

U l t u n a S t u d e n t U n i o n

Post descriptions





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Introduction

These post descriptions apply to elected functionaries of Ultuna Student Union (ULS), henceforth referred to as the Union. The primary task of a student union is to monitor and take part in the development of the education and the preconditions for academic studies. According to Swedish law, a student union shall be democratic and able to represent the students within its scope of practice (Högskolelagen 1992:1434 kap. 4 § 9, 11).

The Union is organized into eleven operational areas: *Central administration; Education monitoring; the PhD Council; Career and business contacts; the Union building, Ceremony and tradition, Festivities and fika; Secretariat and information; International activities; Minion welcoming; and Spex*

All functionaries shall:

- Be good ambassadors for the Union.

Being a good ambassador for the Union means that you work for spreading a positive and including spirit at the Union as well as a positive image of the Union outwards. As a Union ambassador, it is important that you do not counter the Union's basic values about democracy and equality (read more about this in the *Union Policy*). You work actively to attract both new members to the Union and new functionaries by being open and inviting and taking the first step to include those who have not yet found their way to the Union.

All committee chairs shall:

- Be ultimately responsible for organizing and leading the work within the committee,
- Write an operational plan and an annual report for the committee,
- In the operational plan formulate at least one (1) aim for equal treatment¹ and throughout the year work to achieve this aim,
- Take part in establishing a budget for the committee and make sure it is adhered to,
- Make the committee members aware of the purpose and aim of the committee's work and of the economic frameworks,
- Work to appoint all positions in the committee,
- Participate in committee chair meetings (UO meetings) and committee chair days (UO days),
- Be the committee's contact person towards the Union board, other Union committees and SLU,
- Be responsible for giving the succeeding committee good instructions before they assume their posts,
- Be responsible for keeping the committee information on the Union website updated.

¹ Equal treatment aims should be concrete in order to be achievable and easy to follow up. Examples of aims can be to recruit a male to a committee which consists of only females or to serve food at the pub which everyone can eat even though they have a food allergy.



Central administration

The board

The President shall:

- Be ultimately responsible for the coordination of all Union activities,
- Have the general responsibility for the work of the board,
- Lead, plan and divide the work,
- Follow up decisions made on Union meetings and board meetings,
- Participate in the education monitoring work at the Faculty of Natural Resources and Agricultural Sciences (NJ Faculty), by being a student representative in the Programme Board (PN-NJ),
- Represent the Union on official occasions,
- Together with the chair of the Union Secretariat keep in contact with the company that handles the Union's member register,
- Be vice chairperson of the Foundation of Ultuna Student Housing (SUSBo),
- Participate in the meetings of the administrative council,
- Write a column in each issue of the Union magazine, *Ultunesaren*, and in the Agronomist association (Agronomförbundet) magazine, *Agronomen*,
- Together with the Union secretary be responsible for administering the Union scholarships and grants,
- Be the host of and give the welcoming speech at the Union proms, formal occasions and dinners,
- Compile the Union's collective operational plan and annual report,
- Update the Union vision and the Union Policy,
- Book SLU's rooms and halls for the committees,
- Arrange card access to campus for Union functionaries,
- Be ultimately responsible for the Union's member register and make sure invoices are ordered,
- Be authorized signatory of the Union,
- Be part of the scholarship committees for the Cornell scholarship and the Novosibirian scholarship,
- Have the ultimate responsibility at the Union for the Cornell scholarship and collaborate with IC on this,
- Be part of the board of Drivhuset Uppsala,
- Be a student representative in the Commissariat steering committees at MVM, BioC and Ecology center,
- Be a student representative in the academic appointments board at the NJ Faculty (LFN-NJ),
- Together with the Information Official be responsible for press contact,
- Work for good collaboration with other student unions,
- Be ultimately responsible for leading the work of recruiting members to the Union,
- Be responsible for applying for student union status every third year,
- Be responsible for applying for funding from SLU to finance the Union activities,
- If elected on an even year, represent the Union in Lammska stiftelsen's board for two years



The Vice President responsible for educational matters shall:

- Be ultimately responsible for the education monitoring at the Union
- Participate in the education monitoring work at the Faculty of Natural Resources and Agricultural Sciences (NJ Faculty), by being a student representative in the Programme Board (PN-NJ),
- Participate in the education monitoring work at the Faculty of Veterinary Medicine and Animal Science (VH Faculty), by being a student representative in the Programme Board (PN-VH),
- Participate in the education monitoring work at the Faculty of Landscape Architecture, Horticulture and Crop Production Science (LTV Faculty), by being a student representative in the Programme Board (PN-LT),
- Participate in the Agricultural Programmes Council (RAG)
- Convene and lead the work of the education monitoring committee (StudU), where the study councils' work is discussed and coordinated,
- Keep in contact with the board/chairperson of the PhD council,
- Monitor educational matters in politics on a national level,
- Act as deputy chairperson of the Union board,
- During two years be part of the board for Center for sustainable development (CSD).

The President and Vice President responsible for educational matter shall together:

- Answer referrals and write comment letters,
- Represent the Union in the collaborative body for the student unions at SLU (SLUSS) at its annual meetings,
- Represent the Union in the Swedish National Union of Students (SFS) at its annual meetings during their term of office and, if needed, during the subsequent term of office,
- Participate in the education monitoring work at the Faculty of Natural Resources and Agricultural Sciences (NJ Faculty), by being a student representative in the Faculty Board (FN-NJ) and in the preparatory committee (AU),
- Participate in the education monitoring work at the Faculty of Veterinary Medicine and Animal Science (VH Faculty), by being a student representative in the Faculty Board (FN-VH) and in the preparatory committee (FN-Bu),
- Participate in the education monitoring work at the Faculty of Landscape Architecture, Horticulture and Crop Production Science (LTV Faculty), by being a student representative in the Faculty Board (FN-LT),
- Represent the Union at external conferences, dinners and events.

The House Master shall:

Within the board

- Have the general responsibility for the operational area *Festivities and fika* and keep a continuous dialogue with the different committees,
- Inform the board and other concerned of Swedish alcohol legislation and serving alcohol at the Union,
- Keep a continuous dialogue with the board in matters concerning the Union building and external leasing,
- As a board member, attend board meetings and work as a link between the Festivities committee and the board,
- Represent the Union at external dinners,



- Keep a continuous dialogue with the Paymaster regarding different purchases.

Within the Festivities Committee

- As chair of the Festivities Committee lead the work prior to and during dinners, parties and other happenings,
- Inform and work together with the Festivities Committee regarding Swedish alcohol legislation to make sure it is conformed to and is continuously integrated into the activities,
- Make sure that the Union has a holder of the liquor license or an appointed person in charge of the sale of alcoholic beverages during internal leasing,
- At the beginning of each semester apply for approval of new persons in charge of the sale of alcohol within the Union's liquor license issued by Uppsala Municipality,
- Make sure that all members of the Festivities Committee complete the education necessary for their positions,
- Apply for licenses and permissions necessary for the work of the Festivities Committee,
- Keep a continuous dialogue with the paymaster of the Festivities Committee regarding different purchases.

