ULTUNA STUDENT UNION
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 in 11 areas of operations:

- Central administration
- Education monitoring
- The PhD Council
- Career and business contacts
- The Union House
- Ceremony and tradition
- Festivities and fika
- Secretariat and information
- International activities
- Minion welcoming
- 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 we ll 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 in particular:

- Write an operational plan and an annual report for the committee.
- In the operational plan formulate at least one (1) aim for equal treatment[1] 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 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 serve food at the pub which everyone can eat even though they have a food allergy.

Central administration

The Board

All Union Board Members

shall each in particular:

- Represent the Union in an exemplary manner during both internal and external events, both within and outside the Union.

President

shall in particular:

- 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.
- Serve as Chair during board meetings.
- Be authorized signatory of the Union.
- Follow up decisions made at Union meetings and board meetings.
- Compile the Union's collective operational plan and annual report.
- Be responsible for applying for funding from SLU to finance the Union activities.
- Be responsible for applying for student union status every third.
- Represent the Union on official occasions.
- Be the host of and give the welcoming speech at the Union proms, formal occasions and dinners.
- Work for good collaboration with other student unions and nations.
- Be vice chair of the Foundation of Ultuna Student Housing (SUSbo).
- Participating in the Union's study monitoring work at the NJ Faculty by being a student representative in the academic appointments board at the faculty (LFN-NJ)).
- Be a student representative in the academic appointments board at the NJ Faculty (LFN-NJ)
- Together with the chair of the Administration office (KK) maintain contact with the company that handles the Union's member register.
- Be ultimately responsible for the Union's member register and make sure invoices are ordered.
- Be ultimately responsible for leading the work of recruiting members to the Union.
- 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*.
- 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 a student representative in the Commissariat steering committees at MVM, BioC and Ecologicentrum.
- Together with the Communication Official be responsible for press contact.

Vice President responsible for educational matters
shall in particular:

- Act as deputy chairperson of the Union board.
- Be ultimately responsible for the education monitoring at the Union.
- Be ultimately responsible for the Union's international activities.
- Participate in the education monitoring work at the Faculty of Natural Resources and Agricultural Sciences (NJ Faculty), by being a student representative on 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 on the Programme Board (PN-LTV).
- 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/chair of the PhD council.
- Monitor educational matters in politics on a national level.
- Be ultimately responsible for the Union's Teaching Award and the Union's Student Representation Award, and for issuing the call for nominations for these awards.
- Represent the Union as a member of SLU's Joint Committee of Student Unions' board (SLUSS) and be the Union's primary contact with SLUSS.

President and Vice President responsible for educational matters
Shall together in particular:

- Answer referrals.
- Represent the Union at external conferences, dinners and events.
- Serve as representatives on, or points of contact for, the steering group of SLU Future Food.
- When necessary, 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 on the Faculty Board (FN-NJ) and in the preparatory committee (AU-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 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-LTV).
- Participate in the education monitoring work at the Faculty of Forestry (S Faculty), by being a student representative in the Programme Board (PN-S) and in the Faculty Board (FN-S).

The House Master
shall in particular:

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 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 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 persons.

Regarding the Union House

- Keep a continuous dialogue with SLU and Akademiska hus in matters regarding the operation of the Union building.
- Have 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 undergoes regular inspections.
- Oversee 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 cleaning.
- Manage orders for 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 together with PlantU.
- 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.
- Decorate the Union building during holidays.
- Make sure the garbage disposal is functioning.

Student Welfare Official

shall in particular:

- 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).
- Be ultimately responsible for the welcoming of the new students to the Union.
- Maintain good contact and collaborate with the Spex General before the "spex" each year.
- Be responsible for compiling and updating the Union functionary NoK list (next of kin).
- Be responsible for 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, VH, S and LTV 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).
- Convene meetings with representatives from the committees most involved in the welcoming of new students.
- Convene meetings with the Union and the W and ES sections within Uppsala Union of Engineering and Science Students.

Career and Business Contacts Official
shall in particular:

- 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 general responsibility for the events organized by the Career and Business Committee.
- Be part of the board of Drivhuset Uppsala.

Secretary
Shall in particular:

- Act as secretary at the board meetings and write the minutes at Union meetings, and be responsible for calling board meetings and preparing agendas for them.
- Take notes during meetings with the Student Union Council (SKR).
- Together with the Election Committee and the Information Official call Union meetings and announce dates for submitting motions, elections and nominating candidates for these.
- Compile the meeting documents prior to Union meetings.
- Be responsible for administering the Union scholarships and grant 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.
- Make sure relevant unofficial information is conveyed to succeeding boards.
- Collect proposals of Union names for functionaries prior to Union baptisms.

