

CONSENSUS

RULES OF PROCEDURE



Consensus
MEDICINSKA FAKULTETENS
STUDENTKÅR

Revised 2022-09-22

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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 the 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 six 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. These posts are full-time paid.

The full-time employees have a common responsibility to divide and assign certain unspecified assignments and positions, these are within the operations of the full-time employee group to take care of.

Assignments

- To arrange an annual Council, section and course representative education
- To elect the full-timers in charge and part of the delegation for SFS
- To elect a full-timer to be the contact person for the board members and the Meeting Chairman
- To elect a full-timer as coordinator for Consensus co-operation with

Student representative assignments

- Management Council for collaboration
- The Norrköping scholarships
- Prefects of Norrköping Council meeting
- The Library Board
- US Library Board
- Norrköping's Library Council
- Dialog meetings with Norrköping's municipality



- | | |
|--|---|
| Linköping's and Norrköping's municipality | - The Student Council of Linköping's municipality |
| - To elect a full-timer to be the contact person for the agents | |
| - To assign student representatives in temporary work group | |
| - To elect a responsible full-timer for the work with the library and member of the library board etc. | |
| - To elect a head of GDPR | |
| - To elect a head of Consensus car | |
| - To elect a responsible full-timer for the MedFak-trip | |

President of the board

The assignment can be divided into two main parts. The President shall be the representative of Consensus in official gatherings and the face of the student union. At the same time, the President has an internal role as manager of the board, which includes coordinating and leading Consensus' daily work together with the Vice president. However, the President has the overall responsibility and must have a close relationship with the Meeting Chairman to discuss matters 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 a close contact with the finance service. The Presidium (the President and the Vice president) is the signatory of the Consensus and is ultimately responsible for the student union's finances. The President must be well informed and be of assistance in the ongoing work with the student union's finances.

The assignment includes the maintenance of a close cooperation with the sections. The President is the chair and leads the section's president committee.

Consensus works closely with the sister unions StuFF and LinTek, which together create Linköping University's student unions - LUST. The President of the board is together with the Vice president of the board voting members of LUST board together with the other student unions' presidium. The president of the student unions shares three assignments. These are; LiU's audit committee, Vice Chancellor's decision meeting and Vice Chancellor'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

Student representative assignments

- The faculty board
- Kårservice owner association (KSÄF)



- To be responsible for Consensus' ongoing work with the the economy together with the Vice president of the board
- To have the overall responsibility for supervising the board and other elected representatives
- To convene and chair section's president committee
- LiU audit committee (LUST-rotating)
- The LUST board
- The Faculty of Medicine and Health Sciences's management Council
- Vice Chancellor's management Council (LUST-rotating)
- Student council
- The university board

Vice president of the board

The Vice president of the board, together with the President of the board, constitutes the Consensus presidium. 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 a close contact with the finances service. The Presidium is the signatory of Consensus and is ultimately responsible for the student union's finances. The assignments as Vice president also include close contact with Consensus administrators regarding the financial responsibility for Café Örat, Pub Örat and CARMA.

Consensus works closely with the sister unions StuFF and LinTek, which together create Linköping University's student unions - LUST. The President of the board is together with the Vice president of the board voting members of LUST board together with the other student unions' presidium. The Vice presidents of the student unions share three assignments. These are; the KALAS steering group, LUST chairman and LUST secretary. The seats are rotated between the unions and the Vice presidents of the student unions are responsible for each every three years.

And finally, the Vice president has the general responsibility of the contact with business life, for example finding new cooperation partners. The external partners shall contact the Vice president for collaboration with Consensus, if they so wish. The Vice president shall also represent Consensus in LUST-N.

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

Student representative assignments

- KALAS steering group (LUST-rotating)
- Kårservice owners' association
- LUST chairman (LUST-rotating)
- LUST secretary (LUST-rotating)
- The LUST board
- LUST-N
- Student council
- Cooperation congregation Norrköping
- Cooperation group Norrköping



- 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 Consensus job fair (CARMA)
- To be responsible for Pub's finances together with the head of finances in the Pub Group
- To actively seek sponsors and financiers within the business life and cherish existing collaborations

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.

Assignments

- To coordinate Consensus work on education issues
- To lead the education committee
- To lead the work of appointing the Educator of the Year and the VFU Place of the Year
- To handle the students matters concerning education

Student representative assignments

- The faculty board
- The competence council
- Quality assurance council
- LUST-U
- The Faculty of Medicine and Health Sciences'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, 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 Health Sciences 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 and the Nollefesten.

Consensus works closely with the sister unions StuFF and LinTek, which together create Linköping University's student unions - LUST. The post includes being a member in the study social committee LUST-S.

Assignments

- To conduct study social issues and activities
- To plan the union dinner (Kåraktivitas) 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 and Health Sciences
- 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

Student representative assignments

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

Head of Student Welfare and Support, 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 campus US and Norrköping and having 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.

Assignments

- To coordinate Consensus work with the work environment
- 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

Student representative assignments

- CAMO council
- The campus group
- Central collaboration group (CSG)
- Tenant meetings Linköping
- Tenant meetings Norrköping
- The premises forums
- LUST-A
- Equal terms and equality group(LUST rotating)
- Student health
- The board of Student health (LUST rotating)
- SÄG (LUST rotating)
- The security council

Head of Member and Student Representative Responsibilities

The post as Head of Member and Student Representative Responsibilities is divided into two main parts; member coordination and student representative 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 Responsibilities who continuously handles the appointment of all student representative positions for which Consensus is responsible. Consensus works closely with the sister unions StuFF and LinTek, which together create Linköping University's student unions - LUST. The Head of Member and Student Representative Responsibility is a member of LUST-R, which works continuously with student representative recruitment and the communal representative list.

Assignments

Student representative 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
 - 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
- LUST-R
 - The board of education

Part-time employees

Consensus has 4 part-timers. Three board members and one 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 Head 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/she 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 Vice 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

President of the international committee of Consensus

The post as International manager is a special assignment as it is divided between the Faculty of Medicine and Health Sciences 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 Head of Member and Student Representative Responsibility.

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 (CARMA)

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. 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

Coordinator of Reception Activities

The Coordinator of Reception Activities is responsible for the practical work and coordinates the work around the Consensus reception. The tasks are delegated as needed and may fluctuate over time. The work can include collaborating with the other student unions' reception coordinators, controlling and following up reception activities and managing the distribution and collection of materials prior to the reception. The Coordinator of Reception Activities works closely with the Head of Student Welfare and Support, focusing on reception, who bears the main responsibility for the reception. The Coordinator is appointed during spring by the council and assigned to one of Consensus' part-time employees. The part-time employee then increases his / her appointment to 50% during the month of August to work as a Coordinator of Reception Activities.

Assignments

- To execute and manage, together with both groups of Faddrar and the Head of Student Welfare and Support, focusing on reception, the reception period



- To coordinate and be responsible for Consensus' practical work with 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 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. 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-week
- 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)

Council 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

Council Vice Chairman

The Council Vice Chair works closely with the Council Chair 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 Council Chair

Council 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