Regarding external activities

- If possible be the holder of the liquor license during external leasing, or appoint a suitable person to be in charge of the serving of alcoholic beverages and take part in the planning of the event,
- Keep a continuous dialogue with the paymasters of the Festivities committee and of the board regarding external leasing,
- Be responsible for and inform about external leasing of the Union building, and sign contracts of external leasing,
- Make sure the Union building is advertised in terms of external leasing,
- Through increased external leasing, contribute to the financing of the House Master,
- Be the Festivities Committee's contact person towards external people.

Regarding the Union building

- Keep a continuous dialogue with SLU and Akademiska hus in matters regarding the operation of the Union building,
- Have the general responsibility for the Union building and be responsible for the daily operation of the Union building,
- Make sure that the Union has a renovation plan that is being followed and make sure that the Union undergo regular inspections,
- Oversee the fire protection at the Union and perform regular SBA-controls, and correct potential errors,
- Be responsible for and inform about leasing of the Union building and sign contracts during internal leasing. Make sure that Union committees easily can book parts of the Union building for meetings and other activities connected to the Union,
- Make sure that the persons who need access to (parts of) the Union building receive the keys they need,
- Make sure that a cleaning day is arranged each semester, where the Union committees help out cleaning,
- Manage orders of consumables with the assistance of the Equipment manager,



- Together with the Equipment manager make sure that reparations and other maintenance of inventories are carried out when needed,
- Together with the equipment manager make sure that the wooden floors are oiled four times per year,
- Tend to the Union's pot plants and purchase new plants when needed,
- Receive the magazines sent to the Union and keep the magazine racks updated,
- Regularly clean the Union building so that the Union members get a pleasant environment and decorate the Union building during holidays,
- Make sure the garbage disposal is functioning.

The Student Welfare Official shall:

- Be the Union representative regarding the work with equal opportunities within the Union and SLU,
- Be the Union representative in the Student Welfare Group (SSG),
- Work with student welfare matters towards Uppsala Municipality,
- Be the Union's contact person towards the Student Health Service (Studenthälsan),
- Be the Union's contact person towards the Joint Committee for Crisis Collaboration (Krissamverkansgruppen),
- Be the Union's contact person towards the Traffic Safety Council (Trafiksäkerhetsrådet) and make sure that the Union's two positions in the council are filled,
- Actively monitor student welfare matters on a national level,
- Be the Union's contact person in matters regarding student finance, student insurance, housing allowance and other matters regarding student social security systems,
- Convene and lead the work of the Student welfare representative group (SSRG),
- Inform the Union functionaries about and update the *Crisis plan* and the Union's *Alcohol and drug policy*,
- Be responsible of appointing three "Jourhavande Ultunesare" (Union officials on duty),
- Maintain good contact and collaborate with the Buddy Committee (Fadderiet), the Welcoming Committee for Undergraduate Students (SMK), the Master Committee (MC) and the International Committee (IC) before and during the welcoming weeks,
- Maintain good contact and collaborate with the Spex General before the "spex" each year,
- Be responsible of compiling and updating the Union functionary NoK list (next of kin),
- Be responsible of compiling the equal treatment aims from the Union committees,
- Be acting member of the Equal Treatment Committee (LikeU),
- Be the Union representative in the equal treatment committees at the NJ and VH faculties,
- Maintain good contact with the Student Safety Delegate, and take on the responsibilities of this position if it is vacant,
- Together with the Student Safety Delegate participate in meetings with the Regional Working Environment Committee (RAK).

The Career and Business Contacts Official shall:

- Convene and lead the work of the Career and Business Committee,
- Be ultimately responsible for the Union's business contacts and external contacts, including maintaining good contact with the companies, authorities and organizations



connected to the education programmes of the Union members. The purpose of this is to facilitate the students' entry into the labour market,

- Work to make sure that the committees under the operational area *Career and business contacts* maintain a good collaboration,
- Make sure that collaboration agreements are written, maintained and renegotiated annually with existing and new partners, and make sure that these agreements are conformed to,
- Have the general responsibility for the events organized by the Career and Business Committee.

The Secretary shall:

- Act as secretary on the board meetings and write the minutes at Union meetings,
- Take notes during meetings with the Student Union Council (SKR),
- Take notes during committee chair days (UO days),
- Together with the Election Committee and the Information Official call Union meetings and announce dates for election and deadlines and nominating candidates and submitting motions,
- Compile the meeting documents prior to Union meetings,
- In consultation with the President be responsible for administering the Union scholarships and grants and announce these,
- Be responsible for booking, information and other daily operations regarding Aron's house, and be responsible for the contact with Alnarp's Student Union regarding Aron's house,
- When necessary, update the Union by-laws and other governing documents,
- Write Union testimonials,
- In consultation with the Archivist file original minutes from the Union committees,
- In consultation with the President collect proposals of Union names for functionaries prior to Union baptisms,
- Make sure relevant unofficial information is conveyed to succeeding boards.

The Paymaster shall:

- Have the general responsibility for the Union's economy. The work includes paying bills and salaries, send invoices etc.,
- Make sure that payroll taxes and wage taxes are paid and reported to the Swedish Tax Agency,
- Make sure all transactions are recorded in the bookkeeping, and account for the annual financial report before the Union meeting,
- Work as a link between the Union accountants and the operational areas of the Union. At the beginning of the year, the Paymaster of the board calls the paymaster of each operational area to an introduction of the planned activities, together with the Union accountants.
- Be a member and convenor of the Administrative Council,
- Compile a budget for next year to the Union budget meeting, and account for the budget before the meeting,
- Be authorized signatory of the Union.



The Information Official shall:

- Have the general responsibility for information conveyed between the Union and its members and other students at campus,
- Be responsible for the Union website and together with the Web Master and the Web Developer work for keeping the information on the website updated,
- Make sure that a digital newsletter with information from the Union is issued regularly during semesters,
- Be responsible for the Union's bulletin boards,
- Be responsible for Union information in other channels such as Studieblocket, TV-screens in the Union building and Undervisningshuset, and the Union's social media,
- Be ultimately responsible for making sure that the yearbook (Avelskalendern) is provided to the members,
- Together with the Technique Manager make sure that the Union mailing lists are functioning, updated and used as intended,
- Coordinate the contact between the Union committees, operational areas and the board by calling them to committee chair meetings (UO meetings), and be chair at these meetings,
- Promote and participate in projects to increase awareness about the Union,
- Assist the presidium in writing letters and petitions from the Union,
- Update the *Communication Policy* and the *Union Name Policy*.

The 9th Official shall:

- Work as a link between last year's board and the current board, including transferring information, acting as a supportive resource and providing insight into previous matters handled etc.,
- Provide help and support in matters and decisions faced by the new board,

The 9th Official is elected among the members of last year's board.

All Board Officials shall:

- Represent the Union in an exemplary manner during internal and external event on and outside the Union.

