

# CONSENSUS

## POST DESCRIPTIONS



# Consensus

## MEDICINSKA FAKULTETENS STUDENTKÅR

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## Introduction

Consensus post descriptions are a document that describes the various posts in Consensus and should be read in conjunction with Consensus rules of procedure. The rules of procedure are the document that regulates the assignments of the posts. The rules of procedure and post descriptions complement each other.

## Full-time employees

The Consensus board consists of 15 posts, of which 6 are full-time employees. Being paid full-time in Consensus means working full-time and having a study break. Even if the goal is to have a normal workload of about 40 hours per week, the working weeks can vary greatly. It is important to be prepared for certain weeks to be long with many working hours. There are continuous evening jobs (committee meetings) and also some weekend jobs. Working in the union takes a lot of time and energy. It is important to have time for recovery. It is not appropriate to have other large commitments or commitments in addition to a full-time assignment. It will be many and long working hours as it is.

In general, the workload is high for all positions and it is important to be stress-resistant, able to prioritize, be able to work independently and have many balls in the air. All positions work a lot in groups with both students but also the other unions, municipalities, LiU or other actors and a good ability to work together is a necessary characteristic. Remember that the most important thing is to know what it is like to be a student. The rest you learn on the spot!

The pay for full-time positions is approximately SEK 11,500 per month. Benefits are a coffee card on Örat and a union card that gives entry to the union houses, which is valid for two years.



## President of the board

The president of the board leads the union's activities and is the spider in the web and keeps the organization's work together. The post can be divided into two main parts. One part is to represent the Consensus in official contexts and is the unions' outward face. The second part is an internal role that involves coordinating and supervising the Consensus' daily work together with the vice union chairman, who together constitute the Consensus presidium (= Consensus leadership staff). The Bureau is responsible for the student union's finances with the help of knowledgeable financial services.

Together with the head of student welfare and support with focus on the work environment, who has the overall responsibility, the union chairman works with national advocacy work via the Swedish United Student Unions (Sveriges Förenade Studentkårer, SFS), where Consensus is a member union.

The president of the board is a student representative in many meetings at a high LiU level, such as the university board, the faculty board at the Faculty of Medicine and much more. This means pushing the union's and the student's issues towards LiU. Collaboration with Linköping municipality and other external actors is also an important part of the post. Close co-operation with the sections is important for Consensus and it is the president of the board who convenes and leads the section's president committee.

Consensus also works closely with the sister unions StuFF and LinTek, which together create Linköping University's student unions - LUST. It is the president of the board together with the vice president of the board who sits on the LUST board together with the other unions' presidium. The union presidents share three assignments. These are; LiU's audit committee, rector's decision meeting and rector's management council. The seats rotate between the unions and the union presidents are responsible for each of these every three years. The president of the board also share the responsibility of acting as a partner in Kårservice incorporated company via Kårservice owner association (Kårservice Ägarförening (KSÄF) together with the vice president of the board.

Two work days are never the same and being president of the board means taking on a great deal of responsibility. It takes a bit of a mini-expert in all areas. In order to be able to answer all the questions that come up in the forums, the president of the board is the one who represents the union, and to be able to go in and support the other full-time employees in various matters when they may be needed. Therefore, basic knowledge of all posts areas is good to have. In addition to that, work management is a big part of the work, which often means "getting things done". It is good to have an eye for structure and see what needs to be done and when it should be done, delegate responsibility and make sure it gets done.

Because it involves a lot of representation assignments as president of the board, which means a lot of meetings on a daily basis, but it also means giving a lot of speeches. It is a prerequisite to be comfortable giving speeches and to be good at interacting with many and different people. It can be advantageous to have experience of, for example, having been a



member of a section board in order to have an understanding of how a section works in order to facilitate cooperation with the sections.

### Vice president of the board

The post as vice president of the board can be divided into three main parts; finance, contact person for Consensus managers and Domfil, external and internal communication. It is the vice president of the board who handles the practical work with the union's finances and has close contact with the finance service. The vice president of the board is responsible for Café Örat's financial operations.

