

Job Descriptions in Studentersamfundet

Content

Chairman / Chairperson	2
Student Political Spokesperson	3
Vice Chairman / Vice Chairperson	5
Treasurer	6
Elected Representatives Coordinator	7
Communications Coordinator	8
Coordinator for External Partnerships	10
Coordinator for Faculty Councils and Local Student Associations	11
Social Policy Coordinator	12
IT Coordinator	12
Positions that have previously been relevant	13
Study Start Coordinator	13

What does it mean to be a board member?

The board is responsible for the formal daily operation of Studentersamfundet as an organization. Board meetings are held every other week (currently every Thursday in odd weeks at 4:30 PM), as well as member meetings and extraordinary general assemblies as needed. The Ordinary General Assembly is held in March or April. All minutes from the meetings are published on the website in accordance with GDPR.

When you are elected as a board member, it is important that you familiarize yourself with Studentersamfundet's statutes and guidelines, which you can find [here](#) as well as the strategy and vision document, which can be found [here](#).

As a board member, you hold a position (ordinary positions are delegated internally within the board after you are elected), which means you are responsible for the tasks associated with the position. Therefore, being able to delegate tasks is essential, especially if you have a committee attached. However, it is important to remember that ultimately, it is your responsibility to ensure that the tasks associated with your position are completed. You can always ask for help within the board if you are unsure how to best accomplish the tasks – we always help each other.

It is not expected that you are always available, but you should at least check both emails and Microsoft Teams once a day and stay updated on what is happening within the board, even if it is not directly relevant to your position.

If you are asked about Studentersamfundet by external parties (especially the media) regarding the organizational part of the organization, you should refer to the chairman. He is the only one who speaks publicly on behalf of Studentersamfundet regarding organizational matters. Similarly, only the Student Political Spokesperson speaks publicly on behalf of Studentersamfundet when it comes to student political matters.

It is important to remember that board members are students first and foremost. If your studies are demanding and you are unable to respond to emails and complete your tasks, it is important to send an email to both the board and the secretariat (and your committee) informing them that you will not be responding to emails, and when you are expected to be available again.

Chairman / Chairperson

Chairperson Responsibilities and Contact: (Button on website)

Responsibilities:

- Organizational responsibility for Studentersamfundet
- External representation and media contact regarding organizational matters (not student political).
- Representation of the organization both internally and externally
- Ensure that the adopted strategy and vision are followed throughout the board year.
- Holding board meetings every 2 weeks
- The chairman's report to general assemblies, extraordinary general assemblies, and member meetings (according to the statutes).

Contact person for/to:

- Studentersamfundet's secretariat
- AAU's management
- Studentersamfundet Esbjerg

Explanation of Responsibilities

Explanation of Responsibilities As the chairperson of Studentersamfundet (S'et), you are responsible for ensuring that the organization runs smoothly by maintaining internal harmony between the board, groups, committees, and the administration. The person in this position is generally the one who convenes and prepares the agenda for board meetings according to the rules of procedure. The rules of procedure are an internal expectation agreement made after an Ordinary General Assembly within the board concerning board meetings.

The chairperson is responsible for representing the organization both internally and externally. This means that they handle communication with external and internal parties regarding organizational matters and *do not* make political statements (political matters are primarily handled by the Student Political Spokesperson). The chairperson signs various cooperation

agreements for Studentersamfundet in accordance with the organization's statutes and guidelines. A significant part of the work as chairperson is therefore to hold meetings with relevant parties, such as the management at AAU and other student organizations, to ensure a good and transparent narrative about Studentersamfundet is always maintained.

A strategy and vision document for the organization is prepared every three years, and it is primarily the chairperson's responsibility to ensure that the board's work is directed towards fulfilling this.

The Role of Contact Person

As a contact person, you are responsible for ensuring good communication with the following:

Studentersamfundet's Secretariat: An expectation agreement is made with the secretariat, which forms the framework for the cooperation. This includes, among other things, forwarding board meeting minutes.

AAU's Management: The chairperson is summoned to rectorate meetings together with the Student Political Spokesperson approximately every three months. Before the meeting, they are responsible for preparing an agenda with relevant points that ensure the involvement of Studentersamfundet. All contact to and from the rectorate is handled through the chairperson.