Paymaster*
shall in particular:

- Have general responsibility for the Union's economy. The work includes paying bills and salaries, sending 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 for the Union budget meeting, and account for the budget before the meeting.
- Be authorized signatory of the Union.

*More information about requirements for this position can be found in the Union bylaws Ch. 5 §3 4th paragraph.

Communication Official
shall in particular:

- As chair of the Marketing Committee (MarkU) convene and lead the work within the committee.
- 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 to keep 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*.

9th Official*****
shall in particular:

- 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.

* More information about requirements for this position can be found in the Union bylaws Ch. 5 §3 5th paragraph

Controller Unit

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the Committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 in the work with the annual financial report as an assistant and controller of accounts.
- Be responsible for maintaining contact with the Union accountants.

All members

shall in particular:

- 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

shall in particular:

- 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.

Data Protection Delegate

shall in particular:

- Collect information on how the organisation processes personal data.
- Update the policy for the management and retention of personal data.
- Ensure that the organisation complies with the policy and consent forms.
- Provide information and advice within the Union regarding GDPR.

- Remind committees at the end of each semester to update lists and other records containing personal data.
- Conduct random checks to verify that committees have updated lists and other records containing personal data.
- Assist committees in drafting consent statements.

Primus Motor

shall in particular:

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

Equal Treatment Committee (LikeU)

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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.

Vice Chair

shall in particular:

- Gradually take over the Chair's duties.
- Assist the Chair in the daily work.
- When needed, act as a substitute for the Chair.

Student Safety Delegate

shall in particular:

- 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.

All members

shall in particular:

- Assist the Chair in the daily work.

Election Committee

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Be ultimately responsible for the ordinary Union elections and by-elections.
- Provide an updated list of elected Union functionaries.

All members

shall in particular:

- Be responsible for the ordinary Union elections on the November and May Union meetings, and for potential by-elections.
- Actively recruit candidates to the Union positions.
- 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.

Technique Manager

shall in particular:

- 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.
- Be responsible for reviewing and managing the Data Protection Delegate's email account for relevant committees if the position is vacant.

Ceremony and tradition

Tradition Committee (TradU)

Master of Ceremonies (Chair)

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 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 tradition.
- 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 persons connected to the Union.
- Annually update a list with contact information to persons that the Masters of Ceremony can contact regarding ceremonial events at the Union.
- Represent the Union at the Uppsala Student Nations' Marshals Convent (Marskalkkonventet).
- Maintain contact with SLU's Academic Steward and Chief Marshal.
- Book venues for ceremonial events.

Archivist
shall in particular:

- 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).

Master of the Graduation Balls
shall in particular:

- Arrange the Union's two graduation balls in the spring, and potentially one lucia ball in the fall.
- Book a photographer for the graduation balls.
- Inform the graduating students about registration for 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 persons.
- 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.

Battery
shall in particular:

- 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.

Standard-bearer
shall in particular:

- 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

Grave Keeper
shall in particular:

- 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 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.

Chronicler
shall in particular:

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

Jyns Official
shall in particular:

- Be ultimately responsible for the Jyns operations.
- Organize and manage the activities within the Jyns operations.
- Represent the Jyns operations in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 persons 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 International & Master's Committee (IMC) 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.

Sauna Committee (BastU)

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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.

All members

shall in particular:

- Assist the Chair when needed.
- Be responsible for assigned tasks.
- Actively ensure that the sauna is maintained in good condition.
- Actively participate in and take responsibility for events.
- Stand in for the Chair when needed.
- Actively work towards the development of the committee.

Cultural Committee (KulU)

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 in particular:

- Assist the Chair in the daily work.
- Gradually take over the Chair's duties.
- When needed, act as a substitute for the Chair.

Tractor Committee (TraktU)

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 at 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.

Festivities and fika

Fika Committee (FiQ)

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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.

Vice Chair

shall in particular:

- Assist the Chair in the work within the committee.
- Gradually take over the Chair's duties.
- When needed, act as a substitute for the Chair.

Fikavärdar

shall in particular:

- 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)

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Be responsible for the music during festivities, pubs, programme parties and at external leasings.
- 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 leasings.

- Maintain contact with the Party Master in the Festivities committee regarding set-up of the sound system in Syltan and assembling the stage.

All members
shall in particular:

- 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)

Information regarding eligibility for positions within KM, SMK, the Buddy Committee and the Spex can be found in the Union bylaws, Ch. 5, §3 paragraph 7.

