

CONSENSUS
RULES OF PROCEDURE



Consensus
MEDICINSKA FAKULTETENS
STUDENTKÅR

Revised 2021-05-06

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Consensus board

Consensus board fulfills two important functions. The board has a preparatory, decision-making and governing function as well as an executive function. The board's most important duties are regulated in Consensus statutes.

The board conducts Consensus work during the financial year and is primarily governed by the business plan and budget. The board is responsible for ensuring that the budget and business plan are followed and executed. It must be reported regularly to Consensus Council, FUM. In addition to the overall goals stated in the governing documents, the board is free to conduct activities that the board deems to benefit the student union. The precondition is that the activity does not violate Consensus governing documents, Swedish law or risk destroying relationships that are important for the union's continued activities. Specific issues that the union board can decide on, in addition to what is stated in the Consensus charter, are, for example, the appointment of student representatives.

All decisions made by the board at board meetings must be recorded in the protocols. The board should have decision-making meetings once or twice a month. The entire board is responsible for the union's finances and the entire board will be released from liability at the end of the financial year.

Full-time employees

Consensus has 6 full-time employees. A president of the board, a vice president of the board, a head of educational affairs, a head of student welfare and support with focus on the work environment, a head of student welfare and support with focus on the reception and a head of member and student representative responsibility. The posts are full-time paid.

President of the board

The post can be divided into two main parts. One part is that it is the president of the board who represents the Consensus in official contexts and is the union's face to the outside world. The second part is an internal role that involves coordinating and supervising Consensus' daily work together with the vice president of the board. However, the president of the board has the overall responsibility and should work closely with the board's meeting chairman on issues concerning the board's work. The entire board is responsible for Consensus' finances, but it is the vice president of the board who handles the practical work with the finances and has close contact with the finance service. It is the presidium (president of the board and vice president of the board) who is the signatory for Consensus and is ultimately responsible for the union's finances. The president of the board must be experienced and be the vice president of the board helpful in the ongoing work with the union's finances.

Collaboration and cooperation is a large part of the president of the board's assignment. 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. The collaboration with the



municipalities of Linköping and Norrköping is a shared responsibility between the Consensus presidium, where the president of the board focuses on collaboration with the municipalities of Linköping. Together with the head of student welfare and support with focus on the work environment, who has the overall responsibility, the president of the board works with national advocacy work via the Swedish United Student Unions (Sveriges Förenade Studentkårer, SFS), where Consensus is a member union.

Consensus 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 president of the unions shares 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 president is responsible for each of these every three years.

Assignments

- To form a presidium together with the vice president of the board and lead Consensus' work
- To be responsible for Consensus' ongoing work with the economy together with the vice president of the board
- To have the overall responsibility for supervising the board and other elected representatives
- To be the contact person for the board members and the board chairman
- To be a member of the Consensus delegation for Sweden's United Student Unions (Sveriges Förenade Studentkårer, SFS)
- To be a member of the Consensus Safety Representative Committee
- To convene and chair section's president committee
- To be a member of Kårservice owner association (Kårservice Ägarförening, KSÄF)
- To arrange an education for the sections and course representatives together with the

head of member and student representative responsibility

Student representative assignments

- The faculty board
- Department of Health, Medicine and Care
- Kårservice owners' association
- LiU audit committee (LUST rotating)
- The LUST board
- The faculty of medicine's management council
- Principal's decision meeting (LUST rotating)
- Principal's management council (LUST rotating)
- Student council
- The university board



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. The entire board is responsible for Consensus' finances, but it is the vice president of the board who handles the practical work with the finances and has close contact with the finance service. The presidium (president of the board and vice president of the board) is the signatory for Consensus and is ultimately responsible for the union's finances. The vice president of the board is responsible for Café Örat's operations. Together with the project manager for the Consensus job fair (CARMA), the vice president of the board has a joint responsibility regarding CARMA's finances. The vice president of the board is the contact person for the union's managers and the doctoral student section Domfil. This means having a close collaboration with the café manager in matters concerning the daily work and operation of the café. It also means working closely with the project manager for CARMA when it comes to contacts with business and working life contacts. Upon request, the vice president of the board shall assist the marketing manager, the pub manager, 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. It is the marketing manager who handles the practical work with the Consensus website, social media and print material, but it is the vice president of the board who has the overall responsibility. This means close collaboration with the marketing manager.

The collaboration with the municipalities of Linköping and Norrköping is a shared responsibility between the Consensus Presidium, where the vice president of the board focuses on collaboration with the municipalities of Norrköping. Consensus 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 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.

