



UPLANDS
NATION
Office description for

PROTOCOL SECRETARY (PROTOKOLLSEKRETERARE)

<i>Electing body:</i> Landskap	<i>Time of election:</i> First landskap of the fall semester	<i>Term of office:</i> Two semesters
<i>Special rules regarding eligibility:</i>		<i>Payment:</i> Discount card level I
<i>Area of work:</i> Minutes keeping at landskap and board meetings	<i>Number of officeholders:</i>	
<i>Position in the organization:</i> Works independently		
<i>Cooperative relations:</i> First curator – posting of minutes before board meetings Chairmen of landskap and the board – minutes keeping		
<i>The office holder is obliged:</i> <u>to</u> in accordance with regulations keep minutes at landskap and board meetings, <u>to</u> be responsible for attaching appendices to the minutes and maintain good order in the meeting documents, and <u>to</u> in prescribed time write out the minutes for adjusting.		
<i>Other regulations the office holder has to follow:</i> Regulations for office holders		