The vice president of the board is the contact person for the union's agents and the doctoral student section Domfil. It creates a close collaboration with the café manager in matters concerning the daily work and operation of the café. There is also close collaboration with the project manager for CARMA when contacts with the business community and working life contacts as well as the finances around the fair are required. Upon request, the vice president of the board shall assist the marketing manager, the pub manager and the international manager and Domfil in their work.

External and internal communication means that the vice president of the board is partly responsible for collaborations, partly responsible for the message and information that Consensus conveys and how it is conveyed. The vice president of the board has the main responsibility for Consensus' website, social media and print material, but most of the practical work is handled by the marketing manager. However, it is the vice president of the board together with the president of the board who is responsible for disseminating information to the press and more.

The vice president of the board sits on a number of student representative assignments and represents the union in a number of collaboration forums. Consensus also works closely with the sister unions StuFF and LinTek, which together create Linköping University's student unions - LUST. It is the union president together with the vice union president who sits on the LUST board together with the other unions' presidium. The vice union presidents share three assignments. These are; KALAS steering group, LUST chairman and LUST secretary. The seats rotate between the unions and the vice union presidents are responsible every three years for each of these. The vice union president also share the responsibility of acting as a partner in Kårservice incorporated company via Kårservice owner association (Kårservice Ägarförening (KSÄF) together with the president of the board.

As part of the Consensus presidium, the vice president of the board is also involved in some representation assignments. In addition, the post involves a lot of meetings on a daily basis. It is therefore a prerequisite to be good at interacting with many and different people.

The vice president of the board is the one who has the "most diverse" position and there are often many different tasks at the same time and it is important to be able to maintain a good structure and be able to prioritize correctly among the tasks.



## Head of educational affairs

As head of educational affairs, the main responsibility lies in dealing with educational issues at faculty and university level and to some extent also at national level. This includes working with educational quality in the programs, pedagogy, examinations, course plans and VFU. At present, there is also a lot of focus on the decentralization of medical education, savings requirements and the quality assurance system.

The head of educational affairs leads the education committee where all education supervisors from all sections of the medical faculty sit, which is an important link between the university and the students. The education committee also works with the awarding of the Educator of the Year and VFU place.

It is important to be well acquainted with the Higher Education Ordinance, UKÄ's report on legally secure examinations and LiU's own regulations. This, in turn, will facilitate the handling of student matters, which often focus on reconsideration of grades, impaired elements in the education and acting as an intermediary between program management and students. Handling student matters is a large and important part of the assignment as head of educational affairs.

The position involves working closely with students, program managers, Clinicum managers and the vice dean for undergraduate education. Consensus also works closely with the sister unions StuFF and LinTek, which together create Linköping University's student unions - LUST. The head of educational affairs is a member of the education committee LUST-U and the doctoral student committee LUST-DK.

As head of educational affairs, there are a lot of meetings on a daily basis. It is the post that goes to most meetings. There is often a lot of action and preparation for the meetings, so it is important to have a good ability to prioritize and prepare at the same time as other tasks must catch up between meetings. It is therefore a prerequisite to be good at interacting with many and different people and have an interest in educational issues and to work with and help students in student affairs. In student matters, the head of educational affairs sometimes needs to have a mediating function and it is sometimes quite tough when tough things have happened. Then the ability to be calm and objective is required even when there may be difficult or difficult situations. It is important to be there for the students.



## Head of student welfare and support with focus on the reception

### Main work tasks

- Coordinate and review the reception activities
- Supervise the reception coordinator (if there is one, the post is on ice this year)
- Lead the study social committee and the party director committee
- Handle student matters concerning reception
- Participate in meetings on study social and alcohol-related issues

### Work tasks

As head of student welfare and support with focus on the reception, the work focus is on the reception, but also other student social events. It also means having a close collaboration with other heads of student welfare and support with focus on the reception at the other unions via the study social committee LUST-S. This means continuous meetings with LUST-S every week. Prior to the reception periods, there are also continuous meetings with the reception organizers in the various sections. In addition, it is included in the post to, among other things, arrange thanksgiving for union members and the Medfak trip to the Alps (together with an external tour operator).