Controller

The Chair shall:

- Work on behalf of the Union board,
- Have a supportive, advisory and supervisory function in financial matters within the Union, primarily towards the Union board, the Administrative Council and the paymasters,
- Have good insight into the Union's finances and by-laws and have a general economic knowledge,
- Be a member of the Administrative Council and participate in its meetings, as well as keeping the other members of the Controller updated on matters discussed during these meetings,
- Organize information and assistance to the Union paymasters, mainly regarding bookkeeping but also on other financial matters,



- Continuously follow up the Union's economy and bookkeeping,
- Participate and help out in the work with the annual financial report as an assistant and controller of accounts,
- Be responsible for maintaining the contact with the Union accountants.

All members shall:

- Participate in assisting and informing the Union paymasters,
- Participate in the work with the annual financial report as assistants and controllers of accounts,
- Assist the Chair in the follow-up of the Union's economy,
- Act as deputy members of the Administrative Council meetings.

Union-meeting Moderator

The Union-meeting Moderator shall:

- Act as moderator when the highest decision-making body of the Union – the Union meeting – convenes,
- Be a resource for the members in matters regarding motion procedures, meeting technique etc.,
- Assist the board and the Election Committee prior to Union meetings

Student Safety Delege

The Student Safety Delegate shall:

- Be the Union representative in the Student Welfare Group (SSG) together with the Student Welfare Official of the board,
- If necessary, participate in safety rounds in rooms and buildings where students reside,
- Be the Union representative in the Regional Working Environment Committee (RAK)
- Maintain good contact with the President and the Student Welfare Official of the board in connection with meetings concerning the working environment of the students,
- Be responsible for the student insurance of the Legal, Financial and Administrative Services Agency (Kammarkollegiet), which is applicable if a student is injured.

Primus Motor

The Primus Motor shall:

- Act as chair and convenor of the Student Union Council (SKR),
- Work as a link between the board and the Student Union Council (SKR).

Equal Treatment Committee (LikeU)

The Chair shall:

- Arrange activities that promote and highlight equal treatment,
- Work for good knowledge about SLU's *Equal treatment plan* among the students,
- Inform the students about where to turn to with questions regarding equal treatment,
- Assist the Student Welfare Official of the board in matters regarding equal treatment,
- Make sure that the Student Welfare Official of the board is invited to the committee



meetings as acting member,

- Be the Union representative in the Student Welfare Group (SSG), together with the Student Welfare Official of the board.

The Vice Chair shall:

- Assist the Chair in the daily work,
- Gradually take over the Chair's duties.

All members shall:

- Assist the Chair in the daily work.

Election Committee

The Election Committee shall:

- Be responsible for the ordinary Union elections on the November, March and May Union meetings, and for potential by-elections,
- Actively recruit candidates to the Union posts,
- Inform about election and nomination procedures,
- Announce and advertise election day,
- Compile and allocate nomination lists,
- Arrange hearings and elections, and announce and allocate election results.

The Chair shall:

- Be ultimately responsible for the ordinary Union elections and by-elections,
- Provide an updated list of elected Union functionaries.



Ceremony and tradition

Tradition Committee (TradU)

The Master of Ceremonies shall:

- Continuously administer the history of the Union,
- Act as chair of the Tradition Committee and work for maintaining good contact and good collaboration between the posts in the committee,
- Convene to meetings with the Tradition Committee when necessary, to maintain contact and information exchange between the members,
- Be responsible for social activities within the committee
- Be responsible for the graduation ceremony before the spring ball and the Lucia ball, and together with the Master of the Graduation Ball divide the work for the ceremony,
- Act as advisor for other committees regarding Union ceremonies and traditions,
- Be responsible for the historical tour during the Welcoming Weeks,
- Convene Ultuna Croquet Society during the Welcoming Weeks,
- Annually update a list of the birthdays of prominent people connected to the Union,
- Annually update a list with contact information to people that the Masters of Ceremony can contact regarding ceremonial events at the Union,
- Represent the Union at the Uppsala Student Nations' Marshals Convent (Marskalkkonventet).

The Archivist shall:

- Be responsible for the Union archive and file documents from Union activities that may be of historical value,
- Be responsible for the organization of the archive,
- Assist the committees and the board with filing documents,
- Represent the Union at the Uppsala Student Nations' Archivist Convent (Arkivariekonventet).

The Master of the Graduation Ball shall

- Arrange the Union's two graduation balls, one in the spring and one in the fall,
- Book rooms/halls for the graduation ceremony, photo shoot etc.
- Inform the graduating students about registration to the graduation ceremony and dinner, ordering of rings etc.,
- Engage speakers to the dinner,
- Assist the President in finding a speaker for the graduation ceremony, and in consultation with the President send invitations to prominent people,
- Collaborate with the Festivities Committee which arranges the dinner and propose suggestions about the party, and make the table seating,
- In consultation with the President and the Masters of Ceremony organize the graduation ceremony,
- Inform about graduation verse procedures, communicate with the those responsible for each graduation verse, and recite the verses during the graduation ceremony,
- Arrange verse pubs for the graduating students and collaborate with the volunteering committee responsible for the pub.



The Battery shall:

- Make sure that salute is fired at dinners, Union meetings and other ceremonial occasions,
- Together with the President handle delivery of ammunition from and communication with the Uppland Regiment in Enköping,
- Be responsible for safekeeping and care of the Union cannons and gunpowder,
- Coordinate traditional exercises with other Union arms.

The Standard-bearer shall:

- Together with the deputy standard-bearer be responsible for the Union standards, flag and flagpole,
- Be involved in the Union's graduation ceremony and represent the Union at the Uppsala Student Nations' Standard-bearer Convent,
- Represent the Union at ceremonies arranged by SLU, such as doctoral award ceremonies and professorial inaugurations,
- Work for the participation of the Union standard on other ceremonial occasions such as the Alfred Nobel Day in Stockholm,
- Raise the Swedish flag on the Union flagpole according to Swedish flag guidelines,
- Be responsible for bestowing splendor on the Welcoming weeks by attending with standards and flags.

The Grave Keeper shall:

- Be responsible for the management of the Union grave at Hammarby cemetery,
- Keep the grave in neat condition regarding i.e. plants and gravel,
- On solemn occasions, such as birthdays, days of death, Easter and Halloween, honor the memory of the deceased by lighting candles or in other suitable manners,
- Have certain knowledge about the buried and their history,
- Be able to show and tell about the grave to those interested,
- Handle the communication and coordination in the event of a request to be buried in the Union grave. This includes communication with stonemasonry, relatives, cemetery management, the Union board etc.,
- Update the record on i.e. who has been promised a place in the grave.

The Chronicler shall:

- Summarize the past academic year in a chronicle published in the yearbook (Avelskalendern),
- Pay attention to events and activities connected to the Union.

Sauna Committee (BastU)

The Chair shall:

- Promote sauna bathing at Ultuna,
- Make sure the sauna is kept in good condition and maintain good contact with the Veterinary Medicine Association (VMF) regarding sauna-related matters.



Cultural Committee (KulU)

The Chair shall:

- Work for cultural activities at the Union, i.e. through committee-arranged visits to the theater, movie screenings, book circles, pub evenings and smaller parties throughout the year.

All members shall:

- Assist the Chair in the daily work.