Studentersamfundet Esbjerg: The daily contact is typically handled by the secretariat. However, it is well-regarded for the chairperson to maintain good contact with Studentersamfundet Esbjerg's board through meetings, visits, and similar activities.

Student Political Spokesperson

Responsibilities and Contact

Responsibilities:

- Staying updated on student political initiatives at AAU
- Execution of the AAU election
- External representation and media contact regarding student political matters (not organizational)
- Coordination of tasks between the elected responsible and the social political responsible
- Planning and holding the Student Forum: either in person or through delegation
- Ensuring that the adopted strategy and vision are followed throughout the board year
- Student political report for general assemblies, extraordinary general assemblies, and member meetings (according to the statutes)

Contact person for/to:

- AAU's management

- European Consortium of Innovative Universities (ECIU)
- Sustainable Development Goals at Aalborg University (SDG) (possibly the social political responsible's contact?)
- The election responsible under the AAU election
- Elected responsible
- Social political responsible

Explanation of Responsibilities

As the Student Political Spokesperson, you are equal to the Organizational Chairperson and therefore also lead Studentersamfundet. The tasks are of a student political nature across Aalborg University without being party-political or ideological. These tasks can range from representing students in principal conflicts with the university to promoting student involvement in development processes at AAU and in the surrounding community. The spokesperson also handles media and external contact when it is politically relevant.

Studentersamfundet represents all students at AAU, so as a spokesperson, you must be aware of not favoring specific groups or interests.

The spokesperson's legitimacy is largely created through the Student Forum, which, as an open forum, is a place where all students should be able to speak and where the spokesperson can obtain a mandate in case of doubts.

Furthermore, the spokesperson ensures to stay updated with the AAU election and everything the election committee plans, as they ultimately represent Studentersamfundet in all student political contexts. Therefore, the spokesperson is at least the contact person for the election responsible or takes on the task of being election responsible themselves.

The Role of Contact Person

As a contact person, you are responsible for ensuring good communication with the following:

AAU's management: The Student Political Spokesperson is summoned to rectorate meetings together with the Chairperson approximately every three months. Before the meeting, they are responsible for preparing an agenda with relevant points that ensure the involvement of Studentersamfundet. All contact to and from the rectorate is handled through the Chairperson.

- European Consortium of Innovative Universities (ECIU): AAU is a member of the ECIU network: an international network focusing on innovation, creativity, and societal impact. They often invite students from AAU to various academic meetings and social activities.
- Sustainable Development Goals at Aalborg University (SDG)

- Danske Studerendes Fællesråd (DSF): You are the representative for Aalborg University. When DSF contacts Studentersamfundet regarding student political matters, the Student Political Spokesperson is the contact person.
- The election responsible under the AAU election: You are updated on what is planned by the election responsible and the election committee (elaborated in: explanation of responsibilities).
- Elected responsible and social political responsible: See explanation of responsibilities.
- Other student councils in political work.

Vice Chairman / Vice Chairperson

Responsibilities and Contact Information

Responsibilities:

- Deputy to the Chairperson
- Recruitment and outreach to both new and experienced volunteers
- Volunteer well-being
- Ensuring knowledge-sharing within the organization

Contact person for:

- Volunteers
- The Chairperson's contacts in their absence

Explanation of Responsibilities

As the organizational vice chairperson, you are responsible for maintaining a strategic overview of Studentersamfundet, volunteer management, and volunteer recruitment. As such, the vice chairperson is linked to the email account where applications from new volunteers are received. It is expected that you will reach out to and assist new volunteers in getting a good start on their volunteer work.

One of the keyways the organization is maintained and developed is by ensuring a smooth transition from one board to the next. This involves ensuring that the outgoing board passes on its valuable experience to the incoming board in an effective manner.

In addition, the vice chairperson supports the board chairperson in their role and takes over the chairperson's duties in their absence.

The Role as a Contact Person

- Volunteers: Referring potential new volunteers to relevant groups. The vice chairperson is not responsible for the tasks carried out by volunteers within the groups but is instead responsible for the well-being of the volunteers.

