

HIGHLIGHTS

Chairperson

- Convene board meetings, make agendas and lead operations
- Right to sign
- You represent an organisation
- You are aware of all the activities of the student association and the officials
- Alina trainings
- You are responsible for the use of the organization's money
- You follow Vasaran Mobilepay's operations together with the treasurer
- There are two models of meetings: Board meetings and club meetings (*annual meeting, election meeting, general meeting*). The club's meetings are decided 3 weeks before the date and the board arranges a serving of wine and snacks, it is a good idea to hold a general meeting if there are changes to the composition of the officers or if there is a need to appoint more officers or change their role, or there are changes in the affairs of the big lines.
- Cooperation agreements
- Financial monitoring
- You are a member of the disciplinary committee
- Make sure that the membership register is maintained
- Be careful about objections (*e.g. board members cannot act as performance auditors for reasons of non-compliance and cannot vote on matters if someone is in a clearly biased position regarding the matter at hand in terms of emotional ties or the matter*)
- The responsibility is not solely yours, but you must have the ability to demand responsibility from others as well, in a good spirit
- Ask others after all, everything is certainly taken care of and remembered, everyone can humanely forget sometimes <3
- Work on the flow of information!
- You are aware of the association's rules and the Associations Act
- You are up to date on membership matters
- TAHLO
- Applying for support from HYY
- Change in the right to sign for register management
- Websites
- Status agreements
- Summer meeting
- Usernames and passwords
- Delegate
- Track coffee fees together with rahis (update the list at Kasvis)
- Develop the organization
- Ensure that the activities of the cooperation agreements are carried out

HIGHLIGHTS

Vice chairperson

- You support the chairman when he is prevented from attending and acts as the right hand to the chairman, so you are vigilant in monitoring the activities of the PJ and assisting him. It's good to learn everything PJ needs to know. However, you will rarely have to take advantage of this information, but if necessary, you will be on the map. I recommend reading through the "Chairman" section as well.
- Read the "Board members" section, Things you find there also apply to you <3
- Right to sign
- The entire board of directors is responsible for the use of the organization's money
- You are aware of the association's rules and the Associations Act
- You are present at the annual meeting, where the financial statements, the action plan for the previous year, etc. are reviewed.
- You are up to date on membership matters
- Be careful about objections (*e.g. board members cannot act as performance auditors for reasons of non-compliance*)
- Work on the flow of information!
- Be active and learn as much as possible <3

HIGHLIGHTS

Board member

- You participate in the planning of the action plan, report and calendar
- You are responsible for the organization's finances
- The entire board of directors is responsible for the use of the organization's money
- You decide on matters concerning the organisation
- You bring up grievances to the entire board, solutions are sought together asap
- You will keep the President informed
- You inform the participants of the organisation: upcoming events, changes, and transfer information to the student associations, etc. between
- You are responsible for adding new Vasara's to the mailing list
- Sending emails and inspecting Majordomo once a week
- You take care of orders and designs
- Promote and develop the club
- Ensure that officers carry out their responsibilities
- Work on the flow of information!
- You are aware of the association's rules and the Associations Act
- You will be present at the annual meeting, where the financial statements, the action plan for the previous year, etc. will be reviewed.
- You are up to date on membership matters There are two models of meetings: Board meetings and kerko meetings (annual meeting, election meeting, general meeting). Club meetings are decided 3 weeks before the date and the board organizes wine and snack catering
- You are careful about objections (*e.g. board members cannot act as performance auditors for reasons of objection, and it is not possible to vote on matters if someone is in a clearly biased position regarding the matter at hand in terms of emotional ties or the matter*)
- Asking each other after all, everything has certainly been taken care of and remembered, everyone can humanely forget sometimes <3
- Learn as much as possible and take the initiative <3

HIGHLIGHTS

Secretary

- You make the minutes of the Board meetings and print the agendas for the meeting
- You send the minutes to Vasara's mailing list
- You reserve facilities for meetings
- You transcribe the plan and narrative of action
- You participate in the preparation of the action plan, calendar and report
- Right to sign
- You update the list of members and the coffee fee list to the board's Dropox, where it is available for all board members to see. Please ask the housekeeper who has paid the membership and coffee fees at regular intervals.
- Be up-to-date on membership matters
- Read through and internal "Secretary" file (*pj or your predecessor forwards it to you, found in Dropox*)
- There are two models of meetings: Board meetings and kerko meetings (*annual meeting, election meeting, general meeting*). The club's meetings are decided 3 weeks before the date and the board arranges wine and snack services.

HIGHLIGHTS

Treasurer

- Keep records of Vasara's financial transactions and manage accounts (legal obligation)*
- Deposit the receipts related to the income and expenses of the Vasara
- PAY the organization's invoices and expense reimbursements against receipts/invoices
- Invoice when needed
- You make financial statements and budget
- You collect the membership fees and inform the secretary of those who have paid the membership and coffee fees
- You follow Vasaran Mobilepay's operations together with the chairman
- You collect receipts and bank statements
- Update Money Tracking (*done 2022*)
- The finances of the excursions are not your responsibility, the excursion officers take care of it themselves. However, the accounting of excursions should be included in Vasara's accounting in the financial statements.
- Just read the "*Short Guide for the treasurer*" document as well as the "*Accounting Guide*" and instill the most important things in your mind
- Learn as much as possible and take the initiative <3

