Time commitment

The time commitment can often be decided together with the labour market coordinator depending on how much time you have free. However a minimum of 5 hours a week would be needed to complete the basic work that the role entails.

Good things to know

This is the only post that is a position of trust except the labour market coordinator in the labour market area of the student union. That means more responsibility and work than applying to a project group.

Where to seek support

The vice labour market coordinator should be in continuous contact with the labour market coordinator and always seeks support from it.

Expectations

This post means a full-year commitment so make sure you have the time to work with this the whole semester as well as the next one.

Consequences for not doing the role well

If you do not do what is expected of you, you 're answerable to the Representative Assembly and may lose your status and privileges as an active member.

The Communications Committee

Main responsibilities

The communications committee's main responsibility is to create graphical material for events, campaigns and other marketing for the social sciences student union. This is done in Canva, Adobe Photoshop & InDesign, as well as through photography. The main responsibilities for the members in the committee is to take an active part in the meetings and together with the project leader come up with ways that the Student Union can communicate in a structured way to its members.

Time commitment

The communications committee has meetings roughly 1 hour every week or 2 weeks depending on current workload. All members are not expected to attend all meetings, but they should attend the majority.

Good things to know

The communications committee is a relatively new project, and is therefore quite flexible in its work. Previous experience is not necessary but skills in Photoshop, InDesign and photography would be a bonus. Graphical programs and camera equipment will be provided by the Student Union. It is also good to know that the project leader of the committee works closely to the board and fulltimers of the student union, and may come with graphical tasks that the board/fulltimers need help with.

Where to seek support

The one responsible for the communication committee is the project leader. This is the person to contact with any issues or questions and works closely with the board and fulltimers. If it feels more comfortable, members of the committee can also turn to the fulltimers for help and support. If the current workload of being a member feels too high, you can talk to the project leader and discuss how to reduce stress.

Expectations

- Attend the majority of communications committee meetings
- Take an active role in the planning and making of graphical design
- To follow the Student Unions communication plan and graphical profile

Consequences for not doing the role well

If a member fails to fulfill the requirements above without good reason (which should be communicated to the project leader), then they may be removed from the committee and lose their status and privileges as an active member.

Internal Organisation



Nominating council

Main responsibilities

The nominating council prepares the elections for the Representative Assembly. This means the nominating council interview candidates for internal positions of trust, such as the board and the fulltimers. After the interviews they nominate one person per position, or decide to propose to leave it vacant. The nominating council consists of one chairperson, four members and two alternates, and is most active during the spring semester. The main responsibilities are preparing role descriptions, requirement profiles, cases, conducting interviews, discussing and analysing candidates, and preparing recommendations for the Representative Assembly.

Time commitment

The work is mainly carried out during the spring semester. Although some interviews for vacancies may occur in the fall.

Good things to know

Each year the nominating council gets an education about their work in order to be prepared to nominate both remunerated and non-remunerated positions.

Where to seek support

If you want any more information about the role or have issues with the work, the vice presidial in charge of general faculty matters will provide help and guidance. They can be reached at: pres.fak@samvetet.lu.se

Expectations

To attend all meetings of the nominating council. To contribute actively to the preparatory work- creating interview questions and requirement profiles. To conduct interviews and analysis in an unbiased and objective manner. To be willing and able to justify your candidate selection to the Representative Assembly.

Consequences for not doing the role well

Failure to meet the expectations could result in you being excluded from thank you activities organised by the student union. Further, the consequences for the organisation and for fellow students could be very negative if the poor work quality results in the election of unfit or unprepared candidates to the internal positions of trust.

The Election Committee

Main responsibilities

The election committee is in charge of the election of the Representative Assembly, held every fall and spring. To the election, all members of the student union have the right to vote for who they think should be part of the student union's highest decision making body. The election committee is responsible for encouraging people to candidate and presenting the candidates to the members for the election. The committee also organizes the election itself, and works to make the process as democratic and representative as possible. The election committee consists of a chairperson, four additional committee members and two alternate committee members.

Time commitment

Since the ordinary meetings for the RA are held once a semester (in May and December), the election committee is responsible for one election. The work is carried out before, during and after the election. Before the election, the election committee needs to plan how the election should be carried out, both in terms of how to present the candidates and voting stations. During the election the election committee needs to be present to make sure the election runs correctly. After the election, the committee is expected to count the votes and present the result for the RA to the members of the union. The election committee will meet when either the chairperson or the rest of the committee wants to meet.

Good things to know

Since the RA is the student union's highest decision-making body, much of the work for the election committee focuses on transparency and democratic principles. This means our members should be well informed about the election, and also that this information is available for all of our members.