Treasurer

Responsibilities and Contact Information

Responsibilities:

- Managing the financial operations of the organization
- Budget planning in collaboration with the Secretariat Leader and the Internal Auditors
- Budget planning with groups, committees, and local chapters
- Presenting the annual budget draft to the board
- Preparing financial reports (annual reports) for general assemblies, extraordinary general assemblies, and member meetings (as stipulated in the bylaws)
- Quarterly meetings with the Secretariat Leader and Internal Auditors regarding quarterly financial statements
- Providing quarterly updates to the board on the financial status

Contactperson for/to:

- The Secretariat Leader regarding financial matters
- The Business Group: Agenda and distribution
- Internal Auditors
- Studentersamfundet's External Auditor Studentersamfundets revisor

Explanation of Responsibilities

The treasurer's primary responsibility is to maintain an overview of the organization's finances. This is done in close collaboration with the Secretariat Leader. The treasurer communicates quarterly financial updates to the board, groups, members, and other stakeholders. Additionally, the treasurer is responsible for presenting and recommending the budget for the upcoming year at the annual general assembly in March or April.

The treasurer (in collaboration with the Secretariat Leader) prepares the budget for Studentersamfundet, which is then submitted to the board for review and approval. The treasurer drives the budget negotiation process for Studentersamfundet, starting in October. This process typically involves:

- 1) Aligning expectations with the board regarding the budget for the upcoming year.
- 2) Sending budget proposals to individual groups based on their activities.
- 3) Negotiating with individual groups.
- 4) Hosting a budget workshop for the cafés, enabling them to create their own budgets.

- 5) Presenting the budget to the board, providing details about the assumptions and discussions behind the budget.
- 6) Securing the board's approval of the budget.

The Role as a Contact Person

As a contact person, you are responsible for ensuring effective communication with the following:

- The Secretariat Leader: Quarterly meetings are held with them.
- Internal Auditors: Quarterly meetings are held with them as well.
- The Business Group: The agenda and the employees in distribution reach out to the treasurer regarding the financial aspects of their work.
- Groups and Associations in Studentersamfundet: You act as a sparring partner and advisor to all groups concerning their finances.
- Studentersamfundet's Auditor: They serve as a sparring partner for the treasurer.

Elected Representatives Coordinator

Responsibilities and Contact Information:

Responsibilities:

- Responsible for Studentersamfundet's elected representatives
- Organizing bootcamps for elected representatives (primarily for Studentersamfundet's representatives):
Skills development and coordination for students elected to AAU's collegial bodies
- Facilitating a positive environment for representatives in collegial bodies within Studentersamfundet
- Actively participating in the planning and execution of the AAU election

Contact Person for/to:

- The Election Committee
- Studentersamfundet's elected representatives

Explanation of Responsibilities

This position was established at the 2020 Annual General Assembly as a modification of the "Election Coordinator" role, with the aim of facilitating a positive environment for Studentersamfundet's elected representatives. This includes ensuring events and communication among them, as well as contributing to the development of a vibrant student political environment.

Often, the Elected Representatives Coordinator is responsible for the Election Committee during the annual University Election. More details about this can be found in the handbook on Studentersamfundet's Google Drive.

The Role as a Contact Person

As a contact person, you are responsible for ensuring effective communication with the following:

- The Election Committee: Maintaining good contact with both the hired election assistants and the volunteers in the Election Committee.
- The Elected Representatives: Refer to the explanation of responsibilities above.

Communications Coordinator

Responsibilities and Contact Information:

Responsibilities:

- Managing communication and PR for Studentersamfundet
- Delegating tasks to the Communications Committee
- Managing social media (primarily Facebook and Instagram)
- Marketing both online and offline
- Purchasing merchandise (e.g., pens, tote bags, board apparel, etc.)
- Maintaining and supporting the Communications Committee

Contact Person for/to:

- The Communications Committee

Explanation of Responsibilities

The Communications Coordinator holds overall responsibility for Studentersamfundet's (central organization's) use of social media, external communication, and the creation of materials needed for these purposes. It is their duty to ensure a certain standard of quality for all distributed content.