Tractor Committee (TraktU)

The Chair shall:

- Be responsible for keeping the Union Tractor, a Volvo BM T230 '58, in workable condition through service and care,
- Be responsible for keeping the Tractor idling outside the Ultuna restaurant when guests arrive to the main Union dinners,
- Make sure the Tractor is driven and handled in a safe manner which does not cause damage to persons or to economic possessions,
- In consultation with the Sponsorship Official of the Career and Business Contacts Committee, investigate the possibilities of fundraising for intended investments,
- Sell shares in the Union Tractor.



The PhD Council

PhD Council (DR)

The PhD Council (DR) is the Union body responsible for matters regarding research and doctoral studies, and other matters concerning the doctoral students at the Faculty of Natural Resources and Agricultural Science (NJ). DR consists of a board and representatives from all departments of the Faculty. DR's board consists of a Chair, a Vice Chair, a Vice Chair responsible for the economy, a secretary and a member, as well as potential acting members. DR is represented in SLUSS PhD Student Council (DN), the Faculty board (FN), the Doctoral Education Committee (FUN), the Council for PhD Education (FUR), the Docent Committee and the Council for Environmental Monitoring and Assessment (Fomar). Together with other PhD Councils at SLU, PhD student representatives are elected to SLU's board, SLUSS, the Council of Researchers (FoR), NOVA and the PhD Council of the Swedish National Union of Students' (SFS).

The Chair shall:

- Convene and lead the work of the PhD Council,
- Represent the PhD students in SLUSS PhD Student Council (DN)

The Vice chair shall:

- When necessary, act as deputy Chair of the PhD Council.

The Vice Chair responsible for the economy shall:

- Make a budget and an annual account of the PhD Council's business year.

The Secretary shall:

- Coordinate DR's work with calls, dispatches and minutes,
- Collect reports from representatives of committees and councils,
- Be responsible for updating lists of department representatives etc.

The Member shall:

- Assist other PhD Committee officials in their work,
- Be responsible for social activities.



Festivities and fika

Fika Committee (FiQ)

The Chair shall:

- Together with the Fika Hosts go through what is needed for next week and make sure it is purchased,
- Be responsible for the advertising of the committee

The Vice Chair shall:

- Assist the Chair in the work within the committee,
- Gradually take over the Chair's duties.

The Fika Hosts shall:

- Run the café and participate in other activities upon agreement with the Chair and other Fika Hosts,
- Keep the kitchen clean and tidy and participate in the cleaning days that FiQ attends,
- Notify the Chair or another appropriate person if anything runs out and/or needs to be purchased, or if there is a request to purchase any special items,
- Actively recruit new committee members and "guest-FiQs"

Union DJs (GN)

The Chair shall:

- Be responsible for the music during festivities, pubs, program parties and at external leaseings,
- Be responsible for the PA system during Union dinners,
- Update the music collection and SAMI and STIM rights,
- Coordinate the DJs and together with them decide what music to play and by whom,
- Be the main contact person in matters regarding the music at external and internal leaseings.

All members shall:

- Play music at parties and other events and be responsible for the PA system during dinners,
- Together with the Chair make sure that the DJ equipment is operated and the music collection is updated,
- Assist other committees that use the sound equipment, mainly during verse pubs, Minion weeks and other pubs.

Festivities Committee (KM)

The Bar Master and Deputy Bar Master shall:

- Be responsible for the bar and beverages during dinners, which entails choosing and purchasing a suitable aperitif and mealtime drinks,
- Pour the aperitifs prior to the pre-dinner mingle,
- At dinners and balls in Syltan, transport all beverages there,



- Every time the bar is used, make sure that the bar supply is sufficient and that required items are in stock. This applies to alcoholic beverages. When other committees use the bar they purchase the non-alcoholic beverages and other items. When KM uses the bar, the Bar Masters are responsible for purchasing everything that is needed in the bar,
- Make sure that there is enough staff to run the bar and lead their work during the evening. This entails informing the staff about Swedish alcohol legislation and the Union's *Alcohol and Drug Policy* together with the holder of the liquor license, and to provide other important information,
- After pubs or dinners, make an inventory of the bar supply and report this to the KM Paymaster,
- Make sure other members of KM gets the chance to learn about beer and wine, mix drinks and tend the bar.

The Kitchen Master and the Deputy Kitchen Master shall:

- Decide on the menu and compile recipes for the main dinners,
- Inform the kitchen about the number of guests and special food preferences, as well as the number of KM members who will be eating and their food preferences,
- Make sure that there are descriptions on how to use the kitchen and information about safe food handling available and easily accessible in the kitchen, and that this is communicated to all committees that use the kitchen,
- During the main dinners, prepare lunch and fika to KM and, if applicable, to live bands and security guards,
- Make sure that the serving staff have access to fruit, sandwiches and food throughout the evening,
- At 04-parties, serve midnight meal to the guests,
- Together with the Fika Committee and the House Master, keep the kitchen clean and tidy,
- Be responsible for purchasing the food for lunches and dinners arranged by KM,
- Keep track of the kitchen chinaware, cutlery etc. and replace missing items.

The Party Master and the Deputy Party Master shall:

- Plan and have the main responsibility for the Union dinners at Syltan,
- Order tablecloths, napkins, candles and serving clothes to the balls,
- Make sure that there is serving and dish staff and lead their work during the evening,
- Be responsible for the serving staff's dinner,
- Make sure that Syltan is cleaned the same evening/night,
- Be responsible for the serving during dinners and make sure all beverages are brought out in the right amount, order, temperature etc., and brief the serving staff about the beverage serving of the evening,
- Count all chinaware etc. outside of the kitchen and make necessary purchases prior to external leasings and dinners. This includes everything in the chinaware storage, the glass storage and the bar,
- Before dinners in Syltan, together with the Union Marshal hand in a time schedule to the kitchen in Syltan,
- Together with the Union Marshal be responsible for the table arrangement. Before the dinners, a map of the tables should be drawn to be able to put the tables back in the right place the following day,
- In consultation with the Union Marshal and the Song Leader make a time schedule for the



dinners,

- In consultation with the Union Marshal and the Song Leader conduct the Union dinners.

The Paymaster shall:

- Be ultimately responsible for the economy of the operational area Festivities and fika. This includes handling billing and the sale of dinner and snaps tickets,
- Participate in the planning of KM:s dinners and parties and assist the rest of the committee during the evening,
- Together with the Club Master be responsible for sending the restaurant report to Uppsala municipality every semester,
- Handle day-to-day bookkeeping and write the Festivities Committee's annual financial report of the Festivities Committee,
- Together with the Union House Master, have the responsibility for the sale of alcoholic beverages during dinner parties,
- Together with the Union Marshal be responsible for the sale of dinner tickets.

The Union Marshal shall:

- In consultation with the Board write invitations to selected guests,
- At Union dinners, be responsible for the table seating and together with the Party Master be responsible for the table arrangement. Before the dinners, a map of the tables should be drawn to be able to put the tables back in the right place the following day. The Union Marshal and the Song Leader are responsible for putting back the tables on the day after the dinner,
- In consultation with the Party Master and the Song Leader conduct the Union dinners,
- Present speakers and events during the Union dinners,
- Together with the Song Leader, inform the Union members about the traditional dinners,
- Make sure that the Union name register is updated once a year,
- In consultation with the Party Master and the Song Leader make a time schedule for the dinners. The Union Marshal is responsible for making a time schedule and sending it to Syltan in good time,
- Together with the KM Paymaster be responsible for the sale of dinner tickets,
- Be responsible for creating posters and posting these around campus, and provide the Information Official of the board with information about events for social media.

