



**LUNA**  
Lunds naturvetarkår

Post Descriptions

2017-02-27

Members of LUNA

## Post Descriptions

### Presidiet - Presidium (2)

Presidiet är anställda på heltid och består av **ordförande** (1) och **vice-ordförande** (1). Presidiet samordnar det studiebevakaande arbetet genom att kalla till möten med styrelsen, studieråden, utskotten och representativa kollegiet. Presidiet ansvarar även för studierelaterade studentärenden så att utsatta studenter får den hjälp de behöver.

I den administrativa rollerna som omfattar presidiet är de främsta uppgifterna att organisera kårens arbete så att studenternas röst gentemot universitetet blir enad och stark så att studenterna inte blir förbisedda i förändringar eller att förändring till det bättre sker. Arbetet sker genom kontinuerliga möten med styrelse, studieråd, utskott och representativa kollegiet.

En viktig roll är att hjälpa studenter som blivit utsatta i sin utbildning eller av sina medstudenter. I samarbete med studentombudet hjälper presidiet personen att komma tillrätta med sina problem och eventuellt medla mellan olika parter. Presidiet ska även sköta kårens ekonomi och vara representanter i externa organ inom LUS och Studentlund. De är också ansvariga för att hjälpa kårens utskott såsom sexmästeriet och faderutskottet, med att planera och genomföra olika evenemang. För dessa uppdrag krävs personer som har god datorvana, är utåtriktade och sociala, stresståliga, har grundläggande kunskaper inom ekonomi och är ordningsamma.

**Ordförande** är kårens ansikte utåt och främste företrädare gentemot fakulteten, media, Lunds Universitets Studentkårer (LUS) och Sveriges Förenade Studentkårer (SFS). Ordförande är dessutom ytterst ansvarig för kåren.

**Vice ordförande** har utöver att genomföra de gemensamma uppgifterna att ersätta Ordförande då denna ej är tillgänglig.

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The presidium consists of the **President** (1) and the **Vice-President** (1). They are both sabbatical officers meaning they are paid full time for the duration of an academic year. The presidium organises the work of educational monitoring by summoning to meetings with the board, student councils, committees, and the parliament. Furthermore, the presidium is also responsible for study-related student issues so that vulnerable students receive the help they need.

In the administrative roles that comprises the presidium the most prominent tasks are organising the union's work such that the students' voice towards the university becomes united and strong to prevent the students being ignored in changes or that changes are made for the better. The work is done through continuous meetings with the board, student councils, committees, and the parliament. An important role is to aid vulnerable students who face problems or disputes in their education or with fellow students. In collaboration with the studentombud the presidium will help the person overcome their problems and, if necessary, serve as an outside representative in communication between the involved parties.

The presidium will also handle the union's economy and be representatives in external organs such as Lunds Universitets Studentkår (LUS) and Studentlund. They are also responsible for helping the union's committees such as the party committee and the mentor committee, in planning and executing different events. For these tasks persons with good computer skills, are out-going and social, stress-durable, have a basic knowledge of economy, and are orderly are required.

The **President** is employed full-time for one year and is the union's face externally and the primary representative towards the faculty, media, LUS, and Sveriges Förenade Studentkårer (SFS). The president is also ultimately responsible for the union.

The **Vice-President** task is also to replace the president when they is not available.

*Knowledge of Swedish is required for these posts.*

## **Näringslivsansvarig - Head of Corporate Relations (1)**

Som näringslivsansvarig är du arvoderad av kåren under vårterminen och har ett överlämningsansvar till din efterträdare för nästkommande verksamhetsår. Dina främsta arbetsuppgifter är att arbeta för större näringslivsanknytning och förberedande inför arbetsmarknaden i fakultetens utbildningar. Dina andra arbetsuppgifter innebär att organisera och genomföra arbetsmarknadsrelaterade evenemang för kårens medlemmar såsom föreläsningar, kvällar eller cases med företag utanför universitetet och att planera och genomföra LUNAs arbetsmarknadsdag ATLAS. Du är även arbetsledare för arbetsmarknadsutskottet. Som arbetsmarknads och näringslivsansvarig skall du ha god datorvana, vara stresstålig, utåtriktad och social, vara en god talare och ordningsam.

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As Head of Corporate Relations you are payed full time by the union one semester and you have a responsibility to prepare your successor for their fiscal year. Your primary tasks are to work towards the faculty to incorporate a larger connection the the labour market in the education. Your other tasks are to organise and execute different labour market related events for the unions members, involving but not limited to lectures, cases with companies outside the university and the plan and execute LUNAs career fair ATLAS. You are also leader of the career-committee.

As Head of Corporate Relations you should have good computer skills, you should be able to handle stress, be sociable, a good speaker and orderly.

