



Student Union for
Humanities and
Theology

Position Descriptions

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Introduction

The positions of trust of the Student Union for Humanities and Theology (HTS) are regulated in the Regulations document. In addition to the Regulations, there is also the document Position Descriptions, which should be seen as an educational tool for people interested in applying for a position of trust, for the nomination committee that prepares candidates and for the Representative Council that pre-empt elections.

The entries in this document are divided into three parts: internal assignments within HTS, representatives at the joint faculties of HT and assignments within cooperation bodies. If you have any questions about the posts, please visit www.htslund.se/fortroendeposter or contact the Presidium at exp@hts.lu.se!

For each item it is described what level of Swedish is considered sufficient. These levels should not be seen as requirements, but merely a recommendation. It is always up to the Representative Council to assess whether candidates for positions have the appropriate language level.

1. master Swedish fluently in speech and writing,
2. be able to understand and read Swedish,
3. no need to master Swedish.

Record descriptions list and describe the following items:

Part I: Internal assignments within HTS	
Bureau (3)	
- President of the Student Union with external and internal affairs (1)	
- Vice-President – Head of Educational Affairs (1)	
- Vice-President – Head of Student Welfare Matters (1)	
Union Board (5)	
Novice admiral (1)	
Chairman of the Representative Council (1+1)	
Secretary of the Representative Council (1+1)	
Head of the Nomination Committee (1)	

Members of the Nomination Committee (5)	
Head of the Election Committee (1)	
Members of the Election Committee (5)	
Members of the Committee of Educational Affairs (8)	
Members of the Student Welfare Committee (8)	
Head of the Language Café Committee (1)	
Members of the Language Café Committee (8)	
Head of the Festivities Committee (1)	
Members of the Festivities Committee (8)	
Head of the Labour Market Committee (1)	
Members of the Labour Market Committee (8)	
Graphic Designer (1)	
Moonbase / Head of Lunar Festivities (1)	
The Lunar Committee (5)	
Game Master (1)	
Team Leader (1)	
Activities Master (1)	
Members of the Constitution Council (4)	
Operations Auditor (1+1)	
Financial Auditor (1)	
Part II: Studentrepresentatives on the joint faculties of HT	
Faculty Board and the Faculty Board's Working Committee for Humanities and Theology (1)	
The Educational Council for first and second cycle studies (2)	
The Educational Council for third cycle studies (1)	
Syllabus Reviewer (2)	
The Academic Appointments Board (1+1)	
Part III: Positions in cooperation bodies	
<i>Lund University Student Unions (LUS)</i>	
LUS Moot (1+1)	
LUS Nomination Committee (1+1)	
<i>Academic Association (AF)</i>	
the Head Board of AF (1+1)	
Scholarship Board of AF (2, humanities representative + theology representative)	
<i>Swedish National Union of Students (SFS)</i>	
SFS delgate to SFS-FUM (4, may vary depending on how many full-time students the student union represents)	
<i>Lund Student Billing Association (TRF)</i>	
TRF assembly (1+1)	

Part I: Internal assignments within HTS

<p>Presidium</p>	<p>The Presidium consists of three people who together lead and represent the Union. The Presidium works together to ensure the day-to-day operations of the Union in the Union Office. The three presidials have different responsibilities.</p> <p>If you are looking for a position as a presidial you must be prepared to take a study break for one year, as the assignment is full-time for a thirteen month mandate period from 15 June to 15 July of the following year. You must have knowledge of the student union's activities and assignments, and preferably about how the rest of the student life in Lund works. You need to be prepared to work hard and a lot, but still be able to maintain a happy mood. You should have an interest in educational and student welfare issues related to students. But above all, you must think that Union work is fun!</p>
<p>President of the Student Union responsible for External and Internal Affairs</p>	<p><i>One person, 100% paid for one year</i></p> <p>This presidial has external relations and the internal union structure as its area of responsibility. The President of the Student Union is the person who leads the work of the Board and the person who, in official contexts, represents the Student Union and the students of the Faculties of Humanities and Theology at Lund University.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> - to represent the Union in official contexts and to the media - interpreting the Union's steering documents - to convene and be responsible for the Representative Council - to be Head of the Union Board - to convene and lead the work of the Board - to receive and grant resignations from councillors and other Elected representatives - to be responsible for the organization and the organizational development of which - to be responsible for the Union's finances - to manage the Presidium - to work with Lund University's student unions through the College of Presidents - to work towards national cooperation bodies such as SFS - to hold one of the student representative positions on the Board of Directors and the Faculty Board's Working Committee for Humanities and Theology