All members
shall in particular:

- 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.
- When serving as Pub Manager, ensure that the inventory checklist is completed after each pub evening.
- After each shift as Pub Manager, communicate with the Bar Manager regarding stock levels and any necessary purchases.
- Ensure that the kitchen operating procedures and food safety guidelines are communicated to all committees that use the kitchen.

Bar Master and Deputy Bar Master
shall in particular:

- Be responsible for the bar and beverages during dinners, which entails choosing and purchasing a suitable aperitif and mealtime drinks. They shall also 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 KM uses the bar, the Bar Masters are responsible for purchasing everything that is needed in the bar. When other committees use the bar, they purchase the non-alcoholic beverages and other items.
- Make sure that there are enough staff to run the bar and lead their work during the evening.
- After pubs or dinners, make an inventory of the bar supply and report this to the KM Paymaster,
- Make sure other members of KM get the chance to learn about beer and wine, mix drinks and tend the bar.
- Be responsible for making work schedules for afterparties, dinners, external rentals etc.

- Inform others within KM of how the inventory is conducted.

Kitchen Master and Deputy Kitchen Master
shall in particular:

- 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 of 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 snacks and food throughout the evening.
- At 04-parties, serve a night 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.
- Also inform the Union House Master of what needs to be purchased.

Party Master and Deputy Party Master
shall in particular:

- Plan and have the main responsibility for the Union dinners at Syltan.
- Remind the Union House Master to order tablecloths, napkins, candles and serving clothes for the balls
- Remind the Union House Master to rent glasses, cutlery, cloths, candles etc. for the balls.
- Make sure that there is serving and dish staff and lead their work during the evening.
- Maintain good communication with the Kitchen Master before dinners in Syltan and give ideas for food to the serving staff.
- 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 for the evening.
- Count the glass storage and maintain good communication with Syltan regarding the glass purchases.
- 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, together with the Union Marshal.
- In consultation with the Union Marshal and the Song Leader make a time schedule for the Union dinners.
- In consultation with the Union Marshal and the Song Leader conduct the Union dinners.
- Inform the guests about the dinner menu and emergency exits.

Paymaster*
shall in particular:

- 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 Union House 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.
- Be responsible for the Union's economy during afterparties.
- Together with the Union Marshal be responsible for the sale of dinner tickets.

**More information about requirements for this position can be found in the Union bylaws Ch. 5 §3 2nd paragraph.

Union Marshal (vice chair)
shall in particular:

- Assist the Chair in the daily work.
- Gradually take over the Chair's duties.
- When needed, act as a substitute for the Chair.
- 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, together with the Party master.
- Together with the Party Master 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.

Song Leader
shall in particular:

- 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.

- 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.

Bartender
shall in particular:

- Assist the Bar Master and the Deputy Bar Master during dinners and pubs.
- When needed, help as serving staff in Syltan during understaffed dinners.
- Help other functionaries in KM.
- Serve as pub manager when possible.

Equipment Manager
shall in particular:

- Ensure that regularly used consumables for the Student Union Building, such as cleaning supplies, restroom supplies, kitchen supplies, bar supplies, and materials for formal dinners and venue rentals, are kept in stock and reordered when necessary.
- Serve as KM's point of contact for other office holders when ordering supplies required for restaurant operations, formal dinners, and venue rentals.
- Ensure that the storage rooms, electrical cabinets, and cleaning supply rooms are kept organised, and, together with the House Master, order any necessary supplies.
- Together with the House Master, ensure that repairs and general maintenance of the Union House are carried out as needed, for example repairing damaged furniture, replacing light bulbs, etc.
- Ensure that machinery and other equipment used by KM for club nights, pub operations, and similar activities are kept in good condition, returned to their designated storage locations after use, and repaired when necessary.
- Ensure that the wooden floors are deep cleaned and re-oiled at least four times per year, preferably before the Spring Balls and the Game Dinner.
- Ensure that the first aid kit, emergency stations, and fire safety equipment are fully stocked and in working order, particularly before formal dinners and club nights.

Event Master
shall in particular:

- Assist the House Master and serve as the second point of contact for external venue rentals.
- Be responsible for the storage and inventory management of glasses, cutlery, crockery, and other materials used during venue rentals.
- Ensure that all materials required for table setting are prepared and ready for rental guests.
- Thoroughly learn how the inventory system, bar, and bar storage area operate in order to collaborate effectively with the Building Manager and Bar Manager prior to external venue rentals.
- Ensure that the bar is prepared according to the guests' requests before external venue rentals.
- Be responsible for ensuring that the wardrobe is set up and ready for use when required.

