

## Secretary of Social Science Faculty council (SFR)

### About SFR

SFR is part of Stockholm University Student Union (SUS) and is a platform that brings together representatives from all student councils and PhD student councils at the Faculty of Social Science. SFR functions as a discussion and information forum where students and PhD students can exchange experiences and coordinate study monitoring on faculty level.

### The mission of the Faculty Council

- Appoint representatives to the preparatory and decision-making bodies at the Faculty of Social Science
- Pursue faculty-wide issues of the student and PhD student councils
- Act as an information channel between the faculty's bodies and the student and PhD student councils

### Faculty Council meetings

- The council meets approximately 4 times per semester
- Meetings usually take place in SUS premises
- The meeting language is English

### About the position

#### Term of office

The regular term of office for all board members and representatives is 1 year (Jan-Dec). The person appointed as a board member and/or representative at the annual meeting thus holds the position until the next annual meeting.

#### Compensation

- For students from undergraduate and advanced level that are members of SUS, a fee of SEK 500 per attended meeting is paid for the role of secretary
- For PhD students, a 10-day extension/year applies

#### Assignment description

- Responsible for writing protocols during SFR meetings
- Responsible for making sure that the protocols are adjusted
- Responsible for sending the protocols to SUS office and upload them to SUS Admin



### Meritorious for the assignment

- Experience of being a secretary within association or council.
- Good knowledge of the structure and organization of the Faculty of Social Science

If you have any questions about this position, you can contact us at [studentombud@sus.se](mailto:studentombud@sus.se).