The Song Leader shall:

- Lead the song during the traditional Union dinners,
- Maintain the song tradition of Ultuna Student Union,
- In consultation with the Party Master and the Union Marshal conduct the Union dinners,
- Make song booklets for the traditional Union dinners,
- Act as secretary during the Festivities Committee's meetings and save all minutes in a binder that is regularly handed in to ULS' secretary,
- Together with the Union Marshal be responsible for putting back the tables on the day after a dinner,
- Together with the Union Marshal inform the Union members about the traditional dinners,
- In consultation with the Union Marshal and the Party Master make a time schedule for the dinners,



- Be responsible for collecting all found songbooks after dinners and contact their owners.

The Bartenders shall:

- Assist the Bar Master and the Deputy Bar Master during dinners and pubs.

The Equipment Manager shall:

- Handle orders of consumables such as fuses, light bulbs and other office supplies,
- Make sure that repairs and other maintenance of inventory is conducted when necessary. This includes for instance changing light bulbs and mending what can be mended, such as chairs and tables,
- Make sure that the wooden floors are thoroughly cleaned and oiled four times per year, for instance before the graduation balls, the Comrade Dinner and the Moose/Goose Dinner,
- Assist the House Master in matters regarding the premises,
- Be responsible for setting up the coat check when it will be used. KM decides when to use it, based on available resources and needs,
- During dinner parties or similar events when KM uses the Union building, assemble and clean the outdoor seating and the patio after use.

The Event Master shall:

- Assist the House Master,
- Be the second contact person at external leasings,
- Learn about the inventory system and the bar supply from the Bar Masters and be able to prepare the alcoholic beverages for external leasings.

The Pub Master shall:

- Be the second contact person and have the general responsibility for pubs at the Union,
- Assist the House Master with food inventory and purchases.

All members shall:

- Set the table in Syltan the day before dinners and clean the Union and Syltan after dinners and parties. If unable to attend, one should find a replacement,
- Assist other KM members in the bar or in Syltan when out of duties during dinners, parties or other events arranged by the Festivities Committee,
- Assist other members of KM when necessary,
- Be in charge of the sale of alcoholic beverages during pubs and other events.

Kommissionären

Ordförande

ärligger särskilt att:

- ~~○ Kommissionären håller öppet vid lunch under terminstid.~~
- ~~○ Ansvara för inköp av bl.a. kaffe, godis, läsk och frysta luncher som säljs till låga priser.~~
- ~~○ Har hand om försäljning av Kårnålar, Kårband och Kårensångbok.~~
- ~~○ Har hand om försäljning av kontorsmaterial såsom block, pennor och pärmar till låga priser.~~



~~○ Verka för en trivsamt och trevligt lunchmiljö i Kårhuset.~~

Ledamöter

~~åliggör särskilt att:~~

~~○ Att bistå ordföranden i utskottets dagliga arbete.~~



Jyns

The person in charge of Jyns shall:

- Make sure that the Jyns equipment is kept in good condition and that the storage is clean and tidy,
- Assist the outgoing President with the handing over during the Lucia ball,
- Assist the ULS board with the baptism of honorary members and other people entitled to Union names,
- Ensure that all Union functionaries have bathed in the crystal blue water of the Fyris,
- Assist the Minion Committee (SMK) and the Master Committee (MC) during the Historical Tour, the Song Book Dinner and the Minion Dinner with subsequent baptism,
- Make sure that Jyns activities are carried out in a well-planned manner which does not jeopardize the future of the Jyns tradition, while at the same time creates a unifying memory of Ultuna,
- Represent Ultuna at VMF's Midwinter Blót,
- During the Sea Battle, assist ULS' board in bringing down Uppsala Student Union's boat,
- As much as possible, be able to perform Jyns activities in different suitable contexts and occasions.



International activities

International Committee (IC)

IC is responsible for ULS' international matters and contacts. The activities include welcoming activities (including individual Buddies for incoming international students), study trips, lectures and movie nights or pubs. An important part is the welcoming of new international students together with the Master Committee (MC) and in collaboration with the Minion Committee (SMK), the Buddy Committee (Fadderiet) and other committees involved. Everything has an international connection and IC is also responsible for promoting internationalization of the Union and increase the interest among Swedish students to go on international exchanges and trips.

The Chair shall:

- Organize and coordinate the activities within the committee,
- Represent the committee towards the Union Board, other Union committees, the university and other associations when necessary,
- Have the main responsibility for planning and coordinating the welcoming weeks for international students at the beginning of each semester,
- Before the autumn semester and during the Minion Weeks, have the responsibility to communicate with the Master Committee (MC), SMK, the Buddy Committee and other committees involved,
- Together with the Paymaster, apply for funds from SLU and for external funds,
- Be part of the scholarship committees for the Cornell scholarship and the Novosibirian scholarship
- Write IC's operational plan and annual report and update the post descriptions.

The Buddy Coordinator shall:

- Arrange and be responsible for the buddy program for incoming exchange students at SLU, Ultuna,
- Strive to involve the buddies in the social activities that IC arranges.

The Paymaster shall:

- Be responsible for the economy, handle bookkeeping and financial transactions for the operational area International activities.

The Secretary shall:

- Write minutes during the committee's meetings,
- Assist the PR Official with updates of the website.

The PR Manager shall:

- Update the website,
- Be responsible for updates of the Facebook group ULS International Committee,
- Be responsible for the layout of dispatches and posters.

Master Committee (MC)

MC is responsible for planning, preparing and organizing the welcoming weeks and the buddy program for new students of master programs within the Union. This is done in close collaboration with the International Committee (IC) and in coordination with the Minion Committee (SMK), the



Buddy Committee (Fadderiet), Jyns and other committees involved. In addition, MC shall strive to involve master students in Union activities throughout the year, and, when necessary, be available as a contact and sounding board to the Master Delegates of the study councils.

The Chair shall:

- Organize and coordinate the activities within the committee,
- Represent the committee towards the Union Board, other Union committees, the university and other associations when necessary,
- Be responsible for contact with the Buddy Committee (Fadderiet), SMK, IC and the Union Board for coordination of all welcoming activities during the Minion Weeks,
- Hold frequent meetings with the committee,
- Together with the committee members, recruit buddies from the master programs and keep them informed before and during the Minion Weeks,
- During the Minion Weeks, make sure that the committee has a continuous communication with the Buddy Committee, SMK and other committees involves,
- Make sure that contact information to all master students is compiled from the Programme Director of Studies in order to create functioning email lists to communicate relevant information about the welcoming weeks as well as other information about the Union,
- Help the subsequent Chair of the Master Committee through a good handing over, and be available as a sounding board for at least the first semester.