	Language level 1
Vice-President of the Student Union with Education Responsibility	<p><i>One person, 100% paid for one year</i></p> <p>This presidial has the responsibility of handling education matters. The Vice President of the Student Union assists the President in all their duties and acts on their behalf in their absence. The Vice President has as much responsibility as the President of the Student Union to administer, organize and represent the activities of the Student Union.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> - to chair the Education Committee. - to work with the Unions educational monitoring bodies. - responsible for student councils and organizing chair meetings. - responsible for the planning and implementation of training for student representatives. - to primarily be responsible for student affairs and contact with the Student Ombudsman. - responsible for collecting students' opinions on issues related to education. - responsible for contact between the union and the relevant authorities. - to hold one of the student representative positions in the Faculty's study programs board. - to monitor local, regional and national education policy issues and to communicate them within the organization. - to work towards national cooperation bodies such as SFS.
	Language level 1
Vice-President of the Student Union with responsibility over student welfare matters	<p><i>One person, 100% paid for one year</i></p> <p>This presidial has student welfare issues and social activities as their responsibility. The Vice President of the Student Union assists the President in all their duties and acts on their behalf in their absence. The Vice President has as much responsibility as the President of the Student Union to administer, organize and represent the activities of the Student Union.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> - to chair the Student Welfare Committee. - to work with the union's other social welfare committees such as Café Multilingua, the Career Committee, and the Festivities Committee. - to work towards the Student Health Service and the Student Ombudsman as well as other external bodies related to study welfare issues.

	<ul style="list-style-type: none"> - to work with Studentlund and participate in their work. - to plan and be responsible for the novice orientation along with the novice admiral. - responsible for the organization of other study welfare projects and activities. - to be responsible, as principal student safety representative, for the contact with the Faculty over student welfare matters, to coordinate the student safety representatives and work with the Housing Board at LUX and SOL, the Local Protection Committee, and the Board of the Faculties of Humanities and Theology's work committee's HR meetings. - As the Union's head of communications, be responsible for the website, Facebook and other social media, as well as to be responsible for other external communications (newsletters, posters, and information material). - responsible for collecting students' opinions on student welfare issues. <p>Language level 1</p>
<p>The Student Union Board</p>	<p><i>Five people</i></p> <p>The Board is the executive body of the Union. The Board presides over the economy and activities of the Union for the Representative Assembly. The Board consists of the Presidium and a further five members. The Board, together with the Presidium, is responsible for:</p> <ul style="list-style-type: none"> - to develop the union's operations and coordinate the work of the Union. - to implement the decisions taken by the Representative Assembly, but also to take decisions on matters that are too urgent to wait be taken up in the Representative Assembly. - to help the Presidium with practical matters, such as keeping the student union office open, preparing for council meetings, going around to course introductions, etc. - to be the employer of the Presidium and other paid workers. - responsible for ensuring that the working environment at the Student Union Office is good and for the well-being of paid workers. - to be the Presidium's right-hand man in the work of the Union, and in this able to step in and assist the Presidium in times of high workload

	<p>If you are applying for the post you should be prepared to spend some time working in the Union, on average half a day a week. As a board member, you should have good insight into how the Union's work is conducted, have ideas and thoughts about how the Union could be better, and be prepared to implement these ideas. In order for the workload not to be too great on you as a board member, it is recommended not to have any other major assignment within the union, although of course it is fully permissible.</p> <p>Language level 2</p>
<p>Noviceamiral</p>	<p><i>One person, 100% paid for three months</i></p> <p>The Novice Admiral is responsible for:</p> <ul style="list-style-type: none"> - to plan and be responsible for the Novice Orientation along with the Vice President Responsible for Student Welfare Matters. - to, along with the Head of Festivities, divide the practical work regarding the Novice Orientation. - to be responsible for the proper functioning of the Novice Orientation and that it follows the union's policies and guidelines. - to promote the Novice Orientation through appropriate channels. - to book premises and other places to carry out the activities. - to recruit mentors and fixers and to have contact with them before and during the period. - to be responsible for lists, contact with nations, and other collaborators. - to consult with the Vice-President of the Student Union with student welfare responsibility, and to be responsible for the budget and the economy related to novice orientation - to continuously update the Presidium and the Board on the work and activities related to the Novice Orientation. - To evaluate the Novice Orientation together with the vice-president of the student union with student welfare responsibility. And present this evaluation to the Representative Assembly after the work has concluded. <p>If you are applying for the post you must be prepared to work extensively with the novice orientation before and during its run. The post of novice admiral will require much of your time during the week or weeks that the activities are as well as during the summer, which is why it is recommended that you plan to be in Lund</p>