Assignments

- To form a presidium together with the president of the board and lead Consensus' work
- To, together with the president of the board, be responsible for the Consensus' ongoing work with the economy
- To be the contact person for the agents and Domfil

Student representative assignments

- The faculty board
- Department of Biomedical and Clinical Science
- KALAS steering group (LUST rotating)
- Kårservice owners' association
- Management council for collaboration



Consensus rules of procedures - revised 210506

- To be responsible for Café Örat's finances together with the café manager
- To be responsible for the fair's finances together with the project manager for CARMA
- To be responsible for the Consensus car
- To be responsible for Consensus external and internal communication
- To be responsible for GDPR
- To be a member of the Consensus Safety Representative Committee
- To be a member of Kårservice owner association (Kårservice Ägarförening, KSÄF)
- LUST chairman (LUST rotating)
- LUST secretary (LUST rotating)
- LiU store
- The LUST board
- The Norrköping scholarships
- Collaboration assembly
- Collaboration group
- Student council
- Prefects of Norrköping council meeting

Head of educational affairs

The head of educational affairs works mainly with educational issues at faculty and university level but also at national level, in consultation with those responsible within the union for influence issues at national level. This means being responsible for coordinating the Consensus' work with education issues and leading the education committee.

Consensus 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.

Assignments

- To coordinate Consensus work on education issues
- To lead the education committee
- To act as a student representative in temporary working groups related to educational issues
- To lead the work of appointing the Educator of the Year and the VFU Place of the Year

Student representative assignments

- The Faculty board
- The competence council
- Quality assurance council
- LUST-DK
- LUST-U
- The faculty of Medicine's management council
- Reference group Evaluate
- The board of Didacticum (LUST rotating)
- The steering group for Clinicum
- The board of education



- Education and curriculum committee
- The VFU council

Head of student welfare and support with focus on the reception

The head of student welfare and support with focus on the reception is responsible for the coordination of study social issues, leads the Consensus study social committee and is primarily responsible for the reception.

The post involves being the contact person for all organizing groups at the Faculty of Medicine and coordinating the reception planning together with them. Leading the party planning committee, in which all party planning managers at the Faculty of Medicine participate, is also part of the post. The post also means having a central role in the work around alcohol, drugs and health. The head of student welfare and support with focus on the reception leads the work for the union dinner, the Medfak trip and the Nollefesten.

Consensus works closely with the sister unions StuFF and LinTek, which together create Linköping University's student unions - LUST. The persons in charge of the reception at the unions are a member of the study social committee LUST-S

Assignments

- To conduct study social issues and activities
- To plan the union dinner and Nollefesten
- To lead the study social committee and the party planning committee
- To be responsible for planning and execution of the reception and be the contact person for all organizing groups at the Faculty of Medicine
- To arrange an education about the reception together with LUST-S and the Student Health
- To be responsible for the student matters concerning the reception
- Plan the Medfak trip together with the sections and external tour operator

Student representative assignments

- United parties (Förenade Festerister)
- LUST-S
- Collaboration council Ryd
- SLANDT
- Study council Norrköping
- The security Council



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

The head of student welfare and support with focus on the work environment works mainly with issues related to the work environment and has the overall responsibility for monitoring students' health. This means being a central work environment representative (CAMO) on campuses US and Norrköping and has ongoing contact with work environment representatives in the decentralized locations and leading the work environment committee in Norrköping and Linköping.

Consensus works closely with the sister unions StuFF and LinTek, which together create Linköping University's student unions - LUST. The persons responsible for studies with the work environment at the unions are a member of the work environment committee LUST-A.

Together with the president of the board, the head of student welfare and support with focus on the work environment work with national advocacy via the Swedish United Student Unions (Sveriges förenade studentkårer,SFS), where Consensus is a member union. The head of student welfare and support with focus on the work environment has the overall responsibility in the work with SFS.