All members shall:

- Actively participate in the planning before, during and after the Minion Weeks,
- Be available for the new master students with information about campus, Ultuna, Uppsala and the Union,
- Actively participate during the welcoming weeks in the activities arranged by the Master Committee,
- Participate in the planning and organization of other social events that MC arranges throughout the year, and be available as contact persons towards specific master programs and relevant study councils.

International Association of Students in Agricultural and Related Sciences (IAAS)

IAAS' mission is to promote exchange of experience, knowledge and ideas, and to improve the mutual understanding between students in agricultural and related sciences all across the world. This is accomplished through arranging activities and meetings between the member countries, and through the exchange program that IAAS is part of. The exchange program gives students a chance to do internships abroad. IAAS consists of a National Director (Chair), two Exchange Coordinators and two members.

The National Director shall:

- Organize and coordinate the work within the committee,
- Organize national and international activities,
- Convey the IAAS mission and important information to the committee, to the Union and to students at SLU, i.e. inform about upcoming meetings, seminars, exchange weeks and other activities,



- Coordinate ULS participation in the network and attend seminars and meetings with the organization,
- Make sure that Sweden is represented in all negotiations with the association regarding for example by-laws and laws for IAAS International,
- Communicate with local, regional and global committees,
- Keep IAAS International updated on changes in the Swedish committee, such as change of members, contact information etc.,
- Together with the Paymaster, make a budget and apply for funds from SLU and external funds,
- Write an operational plan and an annual report for IAAS, and update the post descriptions,
- Hand in a national annual report from Sweden to IAAS International, and make sure it is presented at WoCo (the World Congress Meeting) and EDM (European Director's Meeting),
- Be responsible for paying the membership fee in time,
- Be responsible for handing over to the subsequent National Director.

The Exchange Coordinators shall:

- Coordinate ULS participation in the network and attend seminars and meetings with the organization,
- Be responsible for organizing the exchange program on a national level, i.e. convey contact between Swedish farmers and foreign students doing their internship in Sweden, and handle the contact with the Swedish Migration Agency,
- If the incoming student needs a work permit, fill out, stamp and submit the work permit application to the Swedish Migration Agency together with the student's other documents,
- Inform students and employers about the exchange program,
- Follow applications from students in the online database,
- Interview all outgoing students who plan to participate in the exchange program, and sign the contract for the internship placement,
- Provide the student with all necessary information about the exchange program to help her/him to prepare for the interview and the internship,
- Collect and administrate the exchange fee and the deposit to IAAS International that the outgoing Swedish student should pay to participate in the exchange program,
- Inform the National Director about the development of the exchange program,
- Hand in a report of the results from the exchange program with statistics (including planning of internship placements for next year) to the Chair of the exchange program in IAAS International, and make sure it is presented at IAAS World Congress,
- Keep regular contact with EQB (Exchange Quality Board) and inform them when necessary according to IAAS' policy and standard for the exchange program.
- Administer the exchange program in accordance with IAAS policy and standard for the exchange program,
- Keep in contact with the internship hosts (the Swedish farmers) and if it is requested, find new internship placements,
- Be responsible for handing over to the subsequent Exchange Coordinators and give them all passwords to the online database and to the ExCo guide.

The members shall:

- Assist the Chair and the Exchange Coordinators in performing the tasks of the committee



and other potential projects that the committee is planning.



Secretariat and information

Administration Office (KK)

The Chair shall:

- Ensure that the committee members are familiar with procedures for registration, updating of member information, payment of semester fees and membership cards,
- Make sure that the Administration Office is open at lunchtime on weekdays during the semester,
- Be ultimately responsible for the Union's membership register,
- In consultation with the Union Board, annually revise the information regarding Union membership that is sent out to accepted program students, PhD students and exchange students,
- Be responsible for ordering membership fee invoices before every semester,
- Report discount verifications for PhD students to Mecenat,
- Keep the Administration Office rule book up to date,
- Keep cheat sheets, binders and manuals up to date,
- Keep the committee informed about Union activities in order to help students to get in touch with the right committee or person.

The Vice Chair shall:

- Assist the Chair in the committee's daily work,
- Gradually take over the Chair's duties.

All members shall:

- Staff the Administration Office and handle the daily work, and assist the Chair if special projects are planned.

Marketing Committee (MarkU)

All members shall:

- Work for good marketing of the Union through a broad range of information channels and with an ambition to reach many audiences with the Union message as well as with information about activities,
- Work for and participate in projects to increase awareness about the Union and Union activities.

The Chair shall:

- Lead the committee in the duty of working for good marketing of the Union through creativity and with an ambition to reach many audiences with the Union message as well as with information about activities,
- Work for an increased awareness about the Union and the Union message, and arrange projects to support this cause,
- Assist other Union functionaries in matters regarding marketing,
- In consultation with the Board, be responsible for Kårkollen.

The Yearbook Editor shall

- Work to maintain a high service value of the yearbook (Avelskalendern) for the students,



- Lead the work with compiling the yearbook,
- Act as convenor of key persons from different committees who need to collaborate in the production of the yearbook and be the contact person towards the printing company,
- Assist other Union functionaries in marketing matters regarding the yearbook.

The Union Designer shall:

- Assist the Union committees in the production of different types of media such as posters, banners, leaflets etc.,
- Work for development and enforcement of the Union's graphic profile.

The Web Master shall:

- In collaboration with the Information Official of the Board and the Chair of the Marketing Committee, keep the Union website updated with regards to contact persons, calendar and upcoming events,
- Work for updates of the committee pages on the websites when committees send in text material,
- Be responsible for the publishing of Union Meeting minutes, scholarship information and other documents on the website upon request from the Union Board,
- Create online registration forms on the website and work for awareness and usage of this function among the committees,
- Work together with other committees to update and develop the English part of the website,
- With the input from Union members, strive to make the website feel alive and up to date,
- When necessary, instruct other Union functionaries on how to manage the website,
- Watch the advertising market and forms and clean these regularly, and sent filled out forms to applicable persons.

The Union Photographer shall:

- Work for the existence of a picture gallery available for Union members on the common server and make sure it is kept up to date and searchable,
- Photograph Union events such as dinners and other activities upon request from committees and the Board,
- Assist the Union committees during photo shoots,
- Photograph new students for the yearbook and assist the Yearbook Editor with image editing,
- Work for the existence of images of the Union building and similar for external leasing purposes,
- Tend to the Union photography equipment and be responsible for the storage of it,
- In consultation with the Archivist decide what needs to be photographed for filing and what images that should be filed.

The Technique Manager shall:

- Be responsible for the Union printer accounts and compile a list of how much each committee has printed during the year, and report this to the Paymaster of the Board,
- Be responsible for keeping the Union email accounts updated,
- Make sure that Union functionaries have access to the common server and work for awareness and usage of this function,



- Be responsible for the Union's communication with student IT support,
- Work for keeping the Union IT-equipment, such as software, up to date.

The Communicators shall:

- Advertise Union work and Union activities, in particular when memberships are expiring, during the Minion Weeks and before Union meetings.

Editorial team of Ultunesaren

The Editor shall:

- Be ultimately responsible for the production and issue of four (4) annual issues of Ultunesaren,
- Make sure that Ultunesaren is sent to all Union members,
- Encourage Union committees to make written contributions to Ultunesaren,
- Do the final proofreading and approve the content, and be accountable publisher of the magazine.

