

Regulations regarding the Pub master

Statutes for pub master

1 General responsibilities and remit

The Pub master is responsible for Svantes källare and its storage and registers, and can by the Landskap or board of the Nation be held responsible for missing** (svinn därur)

The Pub master assists the 3Q as staff manager of the club workers.

Election of Pub master shall be held at the spring semester's second Landskap for a period of six months.

The Landskap elects Pub master through closed votes and with more than half of the given votes.

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1.1 Pub masters rights

The pub master

- Gets KK-card for two semesters in a row, starting with the first active semester,
- Has the right to attend, participate and make suggestions in all of the Nation's committees,
- Is a member of the board of the Nation as well as the electoral committee.

2 Club activities and serving of alcohol

2.1 Club activities

The pub master shall

- together with the 3Q, KM and other full timers and club workers plan and implement activities, as well as participate in a meeting with these once a week to plan and evaluate activities,
- on a regular basis have meetings with the pub hosts,
- together with others who have responsibility for the activities educate the staff concerning appropriate areas,
- make sure that there is a person responsible for the pub every day it is open,
- be responsible for taking care of the pub's bars and to those belonging equipment,
- be responsible for the marketing of the pub,
- be responsible for the filling of the shifts in the pub.

2.2 Purchase, sales and storage

The Pub master shall

- during the period choose a representative assortment of beverages for the pub,
- make orders and keep in contact with suppliers and sales representatives,
- be responsible for the pricing of beverages in the pub,
- be responsible for the storage of beverages in the pub,
- make sure that the storages belonging to the pub are kept in order,
- make sure that beverages are never left without supervision or kept in an unlocked storage.

2.3 Accounting and reconciliation

The pub master shall

- no later than seven days after finished pub activity make accounts for it to the 2Q,
- make sure that an inventory of the bar storage is made at least once a month or when needed.

2.4 Serving of alcohol (utskänkning)

The pub master shall

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- be educated about and in understanding of the Swedish laws concerning the serving of alcohol as well as have other needed knowledge required to be responsible for the serving of alcohol.

2.5 Locales and inventory

The pub master shall

- make sure that continuous maintenance of the pub, make easier reparations as well as cleaning of the pub is done,
- report more serious issues to the person responsible for the building,
- make sure that there are clean clothes for the activities at the Nation,
- be responsible for the cleaning of the pub's staff areas.
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3 Information, documentation and management

3.1 Attendance and messages

The pub master shall

- Attend the Landskap, board and electoral committee meetings,
- Every week have a meeting with the other full-timers of the Nation,
- At the Landskap as well as the board meetings, declare messages about important happenings regarding the Pub master's activities.

3.2 Managing and implementation

The pub master shall

- Manage and report matters concerning the pub master's activities to the Landskap, board and other committees of the Nation,
- Ensure that all decisions regarding the pub master's area taken by the Landskap, the board and other committees are implemented.

3.3 Documentation

The Pub master shall store correspondence and other documents concerning the pub master's area under orderly forms, and when necessary, archive them.

When half of the tenure has passed, make an activity report where an analysis of the pubs activities and development during the semester

4 Representation

4.1 Representation

The Pub master shall together with the other full timers represent the Nation whenever it is beneficial for the Nation, especially at arrangements by the Curators convent.

4.2 Insignia

The Pub master shall wear the insignia at the gasques, dinners and other formal occasions held by the Nation.

4.3 Representation in other branches (organ) outside of the Nation

The Pub master represents the Nation in the Clubmaster convent.

5 Hand over (överlämning)

The Pub master shall

- During the term continuously document the experiences,
- Introduce the successor in the obligations, rights and duties,

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- Ensure that the successor feels properly introduced to the work,
- Avoid taking decisions that will affect the successors work unless the decisions are necessary,
- Finish everything from the own period regarding administration and accounting that does not require further dealings,
- Do a thorough cleaning of the pub before the successor starts,
- After finished tenure complete an Activity Report.