Where to seek support

If you want any more information about the role or have issues with the work, the vice presidial in charge of general faculty matters will provide help and guidance. They can be reached at: pres.fak@samvetet.lu.se

The Election Committee

Tips from those previously in the role

This role is perfect for someone who wants to do more work in a shorter time. The election committee only works for a few months in the beginning of the semester and then nothing after the RA. It is a perfect role for someone who is new to the student union and wants to learn more about its structure.

Expectations

To create a campaign to encourage candidacy and nomination of potential RA members from a range of backgrounds. To present all candidates in an engaging and equal manner. To set out and communicate a clear timeline for nomination, voting, and publication of results. To encourage the maximum possible engagement of members in the voting process. To run the logistical process of the elections

Consequences for not doing the role well

Failure to meet the expectations could result in you being excluded from thank you activities organised by the student union. Further, the consequences of a poorly run election could mean that the Representative Assembly does not stand as a democratic body which would have a significant negative impact on the organisation and members.

SFSFUM Delegates

Main responsibilities

The delegates are elected by the representative assembly during the spring RA. They are responsible for representing the social sciences student union at SFS FUM as well as in Lund University Alliance (LUA). Much of the work is centered around participating in meetings where motions and meeting documents are handled.

Time commitment

All of the work will be carried out during the spring semester. There will be meetings within the delegation weekly and meetings with the Lund University Alliance (LUA) that gathers all SFS-union members in Lund. Before SFS FUM reading and the preparing of motions will also be time consuming. The grand finale is the meeting weekend of SFS FUM where all delegates from all SFS-unions in Sweden travel to one location to hold the meeting.

Good things to know

There will be a division of working groups in LUA where the Social Sciences Student Union tries to have a representative in each group that meets with the other student union to speak about the different motions. The union is responsible for booking accommodation and way of transportation to SFS FUM for all delegates.

Where to seek support

Pres.Stu is responsible for the delegation to SFS FUM and is therefore also the contact person for delegates.

Tips from those previously in the role

Set aside time to read all meeting documents so that you are able to fully engage and understand the discussions. Don't be afraid to ask questions to the delegation leader or to engage in the delegation!

Expectations

The delegates are expected to be a part of the preparatory work of SFS FUM as well as the meeting weekend itself.

Consequences for not doing the role well

If you do not do what is expected of you, you will not be reelected.

Representative Assembly

Main responsibilities

The members hold overall authority over the organisation, and are central to all aspects of the student union's work. Each term the members elect 42 students to sit in the Representative Assembly (31 ordinary members, 11 alternates). The RA is the student union's highest decision making body, and oversees the work of the board and fulltimers. The RA also decides upon our statutes, by-laws and action plan, and the political direction of the student union. The RA also elects the student union's internal positions as the fulltimers, board members and student representatives.

Time commitment

Each RA sits for one semester, and takes part in one 2-day long meeting during that time. RA members are expected to make themselves free to attend the whole meeting where possible. The RA members are also expected to read all documents sent to the meeting, and any additional information they need to be able to take an active part in debates and decisions.

Good things to know

The representative assembly meets one weekend each semester, each semester all members of the social science student union are able to candidate for the representative assembly in order to represent all of the student union's members in both political and organizational matters.

Where to seek support

If you want any more information about the role or have issues with the work, the presidial in charge of general faculty matters will provide help and guidance:
pres.fak@samvetet.lu.se

Tips from those previously in the role

Make sure to read all the documents and ask questions if there is anything you don't understand! Engage in the discussions, you are elected on a mandate to represent your fellow students, make them proud.

Expectations

To attend the entire RA meeting (as far as is possible). To prepare appropriately for the meeting. To act as a representative for all members across the faculty. To actively engage in the debates and decisions within the RA

The Board

Main responsibilities

The board consists of six students, as well as the presidium. The board members work closely with the fulltimers with the daily activities, and are also preparatory for the Representative Assembly. This work involves dealing with the operative work of the student union, such as concretisation and implementation of the action plan, election of student representatives, following up on the work of the fulltimers, and holding delegated financial responsibility. The board also has employer responsibility for the fulltimers, which means they have the obligation to monitor their wellbeing and create a healthy work environment.

Time commitment

The board is elected in the spring and sits for 1 year. The board is expected to attend 3 hour board meetings once every 2 weeks. The board also holds responsibility for sharing the workload of drop-ins, afterworks, and other logistical work of the student union. In addition, board members are relied upon to represent the organisation at internal and external events, and provide operational support to the fulltimers and their events where needed. The board members are also expected to work with the fulltimers in working groups, to implement the action plan.