Assignments

- To coordinate Consensus work with the work environment
- To be a member of the Consensus Safety Representative Committee
- To lead the work environment committees
- To regularly review the work environment on the Norrköping campus, the US campus, the Jönköping campus and the Kalmar campus
- To be responsible for the student matters concerning the work environment
- To have the overall responsibility for national influence
- To be a member of the Consensus delegation for Sweden's United Student Unions (Sveriges Förenade Studentkårer, SFS)

Student representative assignments

- Norrköping's Library
- US Library
- The board of Libraries
- CAMO council
- The campus group
- Central collaboration group
- Tenant meetings Linköping
- Tenant meetings Norrköping
- Local forums
- LUST
- SAMS fire protection
- Strategy group for equal terms (LUST rotating)
- Student health
- The board of Student health
- Study council Jönköping
- Study council Kalmar
- Study council Norrköping
- SÄG (LUST rotating)
- The security council



Head of member and student representative responsibility

The post as head of member and student representative responsibility is a post that is divided into three main parts; member coordination, student representative responsibility and business responsibility. The whole board is responsible for actively working with member recruitment, but it is the head of member and student representative responsibility who has the main responsibility and handles the coordination, planning and is responsible for the operational work with member recruitment. Within the responsibility for member recruitment, there is also great responsibility in the marketing work that is aimed directly at members and prospective members.

Student representative responsibility means that it is the head of member and student representative responsibility who continuously handles the appointment of all student representative positions for which Consensus is responsible. The head of member and student representative responsibility is also responsible for the contact with LiU and the other unions regarding student representation, which among other things involves the head of member and student representative responsibility being part of LUST-R. The responsibility for student representatives also includes great responsibility for the work with benefits and marketing, which is aimed directly at student representatives and prospective student representatives. The head of member and student representative responsibility is responsible for the active recruitment of student representatives.

Business community responsibility means that the head of member and student representative responsibility has the overall responsibility for collaboration with business community contacts such as Kårservice and the municipalities in which Consensus is active. The collaboration with the municipalities of Linköping and Norrköping is a shared responsibility between the Consensus presidium and the head of member and student representative responsibility, where the head of member and student representative responsibility focuses on collaboration with the municipalities for the purpose of member recruitment, events and overall student benefits. The head of member and student representative responsibility must also represent Consensus in LUST-N.

Assignments

- To coordinate Consensus work with member recruitment
- To be responsible of the membership system
- To be responsible for administration and member service
- To be responsible for Consensus marketing work together with the marketing manager

Student representative assignments

- LiU-store
- LUST-N
- LUST-R
- Collaboration assembly
- Collaboration group
- Student council Linköping municipality



Consensus rules of procedures - revised 210506

- To be responsible for Consensus student representatives and to be responsible for the LUST common list of student representatives
- To be the contact person for the student representatives
- To coordinate Consensus collaboration with Linköping and Norrköping municipality together with the president of the board and the vice president of the board
- To be the Consensus contact person with external parties, such as the business community
- To actively seek sponsors and financiers in the business community
- To arrange an education for the section and the course representatives together with the president of the board

Part-time employees

Consensus has 4 part-time employees. Three board members and a meeting chairman. The posts are part-time, often in parallel with studies. The posts are part-time paid. 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.

Meeting chairman

The board's meeting chairman is responsible for chairing the board's meetings during the financial year, sending notices 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 post entails being responsible for things being raised at board meetings before the council and sending documents to the FUM chairman. As the chairman of the board, these are the main tasks, but the chairman of the meeting otherwise follows the rules of procedure of the other board members.

Assignments

- To chair board meetings
- To administer and handle notices, protocols and other documents linked to board meetings
- To raise decisions at board meetings before the council and provide documents to the FUM-chairman



Board members, 3 persons

The post as a board member of Consensus' board is varied and involves both strategic and operational work. Examples of operational work are attending the reception, meeting members on campus, arranging Thanksgiving and running your own projects. The board members can choose to target the president of the board, the head of educational affairs or the heads of student welfare and support and be a member of the respective committee. The board decides in consultation with the individual member which operational tasks he or she holds. The strategic work includes, among other things, actively participating in board meetings, preparing documents for the council and working to move the organization forward. The opportunity to pursue their own issues, projects and ideas is great and the members work closely with the full-time employees.

Assignments

- To actively participate in board meetings
- To pursue or actively participate in projects that benefit the Consensus and its members

Consensus managers

Consensus has 5 managers. A marketing manager, a project manager for the Consensus job fair, a café manager and a pub manager. The international manager is employed and remunerated by Medfak International, but is given manager status in Consensus. The posts are part-time, often in parallel with studies. The posts are part-time paid. The workload can be a little uneven over the year depending on the post, but the expected working hours are on average about 6 hours a week.

Café manager

The Café manager is responsible for the daily work and operation of Café Örat. The café manager is also responsible for appointing a café group that he leads and shares the work with Café Örat with. Being a café manager includes, among other things, recruiting staff, being responsible for compliance with the budget and having regular contact with the deputy union chairman about the work at Café Örat. The café manager has the opportunity to appoint an remunerated deputy café manager.