The Deputy Editor shall:

- Make sure that the texts are proofread and organize the material in folders to facilitate the layout work,
- Act as a support and discussion partner for the Editor and the Layout Editor,

The Writers shall:

- Write articles for the magazine about topics that interest the members. This includes narrating events happening at the Union,
- Assist in proofreading.

The Photographers shall:

- Be responsible for the basic photography for the magazine,
- Make sure that the images are organized and labeled and that basic editing is done prior to the layout work.

The Illustrator shall:

- Illustrate the illustrations that the Layout Editor needs and make them digitally available and ready for use.

The Layout Editor shall:

- Together with the Editor plan the layout of the magazine,
- Inform the Illustrator and the Photographers what additional material is needed,
- Compile the magazine and make sure it is sent to the printing company (and be reachable for potential changes that needs to be done).

The Extra Member shall:

- Assist the other functionaries with various tasks.



Career and business contacts

Career and Business Committee (NU)

The Sponsorship Manager shall:

- Actively work for bringing in financial and/or material sponsoring when the Union arranges activities that need and are able to attract sponsors,
- Make sure that all committees are informed about how sponsoring of Union activities work and offer the committees guidance and assistance in matters regarding sponsorship,
- Be responsible for the cap sponsoring for the Minion Weeks through the sale of cap spots. Communicate with the Economy Official of SMK regarding need and supply of caps,
- Make sure that existing cooperation agreements regarding membership benefits are being followed and work actively to connect new benefits and companies to the Union. A continuous dialogue around these matters should be kept with the Career and Business Contacts Official and the President.

The Event Coordinator shall:

- Be responsible for arranging events comprised in cooperation agreements in a representative and nice manner. This includes contacting company representatives, book rooms, handle marketing and arrange food and drink and potential transportation.
- Actively work for attracting a wide range of companies, in addition to cooperation agreement holders, to career and business events in order to meet the interests of different student groups.

The Ultuna Career Fair (UND) Team shall:

- Be responsible for arranging Ultuna Career Fair (UND) in a representative and nice manner. This includes the following:
- Invite and be the contact person of companies, and continuously inform them about the event,
- Make a budget,
- Recruit students as company hosts,
- Be responsible for the marketing,
- Book rooms and arrange food and drink,
- Make sure that an evaluation is carried out among students and company representatives.

The Ad Manager shall:

- Make sure that cooperation agreements are being followed regarding ads in the Union magazine Ultunesaren, the Union Yearbook and the Farce Pamphlet,
- Actively work for recruiting other advertisers into the Union's printed material.

The Study Visit Coordinator shall:

- Administer Ultuna Student Union's Mentorship Programme,
- Assist the President and the Career and Business Contacts Official of the Board with marketing the Mentorship Programme, recruit mentors and adepts, and arrange a kickoff and a closing event for the Mentorship Programme.

All members shall:

- Help each other within the committee on and around events such as lunch lectures and UND,



- Keep the committee up to date on recent communication with companies and organizations, in order to give a collected and professional impression of the Union.

Farming Committee (LantU)

The Chair shall:

- Act as the link between the surrounding agrarian world and the students,
- Through for instance study visits on fairs and companies and visiting external lecturers, give the students at Ultuna insight into the many different parts of the agricultural sector and provide an opportunity to meet potential employers within the agricultural sector,
- Inform interested students about activities with agrarian connection that are arranged in the vicinity.

All members shall:

- Together with the Chair market and conduct activities planned by the committee.

Environmental Committee

The Chair shall:

- Encourage the common environmental debate at the Union and the university by distributing information about the topic, and for instance by arranging theme evenings, lectures and other events focusing on the environment.
- Participate in the award committee that names the holder of the Swedbank and ULS Environmental and Agricultural Award (Swedbanks och ULS miljö- och landsbygdsstipendium),
- Work for increased awareness about ULS' Environmental Policy and follow up the work with the Environmental Policy,
- Together with the President and interested Union members discuss updates of the Environmental Policy at least once a year.

All members shall:

- Assist the Chair in the work,
- Participate in the work to increase awareness about and evaluate the Environmental policy and the Union's work around this policy.



Minion welcoming

Minion Committee (SMK)

The Minion General shall:

- Be ultimately responsible for the welcoming of new students to the Union. The welcoming takes place during two weeks, the so called Minion Weeks (Småttingveckorna). The purpose of the Minion Weeks is to give new students a warm, nice and memorable welcome to Ultuna and to the Union,
- Keep and develop the traditions that surround the Minion Weeks,
- In collaboration with the Programme Director of Studies and the study advisers at SLU plan the program for the Minion Weeks,
- During the Minion Weeks have the ultimate responsibility for the students' safety and well-being,
- Convene, prepare and lead SMK's meetings,
- Ensure that members of SMK complete a course about teambuilding and an course about alcohol,
- Make sure that the communication between SMK and other committees involved in the welcoming is well functioning.

The Sponsorship Manager shall:

- Have the main responsibility to apply for sponsoring in the form of money, material and food, in consultation with the Career and Business Committee,
- Together with the Equipment Manager have the main responsibility for purchases of material,
- Keep a continuous dialogue with the Paymaster of the Board to make sure that SMK stays within budget,
- Inform SMK's members of how to be compensated for purchases related to activities during the Minion Weeks,
- Together with the Minion General write proposals to the budget and continuously throughout the year confirm that purchases and activities follow the existing budget.

The Vice Chair shall:

- Act as Chair if the General cannot fulfill her/his tasks,
- Find a replacement for the General if the General cannot participate during the Minion Weeks,
- Act as chair of the meeting if the General is absent from a meeting,
- Be the secretary at meetings,
- Assist the General with leading the committee

All members shall:

- Perform the tasks assigned by the General,
- Participate in the planning, conduction and evaluation of the Minion Weeks. The planning includes communication with both Union committees and external contacts, and with companies in order to find sponsors.



Buddy Committee (Faddeiet)

The Chief Buddy shall:

- In collaboration with the Student Welfare Official of the Board, the Minion Committee (SMK) and the Buddy Committee plan, prepare and organize the buddy service for bachelor and master students. This includes planning a good concept for the Buddy Committee, for other buddies and for the Chief buddy prior to the Minion Weeks, based on the evaluations of previous years' buddy service,
- Be responsible for the contact with the Master Committee (MC), SMK and the International Committee (IC),
- Hold frequent meetings with the Buddy Committee,
- Work for a good sense of community within the Buddy Committee,
- Ensure that the members of the committee are educated about group dynamics, alcohol use and the influence of alcohol,
- Together with the committee members recruit buddies and keep them informed before and during the Minion Weeks,
- Attend SMK meetings as frequently as possible, including the week in Båstad, in order to facilitate good collaboration,
- During the Minion Weeks, lead and coordinate buddy meetings, be available for buddies and minions with information and support, and work as a link between SMK, minions and the Buddy Committee,
- After the Minion Weeks, make sure that an evaluation of the buddy service is conducted.