### The reception

Being responsible for the reception means that it is the head of student welfare and support with focus on the reception who ensures that everything goes as planned and that the reception policy is followed, as well as having external contact with, for example, the municipality. Some work will be done together with other unions' reception coordinators where it is jointly planned for e.g. booking and planning meetings. There will also be student matters during the reception, these can affect both sponsors or newly admitted students. Then it is the head of student welfare and support with focus on the reception with the responsibility of reception to help them sort out conflicts, or turn off people who have behaved inappropriately. This work will most often take place in consultation with Consensus's board (the full-time employees) and with LUST-S.

### Committees

It is part of the position to lead the study social committee, which jointly plans various projects such as the Medfak trip and the Medfak Games. The committee will also assist with the reception as the responsible contact person from the section. There are great opportunities to develop this committee! There is also a party committee which is chaired by the head of student welfare and support with focus on the reception. The party committee is the forum for continuously meeting the party managers of Medfak. The purpose of the party committee is to help each other in the work and make sure that everything goes well in the parties.

### Meeting forums

It is the head of student welfare and support with focus on the reception who is part of SLANDT (discussion forum for alcohol, drugs, doping and tobacco issues) together with the police, the municipality, LUST-S and the student health. It is a group that works with these issues and reviews collaboration between students and other parts of the society. In



addition, it is also included in the post to sit in various forums that discuss student safety, including the Security Council (working group on sexual harassment in union houses) and Collaborative Council Ryd (discussion forum about the district Ryd together with the district coordinator from the municipality, student health, union service and others).

### **Education about the reception**

It is the head of student welfare and support with focus on the reception who must hold at least about 6 educations, where the unions hold a joint passport. The education is planned and arranged jointly with LUST-S and the student health. There are generally also many other occasions where talking to a group is included, so talking in front of people is something that is part of the post's work.

### **Conflicts**

Conflicts can arise during a reception, where it is important not to be afraid of conflict but to be able to go in and mediate and be neutral. In the assignment as head of student welfare and support with focus on the reception, it is important to work to create a safe atmosphere between the union and the organizers, so that they feel that they can turn to the union if they have questions or if conflicts arise.

### **Uneven workload**

As the post's main focus is work around the reception, it will naturally be a higher workload before and during the reception. These weeks can feel intense, but are obviously a lot of fun. After that, there is time to work with other things and rest after the end of the reception period.

### **You do not work alone**

A lot of work is done in groups with LUST-S, but also with the sections and organizers. It is therefore important to be able to work in groups with others. Also remember to get help from LUST-S if there are uncertainties in any matter, as it is LUST-S who together are the experts for the reception at the university.



## Head of student welfare and support with focus on the work environment

### Main work task

- To be CAMO (central work environment representative)
- Lead the work environment committee
- Handle student matters concerning the work environment
- Conduct advocacy work at the national level
- Be the main representative against the Swedish United Student Unions (Sveriges Förenade Studentkårer, SFS)

### Work tasks

The head of student welfare and support with focus on the work environment means being responsible for the work environment, being a central work environment representative for the students and working accordingly. This means, among other things, leading the work environment committee where student work environment representatives (AMO-stud) in each section participate. The committee is the main source of information regarding the work environment, but information is also collected through well-being surveys. Leading and supporting AMOs in their work and taking an active role in their work when needed is part of the tasks. This means that many meetings are held in the evening because AMO usually studies during the day.

It is part of the post's assignment to raise relevant issues and represents the students' opinions in various forums at LiU, such as the work environment council or local forums. There, both physical and mental work environment are discussed in issues that can concern everything from cleaning schedules and logistics to the purchase of furniture and the design of premises.

