

Instructions for assignments

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1 Formalities

1.1 Summary

These instructions regulate what applies to the individual assignments the Union Board initiates but which are not part of operating activities.

1.2 Purpose

The purpose of these instructions is to clarify for those who carry out assignments what the Union Board expects from them and what they can expect from the Union Board.

1.3 Scope

These instructions apply to all individual assignments established by the Union Board, unless a special decision is made to the contrary.

1.4 History

Draft prepared on 20 October 2014 by Albin Mannerfelt and Sebastian Brandtberg Adopted by decision of Union Board meeting [No 8, 14/15]

A full editorial history can be found on [GitLab](#).

2 Responsibility

Each assignment must have a responsible person who is the leader of the assignment. The assignment leader is elected by and reports to the Union Board.

The Union Board is responsible for establishing a purpose, a goal and a time frame for the assignment, as well as establishing the financial resources for the assignment.

The assignment leader must have a contact point on the Union Board who they can turn to in the first instance.

3 Commitments

3.1 Assignment leader's commitments

The assignment leader must develop a project plan regarding how the assignment will be carried out and how it will achieve the set objectives. The project plan should include, but not be limited to, the activities that will be carried out and a timetable for the assignment. The project plan is established by the Union Board.

The assignment leader will regularly update the Union Board on the progress of the assignment and on whether there are any major deviations from the project plan.

3.2 Commitments regarding the assignment

All those involved in the assignment commit to comply with the relevant governing documents related to the assignment.

All those involved in the assignment must, through their activities and conduct, be a good representative of LinTek and the LinTek organisation.

4 Implementation

4.1 Benefits

In carrying out the assignment, they have the right to use the infrastructure provided by LinTek in the form of premises, equipment, vehicles, etc.

The assignment may make use of the LinTek logo and name during the implementation.

4.2 Organisation

The person in charge personally chooses any organisation. However, the Union Board is entitled to have a representative in the group.