

Presentation of the board positions for the IAGG Student Board

PRESIDENT: provides overall coordination of the work of the student board; responsible for convocation of board meetings and student board meetings as well as the preparation of the agendas and leading these meetings; is the contact person and the representative of the student board for all issues that do not fall under the responsibility of the other board members; manages the IAGG student board email account. Moreover, the president, in coordination with the vice-president, is responsible for the communication and coordination between the IAGG student board and Göta and/or Göta SAMSEK.

VICE-PRESIDENT: provides support to the President in all respects; responsible for organizing lectures together with the event coordinator, the secretary and the treasurer.

TREASURER: responsible for the budget of the student board, which is coming from the Political science department, Göta student union, occasional fundraising events (for example, bake sales) or selling tickets to IAGG events when there is such a need; responsible for providing necessary documentation for the money spent as well as getting the reimbursements when necessary; in coordination with the event coordinator; in coordination with the study trip coordinator ensures the smooth booking and payment of tickets, hostels, excursions, local transportation etc.

SECRETARY: responsible for booking locations for the meetings and events and creating Facebook events; responsible for keeping minutes during the student board meetings and board meetings; responsible for informing the students of IAGG programme about upcoming events through the student email in order to ensure that even those students who do not have Facebook are informed about the activities; provides other necessary support to the board.

EVENT COORDINATOR: responsible for organizing social events for the members of the student board together with the treasurer and the secretary, while also enlisting help of other student board members; helps the Vice-President with organizing the lectures (providing fika etc.); responsible for the possessions of the student board (everything that has been bought for various events but haven't been used, so that these things could be used for other events).

Responsible for event cooperation with other student associations at GU together with the Communications Coordinator.

STUDY TRIP COORDINATOR: responsible for organizing the study trip in coordination with the treasurer and the secretary, including organizing the vote for the dates and the location, arranging the accommodation, booking visits to the organizations and lectures at the university (if possible and necessary), arranging a city tour and local transportation (if possible), as well as flights if agreed by those going; also responsible for preparing the students going on the study trip so that they are aware of the organizations they will be visiting and are prepared to ask questions about the work of these organizations (it is also a good practice to have an overall theme for the study trip that the organizations can speak about; however, this is not always possible); it is expected that the study trip coordinator goes on the study trip together with the group, however if it is not possible it is his or her responsibility to appoint the leader of the group who will be responsible for all the contacts on the ground as well as inform all the contact persons about this group leader.

EDUCATIONAL AFFAIRS COORDINATOR: is the liaison between the students of the programme and the administration, all the questions/issues about the contents of the programme, the grading process, teaching etc. can be brought to him or her, especially when they are general rather than individual.

COMMUNICATIONS COORDINATOR: responsible for the social media sides of the board, posting about upcoming events, etc. and executing the overall communications strategy (including e-mail, social media and other channels). Moreover, the communications coordinator, together with the Event Coordinator, should get in touch with as well as other student associations (such as DEMOs, European Studies, etc.) to form possible coalitions and discuss possible joint events.