### National influence

From the financial year 20/21, the head of student welfare and support with focus on the work environment has the main responsibility to represent Consensus opinions and conduct advocacy work at the national level via Sweden's United Student Unions (SFS). It constitutes a significant part of the work tasks and involves a lot of travel between different universities for, for example, member meetings and collaborative meetings with other student unions. The meetings are often arranged in whole or in part during weekends, which means that the post office has very irregular working hours. The president of the board will help out with the work with SFS.

### Student matters

Handling student matters is also part of the post. It can be anything from someone feeling down or alone to harassment and abuse. Most student matters that come in are about bad treatment or conflicts between two students or between a student and a teacher. There may be serious cases, such as suicide cases or more serious harassment. This means that there can be tough conversations and it is important to be prepared for that.



The task is not to present a solution to the problem but to offer a first contact so that the student can talk about himself and then, if desired, support and guide the student further in the matter. For the most part, it is about listening and getting to know the student's experience and then finding the right forum to take the matter further. Sometimes it can mean attending or even representing students in contact with the university. It is not part of the post to offer therapeutic conversations, but the mission is to guide and be a support for students who need it. The student health is an important partner which in turn can provide support and help and can be the next instance to which students can be referred in certain student matters.

### **LUST**

LUST-A is a joint committee together with those responsible for student welfare and support with focus on the work environment (or equivalent) in the other unions. It is a very close collaboration and a lot of working time is spent on union-wide tasks. On the Norrköping campus, LUST-A organizes joint AMO councils with the sections. Examples of other common tasks have been the well-being survey LivsLUST and the AMO week.

### **Work independently**

Participation in many independent groups and meeting forums is part of the work and it is important to be able to create your own structure to be able to follow everything that happens. Since the head of student welfare and support with focus on the work environment in the other unions work in part in the same way, it is possible to get some support in LUST-A and the opportunity to discuss what is happening at the moment. It is also possible to choose to work more independently, it is important to be able to lead a group and be able to participate in group discussions, but not all work needs to be done in a group.



## Head of member and student representative responsibility

Consensus represents a large breadth of students in several different educational programs and has decentralized students in several study cities. The head of member and student representative responsibility has the main responsibility for conducting membership services, everything from membership benefits to administrative assistance in problems with membership. It includes systematic member recruitment, student representation at LiU and collaboration with the business community. Being responsible for systematic member recruitment means being responsible for managing and servicing the union's membership system, marketing the benefits of union membership and how students can become members of the union, reviewing and developing student benefits, membership benefits and membership benefits, and being responsible for member services and performing administrative tasks will be added. Marketing of union membership involves collaboration with several posts such as vice president of the board, marketing manager and board members, but it is the head of member and student representative responsibility who has the main responsibility. The same applies to the review and development of student benefits, membership benefits and membership benefits. These areas concern all posts in the Consensus, but it is the head of member and student representative responsibility who has the main responsibility for driving the work with these issues forward.

Being responsible for student representation at LiU means that it is the head of member and student representative responsibility who is responsible for appointing the approximately 100 student representative positions that Consensus is responsible for appointing. This means being responsible for Consensus student representatives and being responsible for the LUST-common list of student representatives and being the student representatives' contact person. In addition, it also means marketing Consensus student representative positions, collaborating with the sections when recruiting student representatives and reviewing benefits for student representatives. The head of member and student representative responsibility will also be part of LUST-R, which is the unions' joint collaborative body for the work with student representation at LiU.

The head of member and student representative responsibility is also the chairman of the marketing committee, which is a new committee since the 21/22 fiscal year. In this committee, the sections and the union work together to promote market research work and to strengthen the general student's image that the Consensus and the sections are important parts of the same organization.

To be responsible for the collaboration with the business community means to collaborate with Linköping and Norrköping municipality, seek sponsors and financiers in the business community, develop collaboration with Kårservice and to manage existing agreements the union already has with actors in the business community. The head of member and student representative responsibility will also be part of LUST-N, which is the unions' joint cooperation body for the work of linking the unions' activities with the business community.



