

Post descriptions bi-annual meeting

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Secretary (Sekreterare)

As the secretary of IUPAK, your primary task is to write protocols for the board- and member meetings as well as manage the written protocols. In addition to these tasks, the secretary is also supposed to be active in the association, helping with miscellaneous tasks like for example shop for IUPAK:s purposes and discuss matters concerning the association. If the secretary can't be present for a meeting of the board or a meeting with members for some reason, in first hand, someone else in the board, who is not a protocol adjuster or the meeting president, is supposed to write the protocol. As the secretary you will also be permitted to use UTN:s printer at Uthgård to print protocols. This post does not require that you speak Swedish. As the secretary of IUPAK, you will get access to the email address nvk-sekr@utn.se.

Vice-chairman, also with educational responsibility (Vice ordförande tillika utbildningsansvarig)

As vice-chairman you have the responsibility to make sure that the students at the master- and bachelor programs in chemistry contribute to the continuous evaluation of their education. Together with student representatives, head of respective programs, study counselor, and the student union, you are working to maintain the education at the Uppsala University Chemistry section at high quality. You are expected to participate in the meetings of the educational committee of the student union, and to pass relevant information from these sessions to the board- and member meetings of IUPAK. If you are contacted by a student asking you for help with matters regarding the quality of the education, you should ask their consent to pass information forward. The role of vice-chairman also entails a responsibility to organize sessions, such as lunches, where students can voice their opinions about their courses. If the chairman is not present, the vice-chairman should take over their role. The vice-chairman should as much as possible be present at board meetings and member meetings of IUPAK. You have the responsibility for "Karavanen" (the Caravan) including announcing the group's meeting and moderating these. In your work you will gain access to the email address nvk-vice@utn.se. This post requires that you speak Swedish.

Member of the board (Styrelseledamot)

As a member of the board, you have no particular area of responsibility in the board. One of the most important tasks you have is therefore to be present at the board- and member meetings and there help where it is needed, discuss relevant questions and help at events and similar arranged by the board. Members of the board are invited to work on their own projects. In your work you will gain access to the email address nvk-dled@utn.se. This post doesn't require that you speak Swedish.

Caretaker of camels (Förste Kamelskötare)

As the caretaker of camels, you have a position corresponding to the clubmaster in other student associations. As the caretaker of camels, you are a member of IUPAK:s board. The caretaker of camels has the responsibility to lead and coordinate IUPAK:s events and parties e.g. Analysfesten or Kamelens dag, as well as help volunteering members host similar activities. The camel manager is NOT tasked with hosting all activities on their own but is only tasked with coordinating and hosting the activities of Oasen. You are also supposed to attend the "klubbmästarråd" (clubmasters council). You get the roll as the standard bearer of IUPAK. As IUPAK:s standard bearer you have the honour to take care of the flags and standards of IUPAK. You are expected to bring them to relevant events and show them off. You will be given the email address nvk.klubb@utn.se. This post does not require that you speak Swedish.

Fore and aft camel hump (Främre och bakre kamelpuckel)

The fore and aft camel hump are two positions in Oasen whose primary task is to assist the caretaker of the camels with the activities of Oasen. They are supposed to help arrange activities such as Analysfesten, hikes, skiing trips, pub crawls and other activities that strengthen the cohesion of IUPAK. The humps may act as independent parts of Oasen and are not supposed to only be the caretaker of the camels' accompaniment. They are supposed to ensure that small activities such as pub nights, smaller pub crawls, board game nights, sewing circles and so on are hosted. They are therefore supposed to come up with their own ideas and suggestions. This post does not require that you speak Swedish.

Member, FUM (Ledamot, FUM)

As a member of FUM your task is to be IUPAK:s representative at UTN:s decision making council. You are tasked with managing IUPAK:s interests, voice the associations opinion and ideas as well as forward what is being discussed to the board. This means you need to attend the meetings of FUM which are hosted three times per semester as well as the reading of documents which is hosted before each meeting. It is important that this post is filled as this is a prerequisite for IUPAK getting its association grant, but it is also very fulfilling to contribute on these meetings. The meetings provide both fika and dinner. This post requires that you speak Swedish.

Substitute, FUM (Suppleant, FUM)

As the substitute member of FUM it is your task to fulfill the same tasks as the member of FUM if this person cannot attend a meeting. This does however not mean that you, as a substitute, cannot attend the meetings together with the primary member of FUM as the substitute and primary member are encouraged to attend together if they wish. You do not have to attend the reading of documents. This post requires that you speak Swedish.

Web-master

As web-master, you take care of IUPAK:s website. You do not necessarily have to write the texts of the articles themselves, but you should make sure that they are published. However, it is your responsibility that images and other media related to IUPAK appear on the website. No previous experience of running a website is required but it is favourable. The most important task is to make sure that the website works and does not disappear for a year. If you have technical problems, you should contact UTN:s system administrator. You are assigned the email address: nvk-web@utn.se. This post does not require that you speak Swedish.

Representative in UTN:s Nomination Committee (Representant i UTN:s valberedning)

As a representative in UTN:s Nomination Committee, the task is to help prepare the most important elections within UTN, for example, the presidency and the board. The representative will have the task of conducting interviews and compiling information together with representatives of the other sections and the chairman of the nomination committee. The Nomination Committee also has the task of spreading the information about which posts can be sought. The workload comes a bit intense during small portions of time but is quite small overall. This post requires that you speak Swedish.

Representatives to the Bachelor Council – 2+1 (Representanter till Kandidatrådet)

As a member of the Chemistry Bachelor Program Council, you attend the council meetings which take place 2-3 times per semester. These meetings discuss course evaluations, syllabuses and other issues related to the bachelor's program. Other members of the council are the program manager, representatives of both institutions and various other workers who work with the education in chemistry. You are also a member of Karavanen (the Caravan) and are expected to attend its meetings. This post requires that you speak Swedish.

As a substitute, you have the same assignments as members, but you do not have the right to vote in the candidate council unless one of the members cannot attend. Attending meetings is not a requirement, but it is desirable. This post requires that you speak Swedish.

Representative at Chemistry Ångström (Representant Kemi Ångström)

As a representative on the board of Chemistry Ångström, the task is to attend the board meetings, which is 3 times per semester. You get to meet those who are in control of research and education at Chemistry Ångström and learn how the university is governed. For example, the board decides new employment and facilities under Chemistry Ångström and discusses financial issues. As a representative, relevant information from these board meetings should be communicated to the other members of IUPAK. Worth mentioning is that IUPAK and K share a mandate. The representative of IUPAK has the rights to vote during even years. You are also a member of Karavanen (the Caravan) and are expected to attend its meetings. This post requires that you speak Swedish.

Representative at Chemistry BMC (Representant Kemi BMC)

As a study representative on the board of Chemistry BMC, you have the task of attending board meetings once a month. You get to meet those who have control of research and education at Chemistry BMC and learn how the university is governed. For example, the board decides new employment and facilities under the Chemistry BMC and discusses financial issues. As a representative, relevant information from these board meetings should be communicated to the other members of IUPAK. Worth mentioning is that IUPAK and K share a mandate. The representative of IUPAK has the right to vote during odd years. You are also a member of Karavanen (the Caravan) and are expected to attend its meetings. This post requires that you speak Swedish.