	<p>and that you have no other summer job or time-consuming commitment. You have to be organized and efficient, as everything happens during a very intense period. You also have to be good at delegating tasks to others. This requires you to be good at collaboration and clear in your communication. You should also be a happy and encouraging person, who likes to talk in front of people, maybe sing a song or dress up!</p> <p>The person holding the post is also responsible for parts of the union's everyday activities in addition to what is in the post description. This is to relieve the presidium and the board in their work. This responsibility applies, inter alia, to participation in student union guilds, posters and cleaning and is planned in consultation with the Presidium.</p> <p>Language level 2</p>
Chairman of the Representative Assembly	<p><i>One ordinary and one substitute</i></p> <p>The chairman leads Assembly meetings and ensures that they are effective and held according to standard meeting rules, and that they are democratic in nature so that everyone understands what is happening, and feels that they have the opportunity to express what they want during the meeting.</p> <p>If you are applying for the post you should have experience of leading larger meetings, as well as be clear and pedagogical in the way you explain meeting techniques. You cannot be a member or substitute of the Representative assembly yourself.</p> <p>Language level 1</p>
Secretary of the Representative Assembly	<p><i>One ordinary and one deputy</i></p> <p>The council secretary writes minutes at council meetings, and has no other duties regarding the meeting.</p> <p>If you are looking for the post You should be accurate and effective. It is good if you have experience with Representative Assembly, so that you can help the meeting chairman to lead the meeting if necessary. You cannot be a member or substitute of the Representative assembly yourself.</p> <p>Language level 1</p>

<p>Chairman of the Nomination Committee</p>	<p><i>One person</i></p> <p>In addition to the duties of the members of the Nomination Committee, the committee head coordinates the work of the Nomination Committee and has continuous contact with the Presidium regarding when to announce the assignments to be announced. The committee head is also responsible for evaluating the nomination committee's work during the financial year and handover document.</p> <p>The position of Nomination Committee head is not prepared for nomination by the nomination committee, you send in your candidature by sending an email to ordf@hts.lu.se.</p> <p>The person holding the post is also responsible for parts of the union's everyday activities in addition to what is in the post description. This is to relieve the presidium and the board in their work. This responsibility applies, inter alia, to participation in student union guilds, posters and cleaning and is planned in consultation with the Presidium.</p> <p>Language level 1</p>
<p>Members of the Nomination Committee</p>	<p><i>Five people</i></p> <p>The Nomination Committee nominates candidates for elections to HTS positions of trust. The Nomination Committee, together with the Presidium, is responsible for the announcement of the Union's positions of trust. The Nomination Committee then register candidacies, interviews candidates and proposes which persons will be elected to the various positions. The Nomination Committee works throughout the year, but has a large peak in the second half of the spring before the Election meeting, when all the union' posts are to be re-elected.</p> <p>The Nomination Committee is not prepared for election, but you are a candidate by sending an email to ordf@hts.lu.se.</p> <p>If you are looking for the post should have good personal knowledge and find it fun to ask relevant questions to the candidates for the various positions. As an election processor, it is important to be organized and clear, and not to spread information about what is happening within the Nomination Committee to others. You should have good contacts within the union and be informed of what the different assignments mean.</p> <p>Language level 1</p>
<p>Chairman of the</p>	<p><i>One person</i></p>