## Part-time employees and managers

Of the board's 15 positions, 9 are part-time. The scope of the part-time posts varies and there are a number of different positions to apply for. The part-time positions are divided into 3 board members, 1 meeting chairman and 5 managers. The board members and meeting chairman are members of the Consensus board and have the right to vote. The manager positions are more niche for a specific area of work and do not have the right to vote.

Expected working hours are about 6 hours a week, however, more hours are usually required in connection with the start of the semester and reception. All part-time positions are remunerated by Consensus. The exception is the international manager who is recruited and remunerated by the Faculty of Medicine but is given manager status in Consensus. The pay is SEK 12,000 divided into two payments, once at the end of each semester. Benefits are a coffee card on Örat and a union card that gives entry to the union houses, which is valid for one year.

### Board members (3 persons)

The post as a board member means, as part of the board, being responsible for Consensus' work in its entirety, reading documents before board meetings and making decisions, working at pre CSN breakfast, participating in the reception and helping others on the board where needed. The board members must work with issues that interest them, either by running projects or by focusing on the full-time posts. There is also the opportunity to focus on and work with national issues and Sweden's united student unions (Sveriges förenade studentkårer, SFS) together with the head of student welfare and support with focus on the work environment. It is advantageous to have previous experience of union or section work, but absolutely no requirements.

### Meeting chairman

The meeting chairman of the board is responsible for chairing the board's meetings during the financial year (usually one a week), sending invitations to them and being responsible for the board's document management. The person who holds this role is also a member of the board and may express an opinion at board meetings. The meeting chairman works primarily with this, but otherwise follows the other board members' rules of procedure, which can include everything from attending the reception to working at pre CSN breakfast. It is good to have experience of board work before, but absolutely no requirement.

### Café manager

The café manager is a manager within Consensus and runs the daily operations at Café Örat. This means setting up and leading the Café Group and café workers, and is responsible for the café's finances together with the vice president of the board. Most of the tasks are related to the operation of the café. This means, among other things, calling and leading meetings with the Café Group, training the Café Group and café employees and being there if



they need support, ordering goods for poor breakfast and being responsible for ensuring that routines exist and are followed and revising these if necessary.

The café group can be responsible for some tasks, such as purchasing goods for the café, but it is the café manager who appoints buyers for the café group and has the ultimate responsibility for the operation of the café. The café manager has the opportunity to appoint a vice café manager who is paid SEK 3,000 each semester. As a manager, the café manager is also part of the Consensus board and is expected to participate in the joint board work such as attending board meetings, helping at pre CSN breakfasts and during the reception.

It is advantageous to have prior knowledge in restaurant or café operations from before. As there are many different tasks and the work is divided between café and joint board work, it is advantageous to have a good ability to handle several things in parallel and be able to prioritize. The work requires the café manager to supervise a fairly large group of people and it is a prerequisite to be comfortable with that. None of the prior knowledge is a requirement and the most important thing is that there is interest in becoming a café manager.

### **International manager**

The international manager is employed and paid by Medfak International but is also a part of Consensus centrally engaged. The international manager chairs the international committee and works to make the time of incoming students at Linköping University as good as possible. The post involves collaborating with Medfak International so that information about exchanges reaches the students. It is a prerequisite to be comfortable speaking and writing in English for this post.

Together with the international committee, the international manager arranges reception events and other social events during the year, but also works with educational quality through assignments as a student representative at both faculty and university level. It is also included to some extent to get involved in joint commitments for the Consensus board, such as attending board meetings and helping at pre CSN breakfast and during the reception.

### **Marketing manager**

The marketing manager is responsible for disseminating information and marketing the union, among other things by designing printed materials. The marketing manager has the main responsibility for Consensus' website and social media. It is part of the tasks to design the monthly letters and help with marketing events such as CARMA. As a manager the marketing manager is also part of the Consensus board and is expected to participate in the joint board work such as participating in board meetings, helping at pre CSN breakfasts and during the reception.