The coordinator leads the Communications Committee, which involves delegating tasks, managing volunteers, organizing meetings, developing strategies, and defining work methods. All graphic materials should be created in collaboration with this committee.

The role also includes facilitating posts and shares from Studentersamfundet's communication channels, ensuring that all content aligns with Studentersamfundet's values, purpose, and supports the organization's mission.

All printed materials and merchandise supporting the central organization's activities are managed by the Communications Coordinator and the Communications Committee.

Typically, the Communications Coordinator should maintain a relatively short response time (a maximum of 3 days) to assist groups and associations with tasks such as refilling ad accounts or creating graphic materials.

The Role as a Contact Person

As a contact person, you are responsible for ensuring effective communication with the following:

- The Communications Committee: Refer to the explanation of responsibilities above.
- Groups and Committees in Studentersamfundet: Assisting with communication, PR, and graphic design needs.

Event Coordinator

Responsibilities and Contact Information:

Responsibilities:

- Planning and hosting social and academic events across AAU for members and all AAU students
- Organizing skills development events
- Delegating tasks to the Event Committee
- Creating an annual event calendar in collaboration with the board

Contact Person for/to:

- Lyd & Lys
- The Event Committee

Explanation of Responsibilities

The Event Coordinator holds overall responsibility for ensuring the organization and execution of primarily social and academic events. Additionally, they lead the Event Committee. Events should include both member-only activities and events open to all AAU students.

The Event Coordinator must also ensure that planned events do not compete with Studentersamfundet's cafés or similar initiatives.

The Role as a Contact Person

As a contact person, you are responsible for ensuring effective communication with the following:

- Lyd & Lys: The Event Coordinator serves as the contact for the Lys & Lys group when they need guidance or input from the central board.
- The Event Committee: Refer to the explanation of responsibilities above.

Coordinator for External Partnerships

Responsibilities and Contact Information

Responsibilities:

- Negotiating the organization's partnership agreements
- Securing member benefits and discounts
- Overseeing café operations
- Renegotiating agreements with unions
- Developing local member benefits and discounts
- Organizing tutor discounts for the start of the academic year
- Communicating partnership agreements to the rest of the board to ensure awareness and understanding of the agreements

Contact Person for/to:

- Cafés: Mærkbar, Barbaren, Basisbaren, Aalbar, DE-klubben og Bajers Bar
- Partners: External collaboration partners

Explanation of Responsibilities

The Coordinator for External Partnerships is responsible for managing the central organization's partnership agreements. This includes handling and maintaining existing agreements, such as those with unions and smaller local businesses in Aalborg.

The role also allows the coordinator to independently reach out to companies they find interesting for potential collaborations, offering a high level of autonomy.

It may be beneficial for the coordinator to bring a sparring partner from Studentersamfundet's board to negotiations.

The Role as a Contact Person

As a contact person, you are responsible for ensuring effective communication with the following:

- Cafés: Mærkbar, Barbaren, Basisbaren, Aalbar, DE-klubben og Bajers Bar
- Partners: Refer to the explanation of responsibilities above.

Coordinator for Faculty Councils and Local Student Associations

Responsibilities and Contact Information:

Responsibilities:

- Supporting and maintaining dialogue with local student associations and faculty councils
- Managing responsibilities for "Lokale 407," including follow-ups on cleaning and checking the booking schedule
- Hosting association meetings
- Proactively assisting with the establishment of new associations within Studentersamfundet
- Providing guidance on obtaining funding (e.g., applying for AAU grants) and strategies for recruiting volunteers

Contact Person for/to:

- All local student associations, faculty councils, and committees: Refer to the "Guidelines for Groups," which can be found [here](#))

The individual in this role holds overall responsibility for developing and supporting the faculties, associations, and committees that are part of Studentersamfundet. One of the key ways this is achieved is by serving as a link between the various groups and the board.

Specifically, this involves keeping associations updated on developments within Studentersamfundet and ensuring that they are familiar with the "Guidelines for Groups," which function as bylaws governing the activities of groups in Studentersamfundet. Additionally, the role includes advising associations on their general operations.

Whenever possible, it is highly encouraged that the coordinator participates in association meetings and provides guidance to volunteers who wish to establish their own local student association. Furthermore, the coordinator maintains contact with student associations outside of Studentersamfundet and may host informational meetings for these groups, enabling them to make an informed decision on whether to become part of Studentersamfundet.

