

# CONSENSUS

## RULES OF PROCEDURE



**Consensus**  
MEDICINSKA FAKULTETENS  
STUDENTKÅR

Revised 2021-09-23

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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 the 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. It consists of 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.

Together all full-time employees are responsible for the non-post specific assignments and student representative assignments. These should be divided within the group.

### *Assignments*

- Organize the annual education for the sections and course representatives
- Appoint two candidates for the Consensus's delegation of SFS
- Appoint the responsibility of the part-time board members to one full-time employee
- Appoint one as the head of cooperation with Linköping's and Norrköping's municipalities

### *Student representatives' assignments*

- Department board of Health, Medicine and Caring Sciences
- Department board of Biomedical and Clinical Sciences
- The board of cooperation
- The Norrköping scholarship
- Head of department council Norrköping
- The library board
- The library council Norrköping
- The library council US



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- Appoint a contact person for Consensus managers and for DOMFIL
- Appoint a student representative attending temporary work groups at LiU
- Appoint the responsibility of cooperation with the library to one person, including participating in related boards and groups
- Appoint the responsibility of GDPR
- Appoint the responsibility of administrating the Consensus Car bookings
- Organizing the annual MedFak skiing trip
- Dialogue with Norrköping's municipality
- Student Council of Linköping's municipality

### President of the board

The post can be divided into two main parts. The President of the board are the external representation the Consensus in official contexts and is the union's face to the outside world. On the other hand, the President of the board is responsible for the internal role as work leader, involving coordination and supervision of 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 is having a 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 should have an understanding for the work of the Vice President and be on hand to give advice when needed.

Within the mission lies the responsibility of creating and maintaining a close relationship with all sections at the Faculty of Medicine and Health Sciences. The President is responsible for summoning and leading the President committee.

Consensus works closely with the sister unions StuFF and LinTek, which together create Linköping University's Student Unions - LUST. The LUST board consists of all three Presidents and Vice Presidents of each Student Union board. All three Presidents of the Unions share three assignments. These are LiU's audit committee, The Vice Chancellor's decision meeting and The Vice Chancellor's management council. These seats rotate between the unions and each Student Union is given an annual seat of responsibility.



### *Position specific assignments*

- Forming the presidium together with the Vice President of the board and lead Consensus' work
- Having a shared responsibility of Consensus' ongoing financial work with the Vice President of the board
- Having the overall responsibility of supervising all elected representatives
- Be a member of the Consensus Safety Representative Committee
- Summon and lead the Section's President committee

### *Student representatives' assignments*

- The board of the faculty
- Kårservice owners' association
- LiU audit committee (LUST rotating)
- The LUST board
- The management council of the faculty of medicine and health science
- The Vice Chancellor's decision meeting (LUST rotating)
- The Vice Chancellor's management council (LUST rotating)
- The Student council
- The University board

### **Vice President of the board**

The Vice President of the board is part of the presidium together with the President of the board. 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 is having a 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 position as Vice President includes a close relationship with all managers within Consensus in regards of financial responsibility of the Café Örat, the Pub Örat and the job fair (CARMA).

Consensus works closely with the sister unions StuFF and LinTek, which together create Linköping University's Student Unions - LUST. The LUST board consists of all three Presidents and Vice Presidents of each Student Union board. All three Vice Presidents of the Unions share three assignments. These are KALAS steering committee, President of the LUST-board and Secretary of the LUST-board. These seats rotate between the unions and each Student Union is given an annual seat of responsibility.

### *Position specific assignments*

- Forming the presidium together with the President of the board and lead Consensus' work
- Having a shared responsibility of Consensus' ongoing financial work with the President of the board

### *Student representatives' assignments*

- The board of the faculty
- KALAS steering committee (LUST rotating)
- Kårservice owners' association
- President of the LUST-board (LUST rotating)
- Secretary of the LUST board (LUST rotating)



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- Together with the Café manager take responsibility of the Cafés financials
- Together with the manager of Consensus job fair take responsibility of the financials of the fair.
- Together with the financially responsible in the Pub board take the responsibility of its financials
- Be a member of the Consensus Safety Representative Committee
- The LUST board
- The Student Council

### Head of Educational Affairs

The head of educational affairs works mainly with educational issues related to the faculty and/or the university board but also at national level in consultation with those responsible for national influences. This means having the responsibility of coordinating all of Consensus' work in regards of educational issues and development as well as 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 PhD-student committee LUST-DK.