Pub Manager
shall in particular:

- Thoroughly learn how the kitchen and bar function, including opening and closing procedures as well as hygiene routines, in order to assist committees during pub events.

- Assist the House Master with pub bookings.
- Assist the House Master with the preparations and start-up of pub evenings.
- Together with the Kitchen Master, develop menu proposals for pub events
- Be responsible for inventory management and ordering of food supplies for pub events.
- Together with the House Master, ensure that there is a clear description of how a pub event should be conducted and update it when necessary.

International activities

International and Master's Committee (IMC)

IMC is responsible for ULS' international and master-related matters and contacts. The activities include welcoming activities (including individual Buddies for incoming international students), study strips, lectures and movie nights or pubs. An important part is the welcoming of new international and master students in collaboration with the Minion Committee (SMK), the Buddy Committee (Fadderiet) and other committees involved. In addition to this, the committee shall work to involve international and master's students in the Union's activities and operations throughout the year, and serve as a point of contact and sound board for these students and the rest of the Union's operations.

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Maintain ongoing contact with the Vice President of the Student Union responsible for the Union's international activities.
- Serve as the point of contact for the SLU Mobility Team, assist them with relevant events, and delegate tasks involving them within the committee.
- Hold ultimate responsibility for coordinating with Fadderiet and SMK regarding welcome weeks for international and master's students at the start of the fall semester, as well as for planning welcome weeks for international and master's students during the spring semester.
- Write the operational plan and annual report for IMC.
- Hold regular meetings with the committee.

Vice Chair

shall in particular:

- Take minutes during committee meetings.
- Be responsible for applying for funds from SLU and external sources when necessary in collaboration with the Union Treasurer.
- Be responsible for ensuring, in collaboration with the Buddy Committee's International and Master's representative (during the fall semester) and the Buddy Coordinator (during the spring semester), that contact details for all master's and international students are collected in order to establish functional mailing lists.
- Assist the chair in the committee's day-to-day work.
- When necessary, step in as a substitute for the chair.
- Gradually take over the chair's duties.

International Coordinator
shall in particular:

- Actively participate in planning before, during and after the minion weeks.
- Be available to international students to provide information about campus, Ultuna, Uppsala and the Union's activities.
- Participate in planning and organizing any other social activities arranged by IMC during the year and serve as a contact person for the students' relevant study monitoring councils.

Master Coordinator
shall in particular:

- Actively participate in planning before, during, and after the orientation weeks for new students.
- Be available to master's students to provide information about campus, Ultuna, Uppsala and the Union's activities.
- Participate in planning and organizing any other social activities hosted by IMC during the year and serve as a contact person for the students' specific master's programmes and relevant student study monitoring councils.

Buddy Coordinator
shall in particular:

- Arrange and be responsible for the buddy programme for incoming exchange students at SLU, Ultuna in the spring.
- Be responsible for helping the Buddy Committee's International and Master's representative with the planning of and work surrounding the minion weeks during the fall.

Information Manager
shall in particular:

- Be responsible for updates in the ULS International & Master's Committee group on Facebook.
- Be responsible for layouts of mailings and posters.
- Together with the Master Coordinator and International Coordinator be ultimately responsible for sharing relevant information in the IMC channels.
- Be responsible for writing the handbook sent out to all new international and master students.

9th Official
shall in particular:

- Work as a link between last year's IMC and the current committee, including transferring information, acting as a supportive resource and providing insight into previous matters handled etc.

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

IAAS' mission is to promote exchange of experience, knowledge and ideas, and to improve mutual understanding between students in agricultural and related sciences across the world. This is accomplished through arranging activities and meetings between the member countries, and through the exchange programme that IAAS is part of. The exchange programme gives students a chance to do internships abroad.

National Director (Chair)

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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.

Exchange Coordinator

shall in particular:

- Coordinate ULS participation in the network and attend seminars and meetings with the organization.
- Be responsible for organizing the exchange programme 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 programme.
- Follow applications from students in the online database.
- Interview all outgoing students who plan to participate in the exchange programme, and sign the contract for the internship placement.

- Provide the students with all necessary information about the exchange programme to help them 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 programme.
- Inform the National Director about the development of the exchange programme.
- Hand in a report of the results from the exchange programme with statistics (including planning of internship placements for next year) to the Chair of the exchange programme 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 programme.
- Administer the exchange programme in accordance with IAAS policy and standard for the exchange programme.
- 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.

Project Coordinator
shall in particular:

- Assist the National Director and Exchange Coordinator in carrying through the committee's operations.
- Plan, lead and follow up the Exchange Weeks both locally and internationally.