*<https://taloushallintoliitto.fi/kirjanpidon-abc>

HIGHLIGHTS

Operations Inspector

- Audits the financial statements and writes the auditor's report
- Highlights grievances and ensures that the government is aware of grievances
- Ensure that meetings and board decisions have the force of law
- You go through the financial management and administration of the past year of operation
- You ensure that the Board of Directors and other possible responsible persons have performed their duties with sufficient care during the year
- Based on the report, the Vasara Board meeting grants or does not grant discharge to the previous year's operators
- The operations inspector may not be: a member of the incumbent Board of Directors, a member of the Board of Directors of the year whose activities are examined or the marital/cohabiting partner or close relative of the aforementioned persons

HIGHLIGHTS

Host

- You take care of reserving the premises and goods (*dj, lights, etc.*) for events together with the hostess
- Plan the drinks for the events to fit the food side and you are responsible for purchasing the drinks
- Cashbox's security guard and attendant. Giving money **ONLY AFTERWARDS AGAINST A RECEIPT.**
- You cooperate with the hostess
- You share/organize drinks at events, so please take the cashbox with you to the events
- You manage the keys to the Kluster's cabinet together with the hostess
- You are responsible for the activities of the hosts and jointly and severally liable for the co-operation of the hosts and the hostesses together with the hostess
- Plan events together with the hostess and the co-hosts and hostesses
- Be active and learn as much as possible <3

HIGHLIGHTS

Hostess

- Plan the foods of events
- You are responsible for sourcing raw materials and food for the venue and for any preparation
- You take care of reserving the premises and goods (*dj, lights, etc.*) for events together with the host
- You are responsible for the activities of the hostess and jointly and severally liable for the co-operation of the hosts and the hostesses together with the host
- You plan events together with the host and the co-hostesses and hosts
- You schedule your visits to the store and the preparation of food. Make sure in time that you get enough helping hands. Ask other officers for help if necessary.
- Be active and learn as much as possible <3

HIGHLIGHTS

Co-hostesses and hosts

- Substitutes for and helps the hostess (e.g. visits to the store, frosting of dishes, serving, baking/preparation) / host (e.g. frosting, procurement, serving related to beverage service)
- Participates in at least the following events:
 - Sauna evenings
 - Calculator buns
 - Ice Age party (anniversaryt) menu, serving
 - Vappusillis in Ullanlinna
 - Christmas party food, gingerbread baking (*for everyone own ginger bread with their own name*)
 - Morning herring of the annual celebrations
- Be active and learn as much as possible <3

HIGHLIGHTS

Sports coordinator

- Moves Vasara's members
- Responsible for arranging exercise excursions (*at least 1 per month*)
- Responsible for the procurement of may day nesting booths and field reservation
- Brainstorm and organize exercise excursions to different places, climbing, trampoline park, hiking, ... Again, your imagination is the only limit! Activity.
- Be active and try to learn as much as possible <3

HIGHLIGHTS

Working life, excursions and cultural officers

- You are planning excursions for the Vasara's members, aiming for one autumn term and one spring for the semester
- You manage and plan the excursions finances including the financial statements, the decisions are approved by the Board of Directors or at least by the Chairperson
- You will inform the Vasara's members about cultural events
- You organize cultural activities such as movie nights, theatres, visits, imagination again as a limit, be active!
- For example, you arrange visits to TV shoots, for cash rewards, e.g. in the case of television filming. (e.g. Uutisvuoto)
- You maintain relations with cooperation companies
- You arrange company visits and maintain contact with working life
- Reminds the Vasara of the events of the Union (*e.g. seminars and trainings*) and encourages active activities and joining Loimu (*or the union*)
- Ensure that the cooperation activities agreed with the partners are carried out in accordance with the agreements

HIGHLIGHTS

Equality officer

- You are responsible for Vasara's equality and non-discrimination (*together with board and chair*)
- You intervene in bullying, discrimination and other unfair situations, treatment and harassment. If necessary, intervene in confrontations, unfair actions, uncomfortable or upset situations.
- Listen and, if necessary, act
- Communicate with the department/faculty if necessary
- Updates Vasara's equality plan, keeps it up to date together with the Board of Directors
- Follow the Vasara's harassment form and, if necessary, convene a disciplinary committee
- You make sure that the harassment form is always available to members

HIGHLIGHTS

Kasvis responsibility

- Responsible for the cleanliness, update and order of coffee room Kasvis
- Reminds you of unwashed coffee cups and UniCafe tableware returns
- Take glass and metal waste for recycling, return the bottles and use the return money to buy for example. milk or other common at Kasvis
- Makes sure that the Kasvis has coffee and milk and does not run out of them
- Responsible for Supa's affairs
- Once a year, clean out the coffee cups so that the cups of the graduating students are not left spinning and the freshmen get space on the shelves for their own cups <3

HIGHLIGHTS

MatLu- ja Leppätaalo responsables

- You look after the Kluster
- You will always be aware of the events of the Vasara that take place in the Kluster
- You take care of Vasara's cleaning shifts, e.g. that they are done on time at the Kluster. The cleanliness and order of the cluster is primarily the responsibility of the alder house counterparts, the board of directors and other keys, but ultimately the responsibility of all Vasara's members
- You make sure that all key holders undergo Kluster training
- You hold the key
- You represent Vasara at alder house meetings
- You will tell the Vasara Board of Directors about the matters discussed at the Leppätaalo meetings

HIGHLIGHTS

Song leader

- Sings at sitsit (*table party*) and other events (*depends on the event*) so actively that you don't have to eat much from singing
- Takes singing initiatives, teaches new songs and maintains the singing tradition in every possible way, with your imagination at the limit