Electoral Committee	<p>In addition to the duties of members of the Electoral Committee, the Chair person shall coordinate the work of the Electoral Board and shall have the highest responsibility for the proper and democratic conduct of the election of the Student Union. The Chairman is also responsible for evaluating the elections carried out and writing a will.</p> <p>The person holding the post is also responsible for parts of the union's daily or day-to-day activities in addition to what is in the postal description. This is to relieve the board and the presidium in their work. This responsibility applies, inter alia, to participation in student union guilds, posters and cleaning and is planned in consultation with the presidium.</p> <p>Language level 2</p>
Members of the Electoral Committee	<p><i>Five people</i></p> <p>The Electoral Committee is responsible for conducting HTS student union elections, i.e. the election to the Student Union Council, which takes place during the first half of the spring term. The Electoral Commission takes in candidates, ensures that they are elective (i.e. members of the Union), plans the implementation of the elections and is responsible for ensuring that it is handled well and democratically, and counts the votes when the elections are complete.</p> <p>If you are looking for the post ...</p> <p>... should be careful and organised (the elections must not go wrong, then there is a risk that it will have to be redone), but above all have many ideas about how the elections can be conducted, how we increase the turnout and reach out with information that there are elections and get people to vote.</p> <p>Language level 3</p>
Members of the Education Committee	<p><i>Eight people</i></p> <p>The Education Committee discusses and anchors faculty-wide educational issues such as anonymous exams, essay guidelines and the management of course evaluations. Through the committee, the Student Union can work on these issues so that all students at the HT-faculties, regardless of department, get equal rights and opportunities. For example, the committee can work on projects to identify the state of the different institutions on various education-related issues.</p> <p>Subject to time, the committee is a sounding board for VKOU and student</p>

	<p>representatives on the undergraduate board and department boards.</p> <p>If you are looking for the post are interested in education issues! You want to spend your time making the educations of our institutions even better. You are interested in comparing different possible solutions with each other, finding good examples and spreading them. You are also interested in reaching out to more students to gather their opinions on how the courses work.</p> <p>Language level 3</p>
<p>Members of the Student Welfare Committee</p>	<p><i>Eight people</i></p> <p>The Student Welfare Committee works with issues ranging from study environments to student health and student economics. For example, the committee can work on projects to map the social environment in our institutions and to increase accessibility. The committee can also work on collecting opinions from students on student social issues.</p> <p>Subject to time, the committee is a sounding board for VKOS and the student safety representatives in student welfare issues.</p> <p>If you are looking for the post is interested in questions related to the study environment and the students' situation! You want to spend your time making the study environment at our institutions even better. You are also interested in reaching out to more students to gather their opinions on study social issues and think about how the thoughts and ideas available can be implemented in the best way.</p> <p>Language level 3</p>
<p>Chairman of the Language Café Committee</p>	<p><i>One person</i></p> <p>The committee's chairman coordinates the committee's work. This means, in particular, working with all members in the planning and planning of the café every week and being responsible for marketing in consultation with the presidium. If necessary, the Committee convenes the Committee to the Committee. The Chairman is also responsible for ensuring that the activities are evaluated on an ongoing basis and to write will at the end of the operational year.</p> <p>The person holding the post is also responsible for parts of the union's daily or day-to-day activities in addition to what is in the postal description. This is to relieve the board and the presidium in their work. This responsibility applies, inter alia, to participation in student union guilds,</p>

	<p>posters and cleaning and is planned in consultation with the presidium.</p> <p>Language level 3</p>
Members of the Language Café Committee	<p><i>Eight people</i></p> <p>The main task of the Language Café Committee is to run Café Multilingua. The aim of the activities is to create a meeting place where students from different countries can meet and develop their language skills in an informal environment. The members of the committee form a coordinating working group which organises and develops and evaluates the activities. In addition to arranging the café once a week, the working group is also responsible for planning specific theme days, marketing and informing via social media. As a member, they are responsible for the practicalities of the activities, as well as attending committee meetings and acting as a public face for Café Multilingua.</p> <p>If you are looking for the post ...</p> <p>... are interested in languages and enjoy social events! You are good at working in teams, are organized and have easy to communicate with others. You are an initiating person who likes to ball ideas with your task force and comes up with your own suggestions. Good knowledge of English is a requirement, as a large part of the communication at the café and committee meetings takes place in English.</p> <p>Language level 3</p>
Head of the Festivities Committee	<p><i>One person</i></p> <p>The head of the Festivities Committee is the chairperson and directs the work of the committee. During the novice period, the chairperson leads the working group working on the practical parts of the novice period such as food, coffee and decorations, and during the rest of the operational year, the chairperson works together with the committee social projects on a smaller scale. The chairperson is also responsible for reporting the committee's work to VKOS on an ongoing basis and writing wills at the end of the operational year.</p> <p>If you are looking for the post ...</p> <p>... like to plan and work with social events arranged by the Union, both on a large scale (such as the novice period) and on a smaller scale during the rest of the semester. You should also be prepared to spend a lot of time planning and administrative work in connection with the events, especially during the novice period.</p>