Media and Communication Manager
shall in particular:

- Assist the National Director and Exchange Coordinator in carrying through the committee's operations.
- Strive for good communication between IAAS and the Union, and by doing so work for the committee's continued development.

Economy and Sponsorship Manager
shall in particular:

- Assist the National Director and Exchange Coordinator in carrying through the committee's operations.
- Be responsible for the economy and sponsorships during the planning of an Exchange Week.

Secretariat and Information

Administration Office (KK)

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 programme 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.

Vice Chair
shall in particular:
- Assist the chair in the committee's daily work.
- Gradually take over the chair's duties.
- When necessary, step in as a substitute for the chair.

All members
shall in particular:
- Staff the Administration Office and handle the daily work, and assist the Chair if special projects are planned.

Marketing Committee (MarkU)
All members
shall in particular:
- 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.

Chair
shall in particular:
- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Assist the Campaign Master in leading 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.
- Assist the Campaign Master in working 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.

Campaign Master (Vice chair)
shall in particular:

- 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.
- Be responsible for updating the Union's screens and bulletin boards.
- When necessary, take over tasks from other committee members.
- Assist the chair in the committee's daily work.
- When necessary, step in as a substitute for the chair.

Graphics Master
shall in particular:

- Be responsible for creating digital communications for the Union's different channels.
- 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.
- Assist the Design Master in their work.

Design Master
shall in particular:

- Be responsible for creating physical communication and profile products for the Union.
- 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.
- Assist the Graphics Master in their work.

Yearbook Editor
shall in particular:

- 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.

Union Designer
shall in particular:

- 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.

Web Master
shall in particular:

- 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 send filled out forms to applicable persons.

Union Photographer
shall in particular:

- 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.

Union Translator
shall in particular:

- Translate ULS bylaws, appendices to the bylaws, policy documents, core values, and position descriptions on an ongoing basis.
- Translate the ULS website on an ongoing basis as it is updated.
- Attend Union meetings and translate proceedings into English in real time.
- Attend hearings prior to the May and November Union meetings and translate proceedings into English in real time.
- Assist committees in translating texts and event descriptions into English.

Editorial team of Ultunesaren

Editor (Chair)
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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.
- Make sure that the production of the Union podcast follows the Union Communication Policy.

Deputy Editor (Vice Chair)
shall in particular:

- Assist the chair in the committee's daily work.
- Gradually take over the chair's duties.
- When necessary, step in as a substitute for the chair.
- 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.

Writers
shall in particular:

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

Photographer
shall in particular:

- 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.

Illustrator
shall in particular:

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

Layout Editor
shall in particular:

- 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 need to be made).

Podcast Manager
shall in particular:

- Be responsible for making at least two (2) podcast episodes per semester in consultation with the Editor.
- Create podcast content that is primarily of interest to Union members. This includes, among other things, inviting relevant guests.
- Be responsible for recording, editing, and publishing the podcast episodes.

Extra member
shall in particular:

- Assist the other functionaries with various tasks.

Career and business contacts

Career and Business Committee (NU)

All members
shall in particular:

- 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.

Chair
shall in particular:
- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Together with the Vice chair responsible for advertisements represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.

Vice chair responsible for advertisements
shall in particular:
- Be responsible for summoning regular meetings with the committee.
- Together with the chair represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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.
- When necessary, take over tasks from other committee members.
- Assist the chair in the committee's daily work.
- When necessary, step in as a substitute for the chair.

Sponsorship Manager
shall in particular:
- 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 works and offer the committees guidance and assistance in matters regarding sponsorships.
- 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.

Event Coordinator
shall in particular:
- Be responsible for arranging events comprised in cooperation agreements in a representative and nice manner. This includes contacting company representatives, booking rooms, handling marketing and arranging 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.

Members of Ultuna Career Fair (UND) Team
shall in particular:

- 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 marketing.
- Book rooms and arrange food and drinks.
- Make sure that an evaluation is carried out among students and company representatives.

Study Visit Coordinator
shall in particular:

- Ensure compliance with cooperation agreements regarding company study visits. This includes, among other things, contacting company representatives, handling marketing, and arranging transport to and from the destination.
- Ensure that the trips are organized in a professional and enjoyable manner.
- Actively work to secure a diverse range of company visits that appeal to various student groups.
- Study visits are intended to be to companies, events, or trade fairs; they must not be to farms or be scheduled in a way that competes with the work of LRF Ultuna.

