

## Instructions for committees

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## 1 Formalities

### 1.1 Summary

These instructions govern what applies to LinTek's committees.

### 1.2 Purpose

The purpose of these instructions is to assist the union management in its work with committees and to clarify what expectations the Union Board has of LinTek's committees.

### 1.3 Scope

These instructions apply to all LinTek committees. All LinTek committees are listed below.

### 1.4 History

Draft prepared on 3 November 2014 by Albin Mannerfelt

Adopted according to a decision at a Union Board meeting [No. 8, 14/15]

Revisions have been made:

on 9 September by Amanda Granqvist. Adopted by Union Board meeting [No. 3, 17/18]

on 14 May by Cecilia Abrahamsson. Adopted by Union Board meeting [No. 12, 19/20]

on 28 September by Anton Birgersson. Adopted by Union Board Meeting [No. 3, 20/21]

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

## 2 General provisions

The chair of each committee is appointed by the Union Board and is proposed to be a member of the union management. Members of the committee concerned are appointed by the chair of the committee, who also decides how the committee will be organised.

## 3 LinTek Business

The purpose of LinTek Business is to assist the Business Officer in work conducted within the scope of LinTek's commercial activities.

## 4 Marketing Committee

The purpose of the Marketing Committee is to assist the Marketing Officer in their work. The committee will also be prepared to assist other parts of LinTek with dissemination of information and graphic identity.

## 5 Events Committee

The purpose of the Events Committee is to promote a community within LinTek by organising activities for LinTek's internal organisation. The committee will also be prepared to assist the Welfare and Student Support Officer in the activities that the latter carries out, even when these are directed outside LinTek's internal organisation.

## 6 Mattehjälp (Help With Maths)

The purpose of Mattehjälp is to provide access to extra and voluntary help for students in the Institute of Technology at Linköping University in mathematics. The committee consists of experienced students who run weekly maths workshops during term time.



## 7 LiTHanian editorial staff

This committee consists of an editorial board aimed at assisting the editor-in-chief in creating LinTek's union magazine LiTHanian. The LiTHanian editorial team strives to create a non-partisan magazine targeted at members of the union.

LiTHanian editors should be aware of what is expected of them in terms of LiTHanian's journalistic goals, and actively strive to meet the demands placed on LiTHanian as a brand. See [instructions on brands and communication](#), point 5.

The LiTHanian editorial staff should attend relevant meetings and gatherings, or read the minutes of these, in order to adequately assimilate and communicate the union's activities to its members. Examples of such meetings and gatherings may be meetings of the Union Council, Board meetings and union management meetings.

## 8 Kårstugan Project Team

The purpose of the Kårstugan Project Team is to assist the Union Building Project Manager by ensuring that necessary renovations to the Union Building are carried out and that a booking system for the Union Building is developed, and by marketing the Union Building to students until the Union Building has a suitably high occupancy rate. The project team is appointed by the Kårstugan Project Manager, who is also responsible for evaluating and documenting the work of the project team for future project teams.