	<p>The person holding the post is also responsible for parts of the union's daily or day-to-day activities in addition to what is in the postal description. This is to relieve the board and the presidium in their work. This responsibility applies, inter alia, to participation in student union guilds, posters and cleaning and is planned in consultation with the presidium.</p> <p>Language level 2</p>
<p>Members of the Festivities Committee</p>	<p><i>Eight people</i></p> <p>The Festivities Committee fix the social events: sittings, craft days, and other activities for HTS members. The committee continuously arranges activities during the academic year, preferably in dialogue with other committees in the union.</p> <p>Subject to time, the committee can be a sounding board for and assist the other bodies of the Union in planning their social activities.</p> <p>If you are looking for the post ...</p> <p>... think it's fun to plan social events, everything from decorations on sittings and song booklets to baking semlor and mixing waffle batter. As a member of the committee, you are the one who makes sure that everyone else is happy and well, while you have fun yourself.</p> <p>Language level 3</p>
<p>Chairman of the Labour Market Committee</p>	<p><i>One person</i></p> <p>The Chairman of the Labour Market Committee is responsible for leading the committee's work on labour market issues. The Chairman convenes and leads meetings of the committee and is responsible for the labour market-related events that the committee intends to hold. The Chairman is also responsible for reporting the committee's work to VKOS on an ongoing basis and writing a will at the end of the operational year.</p> <p>If you are looking for the post ...</p> <p>... enjoy planning and working with labour market issues for undergraduate students. You like to work in groups, preferably in project form. You should also be prepared to spend time planning and administration in connection with any events.</p> <p>Language level 3</p>
<p>Members of the Labour Market</p>	<p><i>Eight people</i></p> <p>The main task of the Labour Market Committee is to work with labour</p>

Committee	<p>market-related issues. These include, for example, participating in cross-government discussions on the role of HT students in the labour market, offering events that can strengthen the role of HT students in the labour market and cooperating with the HT faculties in labour market issues.</p> <p>If you're looking for the post... ... think it is interesting and important with issues related to the labour market for HT students. You are good at and think it's fun to work in groups, preferably in project form.</p> <p>Language level 3</p>
Graphic designer	<p><i>One person</i></p> <p>The graphic designer shall assist the union in the design of images and text, especially in the production of posters or images. The graphic designer will also be involved in the development of the Union's graphic profile, and be able to assist the Union when it comes to questions regarding the union's graphic profile and logo.</p> <p>If you're looking for the post... ... should be interested in graphic design and design. You should be happy to have knowledge in graphic programs, vectorization, etc.</p> <p>Language level 3</p>
Moon base / Head of the Lunar Committee	<p><i>One person</i></p> <p>Head of the Lunar Committee (Moon base) is the project manager and ultimately responsible for the Lunar Festivities which is the student union's big banquet. The moon base is the chairman of the Lunar Committee, which together arrange the banquet. The lunar base acts as a communication link between the presidium and the Committee. The moon base is responsible for writing a will after the event has been completed.</p> <p>If you are looking for the post You'll have fun arranging big parties. You should also be good at organizing your work and leading a group towards a goal. But above all, you should be prepared to spend a lot of time planning and arranging the Lunar Festivities.</p> <p>The person holding the post is also responsible for parts of the union's daily or day-to-day activities in addition to what is in the postal description. This is to relieve the board and the presidium in their work. This</p>