Good things to know

Meeting formalia during meetings can be difficult and confusing in the beginning if you're new. Ask questions!

Where to seek support

Since the board is working with widely spread activities and responsibilities, the support can be found in different ways. For work related matters, the board can seek support from the auditors, the inspectors, the fulltimers and also the RA. For well-being matters, the board should in first place turn to the President of the student union. The board can again turn to the inspectors and the auditors for well-being support.

The Board

Tips from those previously in the role

The position as a board member means you will have great insight in the operational and strategic work of the student union. This is something you can make use of, to make a difference in the work of your student union.

Expectations

To be economically responsible for the Student union. To supervise and hold the employer responsibility for the elected and fulltimers. To submit an annual report. To work strategically and operational with the working plan. In urgent matters make decisions in place of the RA.

Consequences for not doing the role well

If you do not live up to the role as a board member, there will be a significant impact on the work of the student union. Since the position works with several bodies of the student union, there will be a general reduction of quality in our work if the one who is elected can not live up to the expectations. The consequences will be that auditors, inspectors, board and the fulltimer will take a decision if the elected board member should continue being a member of the board, or if they will raise a motion of censure.

The Auditors

Main responsibilities

To evaluate the board, on behalf of the Representative Assembly, in order to find out if the board acted according to the steering documents and with the decisions of the representative assembly. The auditors focus on the organisation itself, that the board has ensured that the organisation is managed appropriately. The auditors can also offer advice on matters to the board.

Time commitment

The mandate period for the auditors lasts a whole year. So be prepared to act during the whole year. Gathering the necessary information and documentation needed to create a proper audit report is the most time-consuming task. Prepare to devote at least a weekend for writing the actual report. Gathering the needed materials can be done continuously throughout the year to avoid a peak in the workload come autumn and the finalization of the report. The rest of the year you should always be available to offer advice per e-mail or phone, and it is beneficial to attend the representative assembly meetings and preferably a board meeting or two.

Good things to know

- The Auditors are invited as constantly co-opted to all board meetings.
- The Auditors have the right to access different meeting documents within the Student Union.
- The Auditors have the right to summon an extra Representative Assembly meeting if they find it necessary.
- The more proactive you are during the year in gathering information and reviewing the board's work, the less time you need to spend on catching up when writing the report!

Tips from those previously in the role

- Be prepared to get input from members of how the union board acts and to investigate these matters.
- It is important to be present during the present and recurring year.
- As an auditor you should be prepared to meet the board and/or fulltimers at least once per semester.
- It is good to participate in social activities and visit the Representative Assembly so that the auditors are known to our members, and be familiar with what is not stated in formal documents. It is important to have a dialogue with the board/fulltimers.
- Work proactively! Build on your predecessors' work and use their reports for inspiration. After all, there is no need to reinvent the wheel, though improving upon it is inevitable.

The Auditors

Expectations

The Auditors are expected to be present and to present an auditing report to the Representative Assembly where the actions of the whole year of the board are presented. An auditor should act continuously within their role throughout the year. This means being available for contact and to actively audit the organization and its activities during their mandate period. The Auditors are expected to be knowledgeable about the inner workings of the union, being able to maintain a professional and unbiased view on the board's work and be of exemplary moral character. You should be structured, meticulous and comfortable with presenting your work in front of a crowd since you are expected to present the audit report to the representative assembly and advise the assembly whether to grant the board discharge or not.

Consequences for not doing the role well

If you do not do what is expected of you, you are answerable to the Representative Assembly. The auditors ultimate function is to ensure that the union is well managed and run in a democratic way. Mismanaging this charge would directly hurt the democratic legitimacy and esteem of the student union and make it harder for the representative assembly to exert their democratic steering and management of the student union. It will make it tougher for members to demand responsibility over the Student Unions actions.

Appendices

1) Student rights

- Click [here](#) for the list of rights.

2) Useful documents:

- Click [here](#) for the statutes.

The statutes regulate the structure and process of how we work and function. Please note that the English version of the statutes is just a translation and not the document itself.

- Click [here](#) for the by-laws

The by-laws describe more in depth the structure of the union and post descriptions for different organs and positions.

- Click [here](#) for the Representative Assembly Handbook

The Representative Assembly Handbook describes more in depth what a representative assembly meeting is and what is expected of its members.

3) The project fund

Samhällsvetarkåren has a fund to support new projects that contribute to student life for our students. All you have to do is complete a project fund application based on the guidelines found in the link below and submit them for the board to consider. We recommend doing this at least 6 weeks prior to the event you intend to hold.

- Click [here](#) for more information about the project fund.