*Knowledge of Swedish is required for this post.*

## **Kårstyrelse – Union Board (5)**

The board is, together with the president and vice president, the executive part of the union, providing opinions to the presidium and supporting them during stressful times. Working closely with the presidium the board acts as the voice of the parliament during decisions at board meetings.

## **Informationsansvarig – Chief of Information (1)**

The chief of informations is responsible for content, designing and distributing of the union's newsletter "Zenit" and making it available on the webpage. Furthermore, the chief of information is responsible for designing and distributing event posters for the union.

The flow of information on social media (Facebook, Twitter, Instagram) is also a responsibility together with the presidium.

*Knowledge of Swedish is required for this post.*

## **Webmaster (1)**

As webmaster you are responsible for the unions website and web-hotell being updated and working. You are also responsible for administrating editor and admin roles in the websites development system for active members in the union.

## **Källarmästare – Quartermaster (1)**

The Quartermaster is responsible for keeping book on the unions consumables and making sure they are in stock during times of need. A driver's licence is required for this post.

## **Sexmästare – Party Master (1)**

The party master is responsible for leading the party committees work and plan and execute social events for members of the union. These involve but are not limited to, sittings, parties and other social events. You also help the presidium

and head of information to spread information about the events the members of the union. The union has two party masters, one is elected in the autumn and one in the spring to ensure continuity in their work.

### **Sexmästeriutskottet – Party Committee (6)**

The party committee helps the party masters to plan and execute social events for the members of the union. As a member of the party committee you are expected to work at different social events held by the union, for example parties.

### **Balmästare – Ballmaster (2)**

The ballmasters are responsible for arranging LUNA's annual ball UTOPIA. They carry out their work in close collaboration with the presidium of union and are the heads of all matters pertaining to the ball. Their duties include, but are not limited to, selecting the ball committee, arranging and leading ball committee meetings, arranging menu, hiring entertainment, planning decoration, being toastmaster during the ball, marketing the ball to the members, and arranging any eventual ticket releases.

The ballmasters are expected to work very closely with one another and share equal power in decisive matters. After the ball they perform an evaluation along with the presidium to continuously improve the ball for coming years.

### **Medlem i fadderutskottet – Member of the Mentor Committee (8)**

The mentor committee is responsible for planning and executing the novish periods at the beginning of each semester together with the presidium. Note that this requires a substantial time investment at the end of the summer. As a member of the mentor committee, you are to take part of the alcohol serving education (A-cert and B-cert) provided by Studentlund.

### **Fadderutskottets Ordförande – Chairperson of the Mentor Committee (1)**

In addition to being a member of the mentor committee, as chairperson of the mentor committee, you are ultimately responsible for the planning and execution of the novish periods. You are also to ensure that the union's alcohol policy and crisis management plan are followed during novish activities. You should also summon the committee to meetings and ensure proper minutes are recorded.

### **Utbildningsutskottets ordförande – Chairperson of the Education Committee (1)**

The chairperson of the education committee is responsible for coordinating the issue politics of the union by meeting with representatives from all department under-graduate education boards and discussing the problems with the faculty in their undergraduate education board.

### **Huvudstuderandeskyddsombud – Chief safety officer (1)**

The chief safety officer coordinates the work of all the representatives in the departments Health, Environment and Safety committees and represents the union in the faculty equivalent. The main duties of being the chief safety officer is to attend on safety rounds with inspectors and making sure students have a healthy and safe study environment.

### **Språkrör i utskottet för jämställdhet och likabehandling Spokespersons for the Gender & Equality Committee (2)**

The spokespersons coordinate the work of the unions gender and equality committee by discussing situations and problems with student representatives from every department. They are also representatives in the faculty equivalent.

### **Valberedningens ordförande – Chairperson of the Nomination Committee (1)**

As the president chairman of the Nomination committee you are responsible for coordinating the election process for posts in the union and summon the nomination committee (see below) to meetings.

### **Valberedningen – Nomination Committee (5)**

The nomination committee's task is to nominate candidates for all posts within the union. This is done by interviewing candidates for the various positions and then nominate those that the committee considers appropriate for the posts.

### **Sportutskottets Ordförande – Chairperson of the Sports Committee (1)**

In addition to the regular duties of the sports committee, you are to summon the committee to meet a regular intervals.

### **Medlem i sportutskottet – Member of the Sports Committee (5)**

As member of the sports committee, you are to arrange sports and e-sports events for the members of LUNA.

### **Revisor – Auditor (3)**

Som revisor granskar du kårens verksamhetsberättelse och bokslut från föregående verksamhetsår och ser till att kåren har fullgjort sina arbetsuppgifter under året samt skött ekonomin. Arbetet är koncentrerat till en kort period då verksamhetsberättelse och bokslut lämnats in, vanligen under september eller oktober. Det finns två poster för verksamhetsrevisor och en post för ekonomisk revisor. För att söka till verksamhetsrevisor skall du ha tidigare ha varit presidial, styrelseledamot eller suttit i representativa kollegiet.