	<p>responsibility applies, inter alia, to participation in student union guilds, posters and cleaning and is planned in consultation with the presidium.</p> <p>Language level 2</p>
Lunar Committee	<p><i>Five people</i></p> <p>The committee's responsibility is to implement the Lunar Festivities during the year together with the moon base. This responsibility includes:</p> <ul style="list-style-type: none"> - To work with the moon base to design ideas around the Lunar Festivities - Carry out research of premises and the like and book and keep in touch with them - Plan and implement the banquet regarding e.g. invitations, marketing, registration, catering, decorations, chapter, entertainment, after-party, etc. <p>If you're looking for the post... ... think it's fun to plan big parties. You are driven, organized and prepared to spend a lot of time in the period November to February.</p> <p>Language level 3</p>
Game Master	<p><i>One person</i></p> <p>The game director's job is to ensure that the union' collection of board games is used by the union members by regularly arranging game nights. The game manager is responsible for buying coffee for the gatherings, take care of the existing games, as well as to buy new games. The game master shall, if possible, cooperate with the Language Café Committee, the head of the Festivities Committee, the Team Leader and the Activities Master.</p> <p>If you are looking for the post are interested in different types of games and want to gather the union members who share this interest in game nights and other gatherings.</p> <p>The person holding the post is also responsible for parts of the union's daily or day-to-day activities in addition to what is in the postal description. This is to relieve the board and the presidium in their work. This responsibility applies, inter alia, to participation in student union guilds, posters and cleaning and is planned in consultation with the presidium.</p> <p>Language level 3</p>

Team Leader	<p><i>One person</i></p> <p>The team leader is the convener of HTS BK, which is the soccer team. The coach ensures that the soccer team gathers in training sessions. The coach is also responsible for ensuring that the team is registered for matches and tournaments and that there are players to them. The team leader is also responsible for purchasing equipment in the form of, for example, team shirts and footballs. The coach shall represent the Union in a sporting manner in matters of sport, for example at the Kårmästerskapen. The coach is automatically not the captain, but the team captain is up to the members of HTS BK to choose.</p> <p>The coach is happy to cooperate with the head of the Festivities Committee, Activities Master and Game Master on joint activities.</p> <p>If you're looking for the post... ... think it's fun with sports and other physical activity. You would like to start cooperation with other union and maintain previous activities.</p> <p>Language level 3</p>
Activities Master	<p><i>One person</i></p> <p>The Activities Master is responsible for organizing activities of a playful nature. This could be, for example, outdoor activities where the union' equipment for e.g. croquet, cubic and ball is used. The games can be either internal for HTS members, or external together with other unions and student organizations.</p> <p>If you are looking for the post ... You think it's fun with games and activities. You would like to initiate collaborations with other unions and maintain past activities.</p> <p>Language level 3</p>
Members of the Constitutional Council	<p><i>Four people</i></p> <p>The Constitutional Council is HTS body for appeal of decisions. The Council examines the interpretations of the statutes and investigates the violation of the statues if a member of the Student Union has notified that such a decision has been made. The term of office extends over two years. Two members are elected for each new operational year.</p> <p>If you are looking for the post ...</p>

	<p>You have very good experience in interpreting the Union' statutes, for example in the capacity of having been part of the presidium.</p> <p>Language level 1</p>
Operational Auditor	<p><i>One ordinary and one substitute</i></p> <p>The auditor reviews the activities of the Union, in addition to what is of a financial nature. At the end of the year, the auditor goes through and ensures that there are minutes of the decisions taken, that the Union has complied with the operational plan and has not breached the statutes. Together with the financial auditor, the auditor proposes that the Board be discharged at the end of the year, provided that no errors have been detected.</p> <p>If you are looking for the post should have good experience of what the Union' activities look like, preferably with a few years perspective. You should be able to assist the presidium and the Board during the year and be able to answer questions about how different things can and should be implemented. You may not have any other assignments within the union. It is possible to be a member of another student union as auditor, as long as you have good knowledge of HTS.</p> <p>Language level 1</p>
Financial auditor	<p><i>One person</i></p> <p>The financial auditor will examine the union's finances and accounts at the end of the operational year. The auditor is usually a certified public accountant from an accounting firm.</p>

Part II: Student representatives on site HT

HTS education monitors at the joint Faculties of Humanities and Theology. The HT-faculties consist of eight institutions, and in their committees and boards decisions that affect our education and research are made.