The Role as a Contact Person

As a contact person, you are responsible for ensuring effective communication with the following:

- All groups, committees, and faculty councils in Studentersamfundet. Refer to the explanation of responsibilities above.

Social Policy Coordinator

Responsibilities and Contact Information:

Responsibilities:

- Responsible for international students
- Supporting the tasks of the Student Political Spokesperson
- Driving political initiatives related to social policy, minorities, equality, etc.
- Participating in dialogue with the International House

Contact Person for/to:

- Minorities at AAU
- The International House

Explanation of Responsibilities

This position was established during the General Assembly (GF) in 2020 as a modification of the former "International Coordinator" role. The intent was to broaden the role to include responsibilities beyond international students, addressing issues related to minorities and vulnerable groups of students. Additionally, the coordinator assists the Student Political Spokesperson in their work.

The Role as a Contact Person

As a contact person, you are responsible for ensuring effective communication with the following:

- Minorities at AAU
- The International House

IT Coordinator

Responsibilities and Contact Information

Responsibilities:

- Managing Studentersamfundet's IT solutions
- Maintaining the organization's website
- Uploading meeting minutes to the website

- Managing mailing lists for volunteers and groups
- Acting as the GDPR/Data Protection Officer
- Creating and updating drive folders

Contact Person for/to:

- EDB-drift

Explanation of Responsibilities:

The IT Coordinator is responsible for overseeing Studentersamfundet's IT in collaboration with the secretariat and ensuring the existence of an IT operations committee (EDB-drift).

The role involves ensuring the efficient functioning of the IT operations committee, uploading meeting minutes from the board, and generally keeping the website updated with relevant information.

Additionally, the IT Coordinator ensures that mailing lists within the organization are up-to-date and is responsible for creating and maintaining Google Drive folders.

The Role as a Contact Person

As a contact person, you are responsible for ensuring effective communication with the following:

- EDB-drift: Ongoing contact regarding the development and support of IT solutions within Studentersamfundet.

Positions that have previously been relevant

Study Start Coordinator

Responsibilities:

- Facilitating contact with tutors, e.g., regarding the code of conduct and invitations to the tutor seminar.
- Contact with AAU regarding tutor recruitment and seeking funding from the rector.
- Tutor shirts: Finding a supplier and making agreements.
- Facilitating the tutor seminar.
- Organizing breakfast at Honnørkajen on the first day of studies.
- Facilitating contact with the Student Chaplains regarding orientation talks.
- Ensuring there are volunteers to hold orientation talks.
- Tutor evaluation.

Contact Person for/to:

- Tutors

- Tutor Coordinators
- Aalborg University (regarding the start of studies)
- AAU Studie- og trivselsvejledning (AAU Study and Wellbeing Guidance)

Explanation of Responsibilities

The person responsible for the start of studies is encouraged to set up a committee to help with tasks related to the start of the academic year. Detailed guides on the start of studies can be found in the Study Start Drive, which provides instructions for everything.

It is the responsibility of the person overseeing the start of studies to ensure effective communication with tutors regarding Studentersamfundet's activities during the start of the semester. Additionally, Studentersamfundet is committed to training tutors, as outlined in the agreement with Aalborg University. This training takes place, among other things, at the tutor seminar.

The person responsible for the start of studies is also tasked with ensuring the tutors receive their shirts. This includes finding suppliers, negotiating agreements, and creating a design. T-shirts must also be provided for the Esbjerg campus. The person in charge will oversee the breakfast event at Honnørkajen and must be present on site for the duration of the event.

Another responsibility is facilitating contact with the Student Chaplains about orientation talks and ensuring that there are volunteers to help with the presentations.

Furthermore, the individual must ensure a thorough evaluation with the tutors after the start of the semester.

The Role as a Contact Person

As a contact person, you are responsible for ensuring good communication with:

- Tutor Coordinators (and thus tutors): For any questions, contact regarding the tutor seminar, etc.
- Aalborg University (AAU Studie- og trivselsvejledning): Meetings with AAU regarding the start of studies.