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As auditor you audit the unions annual report and economic closure report of the previous fiscal year and make sure the union has completed their tasks during the year. The responsibility of the auditor is concentrated in a short period when the annual report and economic closure report are handed in, usually during September or October. There are two posts for activity auditors and one post for an economic auditor. To apply for activity auditor you must have previously held a post in the presidium or board of the union, or been a member of the representative parliament.

### **Fakultetsstyrelsen – Faculty board member (2+2)**

The faculty board is the highest deciding part of the faculty where the most important matters are decided.

*Knowledge of Swedish is required for this post.*

### **Ledamot i fakultetens utbildningsnämnd – Member of the Education Board at the Faculty (7+7)**

The faculty undergraduate education committee is where the final decisions concerning all undergraduate education is made.

*Knowledge of Swedish is required for this post.*

### **Lärförslagsnämnden - Member of the Teacher Suggestion Board (1+1)**

The teacher suggestion board is payed by the faculty. As a student representative in the teaching suggestion committee (LFN) you audit and interview leturers, professors and others who apply for teaching and research positions at the faculty of science together with representatives from the faculty and departments. You then together with LFN give

recommendations to the faculty who should be appointed to the position. LFN usually convenes once a month in full-day meetings.

*Knowledge of Swedish is required for this post.*

### **Ledamot i docenturnämnden – Member of the Lectureship Board (1+1)**

The lectureship committee appoints teachers applying for a lectureship at the faculty of science.

*Knowledge of Swedish is required for this post.*

### **Ledamot i Excellent Teaching Practitioner-nämnd (ETP) Member in the Excellent Teaching Practitioner Board (1+1)**

The excellent teaching leader practitioner committee awards lectures who have shown outstanding merit in teaching at the undergraduate or graduate level. As a member of this committee you have a say in which teachers deserve the award.

*Knowledge of Swedish is required for this post.*

### **Ledamot i bibliotekskommittén – Member of the Library Committee (1+1)**

In the Library Committee, the Faculty of science keeps their strategic discussions about libraries and their function. The library staff is a large work force and the committee helps to coordinate the work. Student representatives are there to ensure that the libraries and study places are good suited for the students.

*Knowledge of Swedish is required for this post.*

### **Ledamot i IT-rådet – Member in the Faculty IT Council (1+1)**

The IT Council discusses everything from the faculty website to the Internet-based evaluation system. Both the continuous development of the website and solutions to problems that arise

*Knowledge of Swedish is required for this post.*

### **Ledamot i rekryteringsrådet – Member of the Recruitment Council (1+1)**

The recruitment council deals with how the faculty recruits students by developing new ways for recruitment.

*Knowledge of Swedish is required for this post.*

### **Språkrör i utskottet för jämställdhet och likabehandling vid fakulteten Spokespersons for the Committee of Equality and Equal Treatment (2+2)**

The committee for equality works with ensuring that all students are treated equally independent of gender, background or religious affiliation. Traditionally these posts are taken by the spokespersons of the union equal treatment committee.

### **Styrelsen för MAXlab – Member of the Board of MAXlab (1+1)**

The MAXlab board decides on the future and operations of MAXlab and MAXIV. As a member of the council you observe and influence the direction of MAXlab.

*Knowledge of Swedish is required for this post.*

### **Ledamot i LUS ting – Member of LUS Ting (1+1)**

In LUS thing final decisions concerning all LUS operations are made

*Knowledge of Swedish is required for this post.*

### **Ledamot i LUS valting - Member of LUS the Election Ting (2+2)**

The LUS election ting is the constellation that elects LUS posts for the next academic year.

*Knowledge of Swedish is required for this post.*

### **Ledamot i LUS valberedning – Member of the LUS Election Committee (1)**

In the LUS election committee people are interviewed in order to determine if they should be nominated in the LUS election ting.

*Knowledge of Swedish is required for this post.*

### **Ledamot i Akademiska föreningens överstyrelse – Member of the Academic Society Parliament (1+1)**

In the academic association supreme board, you sit as a representative from the lund university science union to speak on its behalf in this the highest of authorities with in the academic association. It gives you great insight into what is going on in the academic world and the academic associations different branches, including AFB, Spexes and nations.

*Knowledge of Swedish is required for this post.*

### **Ledamot i akademiska föreningens stipendienämnd – Member of the Academic Society Scholarship Committee (1+1)**

You work as a group assessing applications to the Academic Societysscholarships and Decide how they are distributed. This is a position Where You as Member represent the opinion of the Lund science union.

*Knowledge of Swedish is required for this post.*