Assignments

- To appoint and lead a café group
- To be responsible for pricing, follow the budget and be responsible for the café's finances together with the vice president of the board
- To recruit staff to the café



International manager

The post as international manager is a special assignment as it is divided between the Faculty of Medicine and Consensus and the working hours are not completely controlled by Consensus. The international manager is responsible for leading Consensus' international committee and is working 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. Together with the international committee, it arranges internationally responsible 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.

Assignments

- To lead the international committee
- To arrange social events for incoming students
- To be responsible for Consensus work on international issues
- To market exchanges to student

Student representative assignments

- Committee on Internationalization

Marketing manager

The marketing manager is responsible for the production of graphic material, such as posters and information material in accordance with the graphic profile. In addition to the production of Consensus graphic materials, the marketing manager works with profiling of Consensus as well as continuous marketing and information work, including on the website and social media. The marketing manager works closely with the vice president of the board and has the same as the contact person.

Assignments

- To produce monthly newsletters
- To work with the board to produce and create graphic material
- To work with Consensus website and represent Consensus in social media
- To have close contact with the board - If time permits, participate in the board's other work

Project manager for Consensus job fair

Being a project manager for the Consensus job fair (CARMA) means being the main person responsible for conducting the fair. This means leading the CARMA committee, together with the vice president of the board, being responsible for all finances concerning the fair, organizing and leading the work with the fair. The project manager must have regular contact with the board and have a deputy union chairman as the contact person and as a close partner.



Assignments

- To implement the Consensus labor market fair
- To chair the CARMA committee
- To follow the budget and have regular contact with the board
- If time permits, participate in the board's other work

Pub manager

The Pub manager is 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 between 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.

Assignments

- To lead the pub group in the organization of pub nights
- To be responsible for pricing, follow the budget and be responsible for the pub's finances
- To recruit staff
- To maintain contact with partners

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 'sponsor groups, collaborating with the other unions' reception coordinators, controlling and following up reception activities and arranging sponsorship training. The reception coordinator works closely with the person responsible for study, who bears the main responsibility for the reception. The reception coordinator is appointed in the autumn by the council and is about 5%.

Assignments

- To plan the reception together with the reception coordinators at the sections
- To coordinate and be responsible for Consensus' practical work with the reception
- To arrange an education about the reception together with the head of student welfare and support with focus on the reception



Consensus committees

The section's president committee

The chairman of the section's president committee is the president of the board. The committee's work is governed by its members but is based on the Consensus' business plan and other governing documents. The committee's main task is to discuss program, union and university-wide issues, inform the sections about the union board's work and inform about what is happening at Linköping University. Revision of documents that regulate union and section joint activities always takes place in consultation with the section via the section's president committee and other relevant committees. Section agreements, budgets and business plans are revised annually together with the sections. The sections annually compile the entire section's work during the past financial year in an annual report.

Assignments

- To discuss and work with program, union and university-wide issues
- To discuss and work with cross-sectional issues
- To generate information exchange between the student union and the sections
- To participate in the revision of documents that regulate union and section joint activities

The education committee

The chairman of the education committee is the head of educational affairs. The committee's work is governed by its members but is based on the Consensus' business plan. Once per financial year, the task of the education committee is to plan the work around and hand out the pedagogical prizes Educator of the Year and VFU Place of the Year, as well as coordinate the work around the sections' award Excellent Inspirer. The education committee is an important part for co-organizing cross-sectional education issues, but should also be a group where its members can receive support from the group in matters relating to education.

Assignments

- To work with educational issues at program and faculty level
- To nominate the Educator of the Year, the VFU Place of the Year, organize the work with Excellent Inspirer and arrange a ceremony for the awards
- To coordinate training issues between the sections

The study social committee

The chairman of the study social committee is the head of student welfare and support with focus on the reception. The committee's work is governed by its members but is based on the Consensus' business plan. The content of the reception policy in the committee is evaluated annually before this is then forwarded to LUST-S for cross-union discussion and possible revision. The study social committee is an important part for co-organizing



cross-sectional student social issues, but should also be a group where ideas can become a reality.

Assignments

- To coordinate study social issues between the sections
- To discuss the content of the reception policy
- To plan and carry out cross-sectional events

The party planning committee

The chairman of the party planning committee is the head of student welfare and support with focus on the reception. The purpose of the committee is to create a discussion forum for the party planning managers in the party planning committees from the various sections of Consensus.