Farming Committee (LantU)

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Act as the link between the surrounding agrarian world and the students.
- Through for instance study visits to 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 connections that are arranged in the vicinity.

All members
shall in particular:

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

Sustainability Committee (HU)

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.

- Encourage the common sustainability 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 sustainability.
- 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' Sustainability Policy and follow up the work with the Sustainability Policy.
- Together with the President and interested Union members discuss updates of the Sustainability Policy at least once a year et.

All members
shall in particular:

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

Planting Committee (PlantU)

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Promote interest in houseplants and hobby gardening within the Union.
- Push for active operations within the committee.
- Hold primary responsibility for the committee's communication and collaboration with other parts of the Union.

Watering Official
shall in particular:

- Regularly handle the watering and care of the Union's plants.

Purchasing Official
shall in particular:

- Be responsible for purchasing materials and plants for the committee's activities.

Events Official
shall in particular:

- Organize events arranged by the committee.

Extra official
shall in particular:

- Assist other committee members in their work within the committee.

Minion welcoming

Minion Committee (SMK)

Information regarding eligibility for positions within KM, SMK, the Buddy Committee and the Spex can be found in the Union bylaws, Ch. 5, §3 paragraph 7.

Minion General (Chair)
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 programme 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 a course about alcohol.
- Make sure that the communication between SMK and other committees involved in the welcoming is well functioning.

Vice Chair
shall in particular:

- Assume the role of chair if the chair is unable to carry out their duties.
- Find a substitute Minion General for the minion weeks if the chair is unable to participate during that time.
- Chair meetings if the chair is absent.
- Serve as secretary at meetings.
- Assist the chair in leading the committee.

Sponsorship Manager
shall in particular:

- 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.
- Be ultimately responsible for contact with the International and Master's Committee (IMC).

All members
shall in particular:

- 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.

17th member
shall in particular:

- Work as a link between last year's Minion Committee and the current committee, including transferring information, acting as a supportive resource and providing insight into previous matters handled etc.

Buddy Committee

Information regarding eligibility for positions within KM, SMK, the Buddy Committee and the Spex can be found in the Union bylaws, Ch. 5, §3 paragraph 7.

Chief Buddy (Chair)
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 contact with SMK.
- 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.

Vice Buddy (Vice Chair)
shall in particular:

- Find a substitute Minion General for the minion weeks if the chair is unable to participate during that time.
- Assume the role of chair if the chair is unable to carry out their duties.
- Assist the Chief Buddy in the work with the Buddy Committee during the minion weeks.
- Chair meetings if the chair is absent.
- Assist the chair in leading the committee.
- Be responsible for leading the work with the extra buddies.
- Strive for good fellowship within the Buddy Committee.

- Participate during the SMK gatherings, as much as possible, to be able to collaborate as effectively as possible.
- Serve as secretary at meetings.

International and Master Representative
shall in particular:

- Be ultimately responsible for contact with International and Master's Committee (IMC).
- Serve as an adjunct member at all IMC committee meetings.
- Actively promote the inclusion and participation of international and master's students in the activities held during the minion weeks.
- Participate in planning the buddy operations before, during, and after the minion weeks.
- As a buddy, help the new students with information about campus, the university, Uppsala and the Union.
- Actively participate in activities organized by the Buddy Committee.

All members
shall in particular:

- 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, Uppsala and the Union.
- Actively participate in activities arranged by the Buddy Committee.
- Assist the Chief Buddy with recruiting buddies.

17th member
shall in particular:

- Work as a link between last year's Buddy Committee and the current committee, including transferring information, acting as a supportive resource and providing insight into previous matters handled etc.

Spex

Spex Committee

Information regarding eligibility for positions within KM, SMK, the Buddy Committee and the Spex can be found in the Union bylaws, Ch. 5, §3 paragraph 7.

Spex General
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.

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

Paymaster
shall in particular:

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

Spex Director
shall in particular:
- Be responsible for the actors and direct the spex.

Screenwriter
shall in particular:
- Be responsible for creating and writing a script for the spex.

Dance Supervisor
shall in particular:
- Develop a dance choreography and practice this together with the dancers.

Costume and Make-up Supervisor
shall in particular:
- Be responsible for obtaining material for clothes, make-up and hair, and making scene costumes.

Props Supervisor
shall in particular:
- Be responsible for the making of and the work with the backdrop and other props.

Band Supervisor
shall in particular:
- Organize and be responsible for the band and the music of the spex.

PR Supervisor
shall in particular:
- Advertise the spex.
- Produce the spex pamphlet.