#### *Position specific assignments*

- Coordinating Consensus' work related to educational issues and quality
- Summon and lead the educational committee
- Organize the annual appointing of Educator of the year and Placement (VFU-plats) of the year.
- Being responsible for all student matters in regards of education

#### *Student representatives' assignments*

- The board of the faculty
- The competence council
- The quality assurance council
- LUST-DK
- LUST-U
- The management council of the faculty of medicine and health science
- The reference group of Evaluate
- The board of Didacticum (LUST-rotating)
- The Clinicum steering committee
- The Board of Education
- The education and curriculum committee
- The council in regards of placements



### 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 has the main responsibility of the reception.

This position is the contact person for all organizing groups at the Faculty of Medicine and health sciences and oversees all reception arrangement with them. This position also involves leading the "Chief council" in which all party planning managers at the faculty participate. In relation to both the reception and the general student life this post plays a central role in the work regarding alcohol and drugs related to students' health. Finally, this position is the main organizer of both the Student Union dinner 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.

#### *Position specific assignments*

- Conducts issues and activities related to student welfare
- Organize the Student Union dinner and Nollefesten
- Summon and lead the Study Social Committee and the "Chief Council"
- Coordinate all planning and execution of the reception, as well as being a contact person for all organizers' groups.
- Conduct two annual "fadder"-educations together with LUST-S and the Student Health Care
- Being responsible for all student matters in regards of reception

#### *Student representatives' assignments*

- The United Parties Committee (Förenade festerier)
- LUST-S
- Collaboration council Ryd
- SLANDT
- The safety 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 is responsible for monitoring students' health, meaning being the Central work environment representative (CAMO) at both Campus US and Campus Norrköping. The responsibility as CAMO also includes having an ongoing contact with work environment representatives at 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. All responsible for work environment at all three Student Unions are assembled in the work environment committee LUST-A.

### *Position specific assignments*

- To coordinate Consensus work with the work environment
- To lead the work environment committees
- Conduct a regular review of the work environment at all for locations
- Being responsible for all student matters in regards of work environment

### *Student representatives' assignments*

- The CAMO council
- The Campus group
- The central collaborations group, CSG
- Tenant meetings Linköping
- Tenant meetings Norrköping
- Locations' forum
- LUST-A
- The strategical group of equal terms (LUST rotating)
- The Student Health Care
- The board of the Student Health Care
- SÄG (LUST rotating)
- The safety council

## **Head of Member and Student Representative Responsibility**

The Head of Member and Student Representative Responsibility has three major areas of responsibilities: membership coordination, student representative responsibility and business responsibility. The whole board takes responsibility for actively working with membership recruitment, even though the Head of Member and Student Representative Responsibility takes care of managing and coordinating all recruitment related tasks. Within the responsibility for member recruitment lies a lot of marketing work and aim is to work together with Consensus marketing manager.

The Head of Member and Student Representative Responsibility continuously works with recruiting and appointing new student representatives. Consensus works closely with the sister unions StuFF and LinTek, which together create Linköping University's Student Unions - LUST. Together with the other positions in charge of student representatives the Head of Member and Student Representative Responsibility takes part in LUST-R.

Finally, the Head of Member and Student Representative Responsibility has an overseeing responsibility of coordination of new business relations, for example cooperation with potential sponsors. The responsibility includes being the contact person for potential external collaboration partners and taking part in LUST-N.



### *Position specific assignments*

- To coordinate Consensus work with membership recruitment
- The responsibility of the current membership system
- The responsibility of administration and membership service
- Together with Consensus marketing manager take responsibility for all marketing of Consensus
- The responsibility of all student representatives and for updating the LUST common representative list
- Contact person for all student representatives
- Contact person for external potential partners
- Actively look for new potential collaborations and sponsors

### *Student representatives' assignments*

- LUST-N
- LUST-R
- The Collaboration assembly
- The Collaboration group

## **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 lead all board meetings
- To administer and handle notices, protocols and other documents linked to board meetings



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- 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 can appoint a remunerated deputy café manager.

#### **Assignments**

- To appoint and lead a café group
- To be responsible for pricing, follow the budget and be responsible for



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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 Educational committee**

The chairman of the educational 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 Chief Council**

The chairman of the chief council 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 skiing 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





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- 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