A lot of collaboration takes place with the vice president of the board, who is responsible for how Consensus is seen and heard. It is advantageous to have prior knowledge of how to



work with, among other things, design, photography and posters, but the most important thing is that there is interest in becoming a marketing manager.

### Project manager for CARMA

The project manager for CARMA plans and implements the Consensus job fair. This includes recruitment of a project group, chairing the CARMA committee, design of the fair and contact with companies and exhibitors. It can therefore be good to be structured regarding emailing with potential exhibitors, contact with the project group and CARMA committee and planning of the fair. It is worth remembering that all sections that want to take part in the CARMA win must send a representative to the CARMA committee, who can be helpful in all parts before and during the fair. The project manager must have regular contact with the board and have the vice president of the board as the contact person and as a close partner. As a manager, the project manager for CARMA is also part of the Consensus board and is expected to participate in the joint board work such as participating in board meetings, helping at pre CSN breakfasts and during the reception.

### Pub manager

The pub manager are responsible for Pub Örat, which is held about once a month. The pub manager is part of and responsible for a pub group, which he leads and distributes tasks to the current pub's activities. Being a pub manager includes, among other things, recruiting staff, being responsible for compliance with the budget and having regular contact with the Consensus about the pub group's work. The pub manager is also responsible for booking dates for the semester's pubs and applying for a serving permit for these, which requires the pub manager to write an approved alcohol law test. On the day of a pub, it is the pub manager's responsibility to have an overview of how this should go, which includes keeping track of the pub night's budget, procurement and scheduling of workers, as well as being present when serving and making sure the evening flows. Should the pub also have a partner, it is the pub manager who handles this communication. As a manager, the pub manager is also part of the Consensus board and is expected to participate in the joint board work such as attending board meetings, helping at pre CSN breakfasts and during the reception.

### Consensus other central employees

#### Reception coordinator

The reception coordinator is responsible for the practical work and to coordinate the work around Consensus reception. This includes, among other things, being the contact person for the sections, collaborating with the other unions' reception coordinators, controlling and following up reception activities and arranging sponsorship training. The reception coordinator works closely with the head of student welfare and education with focus on the reception, who bears the main responsibility for the reception. The reception coordinator is appointed in the autumn by Consensus Council and the workload is about 5 %. The pay is SEK



3,000 per reception period and is paid after the assignment has been completed. It is advantageous to have experience of arranging a reception for the post office.

### **Consensus Council presidium (FUM)**

The FUM presidium consists of 3 posts. A FUM chairman, a vice FUM chairman and a FUM secretary. It is the FUM presidium that handles all work around the council meeting. There are usually 7 ordinary council meetings per financial year. The FUM presidium is outside the Consensus' central organization and is therefore not expected to participate in the board's other tasks and assignments. All posts are paid SEK 4,500.

#### **FUM chairman**

The FUM chairman is responsible for chairing council meetings and acts as chairman. The FUM chairman works closely with the board when it comes to the issues that are to be dealt with at council meetings, but it is the FUM chairman who calls meetings and sets the agenda for these. The FUM chairman are also responsible for arranging training for council members at the beginning of each financial year, in collaboration with the FUM presidium.

It is advantageous to have experience of board work and be familiar with the Consensus' central organization as FUM chairman.

#### **Vice FUM chairman**

The vice FUM chairman assists the FUM chairman and handles the practicalities of the council meetings, such as ordering food, printing documents and keeping a list of speakers. The vice FUM chairman is the deputy chairman of FUM and is the one who primarily chairs the council meetings if the FUM chairman has an obstacle.

#### **FUM secretary**

The FUM secretary is responsible for keeping minutes at council meetings. The FUM secretary writes protocol during council meetings, makes sure that the protocols are adjusted, posted on the website and archived.

### **Consensus other employees**

#### **Auditor**

The auditor examines the work of the union board on an ongoing basis during the year, and comments after the year on whether the board should be given discharge from liability for the past year. The post is paid SEK 3,000 which is paid out after completion of work. It is advantageous that the auditor has experience and insight into Consensus' central organization.