Well-Being Agent
shall in particular:
- Prepare food for the ensemble during the most hectic rehearsal period and serve fika during the pause in the show.

Technical Manager
shall in particular:
- Be responsible for the sound and lighting of the spex.

12th member
shall in particular:
- Through their experience of earlier years' work in the Spex Committee work as a link between the spexes of earlier year(s) and the current Spex Committee.
- Be helpful with information and experiences from earlier productions of the Ultuna Spex.
- Help the current committee find and understand their written handovers.
- Be helpful during the repetition weekends if any group in the ensemble needs support.

Education monitoring

Study Committee (StudU)

StudU comprises the chairs and vice chairs of the study councils, as well as the Program Board members and substitute members for the Programme board.

Programme Board Member (PN Member)

shall in particular:

- Participate in the Student Union's work regarding academic representation at the Faculty of Natural Resources and Agricultural Sciences (NJ) by serving as a student representative on the Programme Board (PN-NJ)

Programme Board Substitute Member (PN Substitute)

shall in particular:

- Assist the regular representative on the Programme Board (PN) with work prior to, during, and after PN meetings.
- Act as a substitute for the regular representative on the respective PN when the regular representative is unable to attend.

Study monitoring councils

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.

Master Delegates

shall in particular:

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

Student Welfare Delegate

shall in particular:

- Be the study council's link towards the Student Welfare Official of the Union Board.
- Represent the council at 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's supervisor is appointed on a semester basis, though preferably for a full academic year. The Biotechnology and Food Science Council is responsible for the study monitoring of the Civil Engineer Programme in Bioresource Systems and the Food Science Agricultural Programme as well as courses that students from the ES & W sections at UTN are taught at Ultuna. At the master's level, the council study monitors for the Civil Engineer Programme in Bioresource Systems, the Food Science Agricultural Programme and the

Sustainable Food Science Programme. The council acts as a spokesperson for the students towards the university.

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Represent the council towards the university by attending meetings or ensuring 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 descriptions.

Vice Chair
shall in particular:

- Assist the chair in the committee's daily work.
- Gradually take over the chair's duties.
- When necessary, step in as a substitute for the chair.
- Represent the council in StudU.

Economics Council

The Economics Council consists of a chair, a vice chair and four members. Among these members, a master's supervisor is appointed on a semester basis, though preferably for a full academic year. The Council is responsible for the study monitoring of the bachelor's programmes in Economics for Sustainable Development, Political Science (specializing in Sustainable Development), and Agricultural Economics. At the master's level, the council study monitors for the programmes for Agricultural Economics, Agricultural Economics and Management, and Environmental Economics and Management. The council acts as a spokesperson for the students towards the university.

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 descriptions.

Vice Chair
shall in particular:

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

- When necessary, step in as a substitute for the chair.
- Represent the council in StudU.

Animal Sciences Council

The Animal Sciences Council consists of a chair, a vice chair, and eight members. Among these members, a master's supervisor is appointed on a semester basis, though preferably for a full academic year. The Council is responsible for the study monitoring of the bachelor's programmes in Ethology and Animal Welfare and the Agronomist Programme – Animal Science. At the master's level, the council study monitors for the Animal Science Programme and the Master's Programme for Animal Science Agronomists. The council acts as a spokesperson for the students towards the university.

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Represent the council towards the university by participating in meetings of the Programme Board for the Animal Science Programme (PN-VH), or by ensuring that another member of the committee attends the 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 descriptions.

Vice Chair

shall in particular:

- Assist the chair in the committee's daily work.
- Gradually take over the chair's duties.
- When necessary, step in as a substitute for the chair.
- Represent the council towards the university by participating in meetings of the Programme Board for the Animal Science Programme (PN-VH).
- Represent the council in StudU.

Rural Development Council (LBU)

The Rural Development Council consists of a chair, a vice chair and five members. Among these members, a master's supervisor is appointed on a semester basis, though preferably for a full academic year. The Council is responsible for the study monitoring of the Agronomy Programme - Rural Development. At the master's level, the council study monitors for the programmes Rural Development and Natural Resource Management, Sustainable Development and Environmental Communication and Management. The council acts as a spokesperson for the students towards the university.

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.

- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 descriptions.

Vice Chair
shall in particular:
- Assist the chair in the committee's daily work.
- Gradually take over the chair's duties.
- When necessary, step in as a substitute for the chair.
- Represent the council in StudU.

Landscape Council

The Landscape Council consists of a chair, vice chair and four members. Among these members, a master's supervisor is appointed on a semester basis, though preferably for a full academic year. The Council is responsible for the study monitoring of the Landscape Engineer and Landscape Architect programmes. At the master's level, the council study monitors for the programme Landscape Architecture for Sustainable Urbanisation. The council acts as a spokesperson for the students towards the university.