Faculty Board and Faculty Board Working Committee for Humanities and Theology	<p><i>Two persons, paid for by the faculties</i></p> <p>The Faculty Board (FST) is the highest decision-making body at HT, and consists of teacher representatives, students and general representatives (people outside the university who will give the faculty board new impressions from outside the world). The Faculty Board makes overall decisions on education and research, on the faculty budget and resource allocation, policy documents and responds to referrals from the university or the Ministry of Education. The board meets three times per semester, usually a whole</p>
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	<p>morning.</p> <p>The Faculty Board's Work Committee (AU) prepares the meetings of the Faculty Board and decides on the issues that are too detailed or too urgent to reach the Board. The Working Committee discusses referrals and has a long budget preparation during the autumn. The Working Committee consists of the deans of the faculties (four), two students, a doctoral student and the head of the faculties and the financial manager. The Working Committee meets everythree weeks, usually for a whole morning.</p> <p>The student representatives elected to the Faculty Board are automatically also elected to its work committee. One of the positions is entirely delegated to the president of HTS.</p> <p>If you are looking for the post must have a good knowledge of how the HT-faculties work, or quickly want to and be able to acquire this knowledge. You should have plenty of time and interest to work with issues related to area HT's organization and overall planning of education and research. You should have an interest in learning how the faculties' budget looks and works and want to protect the interests of the students in all the decisions made by the Faculty Board. You should have some time's experience from working in the union.</p> <p>Language level 1</p>
<p>The Educational Council for first and second cycle studies</p>	<p><i>Three persons, paid by the faculties</i></p> <p>The Educational Council for first and second cycle studies (GUN) is one of the three operational boards of the faculty. GUN have discussions and make decisions on matters relating to undergraduate education (all courses up to master's level). GUN has discussions about issues related to our courses directly, such as course evaluations, quality work, curricula, retention (how we ensure that students pass their courses and "get through" the education), study guidance and more. GUN meets once a month, usually a whole morning, and is led by the Vice Dean of Undergraduate Education.</p> <p>One of the positions is fully delegated to HTS VKOU.</p> <p>If you are looking for the post should have a strong interest in working on issues related to initial education at a global level. You should have time to read into the documents that come before the meetings and anchor decisions and opinions in the Student Union's Education Committee.</p>

	<p>Language level 1</p>
<p>The Educational Council for third cycle studies</p>	<p><i>One person, paid by the faculties</i></p> <p>The Educational Council for third cycle studies (FUN) is one of the three boards of operations of the HT-Faculties. The Board discusses issues related to doctoral education, i.e. doctoral students' education and prerequisites. The Board decides, among other things, how many doctoral students are to be admitted each year and who is admitted.</p> <p>HTS has one member of the council, and the PhD Student Union at HT have two. The board meets once a month, usually a whole morning.</p> <p>If you are looking for the post should have good knowledge of the faculties and interest in learning more about doctoral education, and how we enable a smooth transition from undergraduate to postgraduate education.</p> <p>Language level 1</p>
<p>Academic Appointments Board</p>	<p><i>One ordinary and one substitute, paid by the faculties</i></p> <p>The Academic Appointments Board is the group within the HT-faculties manages the hiring process of new teachers and researchers. The board announces the assignments, interviews the candidates, visits the test lectures held on various subjects and takes opinions from external experts. The board then decides who will be employed on the assignment in question. The Academic Appointments Board is a comprehensive and demanding assignment, where representatives are expected to be very involved and be able to spend a lot of time on meetings, discussions, and test lectures.</p> <p>If you are looking for the post should have studied at the university for a while, and have thought a lot about how a good teacher should be. You should have a good overview of the faculties and the subjects studied at the departments and have an insight into the different types of tasks that can be held within the different positions at the university. You must have plenty of time to spend on the mission.</p> <p>Language level 1</p>
<p>Syllabus Reviewer</p>	<p><i>Two persons, paid for by the faculties</i></p> <p>All curricula adopted at the HT-faculties go through the syllabus reviewers. There are a number of teachers and students who ensure that the curricula are correctly written and have goals and forms of examination that work in practice, before they are adopted by the Vice Dean of Undergraduate</p>

	<p>Education. In the syllabus group there are two students who review and approve curricula. The syllabus group has no meetings, but the syllabus is sent and examined digitally.</p> <p>If you are looking for the mission should have extensive experience working with curricula, from, for example, a department board. You should have prior knowledge of what a good syllabus should look like, and a sense of what concepts and expressions can be used. You must be efficient and able to work quickly, as the syllabus must go through the system as soon as possible in order for the courses to be given.</p> <p>Language level 1</p>