All members shall:

- Participate in the planning of the buddy service before, during and after the Minion Weeks,
- As a buddy, help the new students with information about campus, the university and academic world, Uppsala as a city and about the Union,
- Actively participate in activities arranged by the Buddy Committee,
- Assist the Chief Buddy with recruiting buddies.

The 11th Member shall:

- Work as a link between the previous and the present Buddy Committee, and provide information about and experience of last year's buddy service.



Spex

Spex Committee

The Spex General shall:

- Lead the Spex Ensemble and be the Chair of the Spex Committee,
- Administer, plan, produce and evaluate the spex,
- Plan and administer the spex tour,
- Make sure that auditions are conducted.

The Paymaster shall:

- Be responsible for the spex economy. The tasks of the Paymaster includes making a budget, billing, balancing accounts and writing the annual financial report of the spex,
- Sell spex tickets.

The Spex Director shall:

- Be responsible for the actors and direct the spex.

The Screenwriter shall:

- Be responsible for creating and writing a script for the spex.

The Dance Supervisor shall:

- Develop a dance choreography and practice this together with the dancers.

The Costume and Make-up Supervisor shall:

- Be responsible for obtaining material for clothes, make-up and hair, and making scene costumes.

The Props Supervisor shall:

- Be responsible for the making of and the work with the back drop and other props, and for the lighting on the stage.

The Choir Supervisor shall:

- Be responsible for the spex choir.

The Orchestra Supervisor shall:

- Organizr and be responsible for the orchestra and the music of the spex.

The PR Supervisor shall:

- Advertise the spex,
- Produce the spex pamphlet.

The Well-Being Agent shall:

- Prepare food for the ensemble during the most hectic rehearsal period and serve fika during the pause in the show.



Education monitoring

The representatives of the study councils are the students' spokespersons towards the university. All study councils shall among the council members name a Master Delegate and a Student Welfare Delegate.

The Master Delegates shall:

- Have the main responsibility for the education monitoring of master courses and master programs,
- Be the study council's contact person towards the Master Committee (MC), towards Master Delegates in other study councils and to the Programme Director of Studies of the master programs,
- Have the main responsibility for the contact between students of the master programs and contact them at least once per semester,
- Participate in the welcoming of master students.

The Student Welfare Delegate shall:

- Be the study council's link towards the Student Welfare Official of the Union Board,
- Represent the council on meetings regarding student welfare matters,
- When necessary, address student welfare problems encountered during the education.

Biotechnology and Food Science Council (BioLivs)

The Biotechnology and Food Science Council consists of a Chair, a Vice Chair and four members. Among these members, a Master Delegate is named for a one-semester term ~~and a RAG-representative preferably for a one-year term~~. The Biotechnology and Food Science Council is responsible for the Education monitoring of the Biotechnology program, the Food Science Agricultural program and the Sustainable Food Science program. The council shall work as the students' voice towards the university.

The Chair shall:

- Convene, prepare and lead the council's meetings,
- Be ultimately responsible for the council's work,
- Represent the council towards the university by attending meetings or ensure that another council member attends these meetings,
- Be the council's contact person towards the Union Board and the other Union committees and be part of the Student Council Chair Committee (StudU) and Union Committee Chair (UO) meetings.
- Write an operational plan, a budget and an annual report and update the post description.

The Vice Chair shall:

- Gradually take over the Chair's duties,
- Represent the council in StudU and UO.

The Master Delegate shall:

- Be the study council's contact person towards the master representative of the International Committee, towards the Master Delegates of other study councils and to the Programme Director of Studies of the master programs,



- Have the main responsibility for the education monitoring of master courses and master programs,
- Have the main responsibility for the contact between students of the master programs and contact them at least once per semester,
- Participate in the welcoming of master students.

Economics Council

The Chair shall:

- Convene, prepare and lead the council's meetings,
- Represent the council towards the university by attending RAG meetings, or ensure that another council member attends these meetings,
- Represent the council in the Student Council Chair Committee (StudU).

The Vice Chair shall:

- Gradually take over the Chair's duties,
- Represent the council in the Student Council Chair Committee (StudU).
- Act as deputy chair of the council.

Animal Sciences Council

The Chair shall:

- Convene, prepare and lead the council's meetings,
- Represent the council towards the university by attending meetings with the Programme Board of the Faculty of Veterinary Medicine and Animal Science (PN-VH) and RAG, or ensure that another council member attends these meetings,
- Represent the council in the Student Council Chair Committee (StudU).

The Vice Chair shall:

- Gradually take over the Chair's duties,
- Represent the council towards the university by attending meetings with the Programme Board of the Faculty of Veterinary Medicine and Animal Science (PN-VH),
- Represent the council in the Student Council Chair Committee (StudU).
- Act as deputy chair of the council.

Rural Development Council (LBU)

The Chair shall:

- Convene, prepare and lead the council's meetings,
- Represent the council towards the university by attending RAG meetings, or ensure that another council member attends these meetings,
- Represent the council in the Student Council Chair Committee (StudU).

The Vice Chair shall:

- Gradually take over the Chair's duties,
- Represent the council in the Student Council Chair Committee (StudU).
- Act as deputy chair of the council.



Landscape Architecture Council (LARK)

The Chair shall:

- Convene, prepare and lead the council's meetings,
- Represent the council towards the university,
- Represent the council in the Student Council Chair Committee (StudU),
- Represent the council in the Ultuna-Alnarp Education Coordination Group (GUS).

The Vice Chair shall:

- Gradually take over the Chair's duties,
- Represent the council towards the university,
- Represent the council in the Student Council Chair Committee (StudU).

Biology, Soil and Environmental Sciences Council (BiOM)

The Chair shall:

- Convene, prepare and lead the council's meetings,
- Represent the council towards the university by attending RAG meetings, or ensure that another council member attends these meetings,
- Represent the council in the Student Council Chair Committee (StudU).

The Vice Chair shall:

- Gradually take over the Chair's duties,
- Represent the council in the Student Council Chair Committee (StudU).



Other committees

K9

K9 is responsible for providing dog kennels for lease to Union members. K9 shall also encourage the interest in dogs among Union members by arranging activities, lectures and other events that may be appreciated by those interested in dogs.

The Chair shall:

- Be ultimately responsible for the management of the dog kennels,
- Be responsible for the queue and the kennel list,
- Check Union membership among the kennel tenants,
- Make sure that correct information is available on the Union website.

The Vice Chair shall:

- Assist the Chair with the queue and the kennel list,
- Be K9's representative in the well-being council,
- Make sure the kennel tenants pay the rentals,
- Check Union membership among the kennel tenants,
- Assist the Chair in the committee work.

All members shall:

- Assist other members of the committee.

SUSbo

The Foundation of Ultuna Student Housing (SUSbo) was founded through the Union which is why Ultuna Student Union holds positions in the board of SUSbo, in addition to the positions held by the President and the Inspektor of the Union. The purpose is to increase the opportunity of students at Ultuna to find housing on good terms and conditions, at the same time as the housing foundation is run in a long-term sustainable manner.

The board members shall:

- Participate in SUSbo:s board meetings,
- Be ready to assist with tasks or surveys that the SUSbo board may consider necessary.