Chair
shall in particular:
- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 descriptions.
- Represent the council in the meeting group Arbetsgrupp landskap Ultuna (AGLU).

Vice Chair
shall in particular:
- Assist the chair in the committee's daily work.
- Gradually take over the chair's duties.
- When necessary, step in as a substitute for the chair.
- Represent the council in StudU.

Biology, Soil and Environmental Sciences Council (BioM)

The Biology, Soil and Environmental Sciences Council consists of a chair, vice chair and five members. Among these members, a master's supervisor is appointed on a semester basis, though preferably for a full academic year. The Council is responsible for the study monitoring of the Bachelor's Programme in Biology and Environmental Science, the Master's Programme in Agricultural Science (Soil/Plant), and courses that W teach at Ultuna. At the master's level, the council study monitors for the programmes Soil, Water and Environment, EnvEuro and Plant

Biology for Sustainable Production. The council acts as a spokesperson for the students towards the university.

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 descriptions.

Vice Chair
shall in particular:

- Assist the chair in the committee's daily work.
- Gradually take over the chair's duties.
- When necessary, step in as a substitute for the chair.
- Represent the council in StudU.

Forestry Council

The Forestry Council consists of a chair, vice chair FSS-member and three members Among these members, a master's supervisor is appointed on a is appointed on a semester basis, though preferably for a full academic year. The Council is responsible for the study monitoring of the Forest Economics Programme. At the master's level, the council study monitors for the master courses taught at the Master of Science in Forestry Programme in Uppsala and the programmes in Forest Business Management and Forest Bioeconomy. The council acts as a spokesperson for the students towards the university.

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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 descriptions.

Vice Chair
shall in particular:

- Assist the Chair in the committee's daily work.
- Gradually take over the Chair's duties.
- When necessary, step in as a substitute for the Chair.
- Represent the council in StudU.

FSS member
shall in particular:

- Be a member of the planning group of Forest Student Summit (FSS).

The PhD Council

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, the PhD Council of the Swedish National Union of Students' (SFS).

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Represent the PhD students in SLUSS PhD Student Council (DN).

Vice Chair
shall in particular:

- Assist the Chair in the committee's daily work.
- Gradually take over the Chair's duties.
- When necessary, step in as a substitute for the Chair.

Vice Chair responsible for the economy
shall in particular:

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

Secretary
shall in particular:

- 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.

All members
shall in particular:

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

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.

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- 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.

Vice Chair

shall in particular:

- Assist the chair in the committee's daily work.
- Gradually take over the chair's duties.
- When necessary, step in as a substitute for the Chair.
- Assist the chair with the queue and the kennel list
- Be responsible for the contact with the Union's Paymaster to make sure all rental incomes are paid from those who rent the kennels.
- Check Union membership among the kennel tenants.

All members

shall in particular:

- Assist other members of the committee.
- Assist and be responsible for the duties delegated by the chair to the members.

Gaming Committee (SpelU)

Chair

shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Be responsible for the committee's communication and collaboration with other actors within the Union.
- Upon handover, assist the successor in familiarizing themselves with the role of chairperson and getting off to a smooth start.

Vice Chair

shall in particular:

- Be responsible for the well-being and safety of the committee.
- Act as a sounding board for and assist the chairperson.
- Book venues and dates for events.

- Serve as secretary at committee meetings.
- Chair meetings when necessary and appoint an alternate secretary.
- During the handover, help the successor get up to speed on the role of vice-chairperson and get off to a smooth start.

All members
shall in particular:

- Attend meetings and push the committee forward with ideas for various events.
- Be responsible for games and game purchases.
- Keep track of student interest and demand, and, together with the chair and vice chair, plan events based on this.

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.

All members
shall in particular:

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

Crafting Committee (HantU)

Chair
shall in particular:

- Be ultimately responsible for the committee's operations.
- Organize and manage the operations within the committee.
- Represent the committee in dealings with the Union Board, the Union's other committees, the university, and other associations when necessary.
- Be responsible for the committee's communication and collaboration with other actors within the Union.
- Be responsible for the pricing and selling of materials in consultation with the Union's Paymaster.

Vice Chair
shall in particular:

- Assist the chair in the committee's daily work.
- When necessary, step in as a substitute for the chair.
- Be responsible for booking venues and dates for events.

All members
shall in particular:

- Assist the chair and vice chair in their work.
- Assist with purchases of materials.