Part III: Mission of cooperation bodies

<p><i>Lund University Student Unions (LUS)</i></p>	<p><i>LUS is a co-operative body for Lund's student unions, which is responsible for selecting representatives for boards and working groups at central university level, as well as managing LUS foundations, the student representatives, Lund Students' FanBorg. LUS also works for a better existence for Lund's students against municipal and regional politicians.</i></p>
<p>LUS moot</p>	<p><i>One ordinary and one substitute</i></p> <p>LUS moot is LUS highest decision-making body. The moot decides on the budget and business plan for LUS, and elects senior representatives to central assignments. Each union has one member and one substitute in the moot, and these shall be persons who can speak for the Union.</p> <p>If you are looking for the post should have a good knowledge of LUS activities and assignments.</p> <p>Language level 2</p>
<p>LUS Nomination Committee</p>	<p><i>One ordinary and one substitute</i></p> <p>LUS Nomination Committee prepares the elections conducted by LUS moot by taking in candidacies, interviewing candidates and giving suggestions on who to choose for the positions. The Nomination Committee works a lot for the election that falls mainly in April and May, but also to some extent during the rest of the year.</p> <p>If you are looking for the post ...</p>

	<p>... should have good knowledge of LUS, and be prepared to work a lot in April and May.</p> <p>Language level 2</p>
<i>Academic Association (AF)</i>	<p><i>AF is a large student association that is located in AF-Borgen in Lundagård. Within AF there are a large number of committees, such as Radio AF, Konstsamling, the large spex, student arkivet, Ordkonst, etc.m. The nations and unions are the principals of AF, and through Studentlund all our members are also members of AF.</i></p>
Head Board of AF	<p><i>One ordinary and one deputy</i></p> <p>Head Board of AF (AF-ÖS, or "öset") is AF's highest decision-making body. AF-ÖS makes decisions on the budget and business plan for AF and elects AF's presidium, AF's board and AF-borgen's board as well as all the committees' supervisors. AF-ÖS also has discussions about the development of AF and new initiatives within the association.</p> <p>If you are looking for the post ...</p> <p>... should have an interest in the part of Lund's student life that concerns the nations and AF, and be interested in developing HTS cooperation with them.</p> <p>Language level 2</p>
AF Scholarship Board	<p><i>Two people: one member of the Faculty of Theology and one member of the Faculty of Humanities.</i></p> <p>The AF Scholarship Board awards a large amount of scholarships to students in Lund every semester. The scholarships are often divided by subject and faculty, and the scholarship board therefore has one member from each faculty. Since HTS spans two (ceremonial) faculties, we have two members. AF's scholarship board has one meeting per semester.</p> <p>If you are looking for the post ...</p> <p>... should belong to the ceremonial faculties you wish to represent, and not apply for scholarships from AF yourself during the year you sit as a member of the scholarship board.</p> <p>Language level 2</p>
<i>United Student Unions of Sweden (SFS)</i>	<p><i>SFS is a cooperation body for student unions around Sweden. SFS elects student representatives to national working groups and boards, and works to represent the students' opinions against, for example, the Ministry of Education, the Swedish National Agency for Higher Education and CSN.</i></p>
Agent to SFS-FUM	<p><i>Four people (may vary from year to year because the number of delegates is controlled by the</i></p>

	<p><i>number of full-time students the student union represents)</i></p> <p>SFS-FUM (The Council of The Swedish Student Unions) is SFS highest decision-making body. Agents of SFS-FUM participate at SFS-FUM on the weekend that occurs and are involved in the preparatory work during the spring semester. The work mainly involves writing and reading motions and requires a lot of work as well as good attendance. It is a good opportunity to meet other student unions to make contacts and discuss common problems and opportunities.</p> <p>If you are looking for the post should be interested in national education policy. You must be able to go on SFS-FUM on the current weekend and be involved in the preparation work during April and May, which requires a lot of work and good attendance.</p> <p>Language level 2</p>
<i>Term counting association (TRF)</i>	<p><i>TRF is responsible for the student registers of the unions and nations, the sending of bills, the administration of members' payments and the mailing of membership cards.</i></p>
TRF assembly	<p><i>Two persons: one ordinary and one substitute</i></p> <p>TRF's general meeting is TRF highest decision-making body. It is held once a semester and decides on the budget and financial statements and elects the secretariat and board of TRF.</p> <p>One of our representatives at the Meeting should be one in the presidium.</p> <p>If you are looking for the post should be interested in cooperating with the nations and AF and be interested in how the membership system and Studentlund work.</p>