Assignments

- To discuss current topics and exchange experiences between the party planning managers
- To coordinate the party activities at the union

The work environment committee in Norrköping and Linköping

The chairman of the work environment committee in Linköping is the head of student welfare and support with focus on the work environment. In Norrköping, the chairmanship is shared with the other unions' head of student welfare and support. The work of the committees is governed by its members but is based on the Consensus' business plan. The work environment committees are important groups for co-organizing work environment issues at both program and faculty level. There is an opportunity for the committees to organize workshops and invite lecturers in work environment-related themes.

Assignments

- To coordinate work environment issues
- To work for a good working environment for all students
- To conduct activities that promote a good working environment

The international committee

The chairman of the international committee is the international manager. The committee's work is governed by its members but is based on the Consensus' business plan. The international committee is responsible for arranging study social events for incoming students and for working for their quality of education. The international committee should also work for the quality of education of the outreach worker together with the education developer and should regularly invite it to its meetings. The committee shall also, in collaboration with Medfak International, ensure that information about the exchanges reaches the students.



Assignments

- To arrange study social events for incoming students
- To work for the educational quality of incoming and outgoing students
- To market exchanges to students

The CARMA committee

The chairman of the CARMA committee is the project manager for CARMA. The work of the committee is governed by its members but is based on the Consensus business plan. Once per fiscal year, the CARMA committee has the task of planning and arranging the Consensus job fair CARMA. The CARMA committee is an important group for co-organizing cross-sectional issues concerning career opportunities.

Assignments

- To arrange the CARMA fair
- To coordinate issues concerning career opportunities between the sections

The marketing committee

The chairman of the marketing committee is the head of member and student representative responsibility at Consensus or at vacancy the vice president of the board. It is the responsibility of the chairman of the committee to convene and chair the meetings of the committee. The committee's work is governed by its members but is based on the Consensus' business plan, section contract and other governing documents. The committee's main task is to discuss marketing issues from a section, union and university wide perspective. Every fiscal year, the marketing committee has the task of producing marketing plans for the student union wide arrangements such as CARMA. The marketing committee is an important part for co-organizing cross-sectional information and marketing issues, but should also be a group where its members can receive support from the group in matters relating to information- and marketing.

Assignments

- To coordinate information and marketing issues
- To actively participate in coordinating the marketing of CARMA, the MedFak-trip and AMO-veckan
- To work actively to make the work of the sections and the union visible by actively working to strengthen the connection between the student union and the sections
- To develop an annual action plan for marketing

It is the responsibility of the chairman of the committee...

- To convene, draw up agendas for each meeting
- To be a leader in the committee's work
- To have continuous contact with the board of the union to update the board on the committee's work



Consensus work groups

The café group

The café group consists of café staff who are each responsible for different work areas at Café Örat. The café group is appointed by the café manager and works together with the café manager to take care of the daily operation of the café.

Assignments

- To work with the daily operation of Café Örat and be responsible for closing, preparing the menu, etc.

The pub group

The pub group consists of pub staff who are individually responsible for different work areas at Pub Örat. The pub group is appointed by the pub manager and works together with the pub manager to manage the operation of the pub.

Assignments

- To work with the operation of Pub Örat

Consensus Council presidium (FUM)

FUM chairman

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

Assignments

- To put together the agenda, convene and chair council meetings
- To arrange an education for council members

Vice FUM chairman

The vice FUM chairman works closely with the FUM chairman and is responsible for the practical work around a council meeting, such as ordering food, printing documents and keeping a list of speakers.

Assignments

- To be responsible for practical details of Consensus Council meetings
- To be deputy for FUM chairman



FUM secretary

As a FUM secretary, you write protocol during council meetings, make sure that the protocols are adjusted, posted on the website and archived.

Assignments

- To be responsible for everything concerning the protocols of council meetings

Consensus nomination committee

The nomination committee is responsible for preparing the elections conducted within the Consensus. This includes, among other things, advertising, interviews and nomination of candidates for the positions advertised by the council. The nomination committee can use the board and marketing manager as a resource but reports to the council. The members of the nomination committee shall work for a fair and orderly election process and should apply the duty of confidentiality in matters concerning the election.

Assignments

- To prepare the assignments announced by the council

Consensus other employees

Auditor

During the financial year, the auditor reviews the work of the union board on an ongoing basis, and comments after the financial year on whether the board should be given discharge from liability for the past financial year.

Assignments

- To review the union board's work
- To compile a non-audit report at the end of the financial year

