

Regulations regarding the third curator

Statutes for Third curator

1 General responsibilities and remit

The Third curator is responsible for the Nation's club activities and is the supervisor for the club office.

The Third curator is also responsible for the Nation's bar stock and change register, and can by the Landskap or the board of the Nation be held responsible for anything missing from these.

The Third curator is the Nation's alcohol manager and is responsible for the serving of alcoholic beverages.

1.1 Third curators rights

The third curator

- Attains seniorship at the Nation
- 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 third curator shall

- together with the 1Q, 2Q, 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,
- introduce new club workers to their responsibilities,
- be responsible for the prices and bookings for external rentals, as well as hire staff for them.

2.2 Purchase, sales and storage

The Third curator shall

- during the year select a representative assortment of beverages,
- order beverages and keep in contact with suppliers and sales representatives,
- together with the 1Q and kitchen managers choose drinks and meny for the Nation's dinners and gasques,
- be responsible for the pricing of the beverages,
- be responsible for the storage of beverages,
- make sure that the storages are kept in order,
- make sure that beverages are never left unsupervised or in unlocked storages.

2.3 Accounting and reconciliation

The third curator shall

- no later than seven days after finished club activity make accounts for it to the 2Q,
- complete an inventory of the storage of beverages at least once a month.

2.4 Locales and inventory

The third curator shall

- be responsible for the managing of the bars and the equipment that belongs to them,
- be responsible for internal and external bookings of the Nation's locales as well as sound and light equipment.

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2.5 Serving of alcohol (utskänkning)

The third curator shall as the alcohol manager

- make sure that the Nation follows the Swedish law regarding serving of alcohol as well as the policies coming from the Curators convent,
- make sure that there is always someone responsible for the serving of alcohol during service hours.

3 Information, documentation and management

3.1 Attendance and messages

The third curator shall

- Attend the Landskap, board and electoral committee meetings,
- At the Landskap as well as the board meetings, declare messages about important happenings regarding the Third curator's activities.

3.2 Managing and implementation

The third curator shall

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

3.3 Documentation

The Third curator shall store correspondence and other documents concerning the third curator's area under orderly forms, and when necessary, archive them.

Electronical communication of importance shall be printed and stored.

3.4 Office hours

The 3Q shall have office hours so that the members of the Nation can visit the 3Q on the decided times.

4 Representation

4.1 Representation

The Third curator shall

- Be toast master/madame at the Nation's gasques and dinners,
- 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 Third curator 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 Third curator represents the Nation in the Clubmaster convent.

5 Hand over (överlämning)

The Third curator shall

- During the term continuously document the experiences,
- Introduce the successor in the obligations, rights and duties,
- Ensure that the successor feels properly introduced to the work,
- Avoid taking decisions that will affect the successors work unless the decisions are necessary,

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- 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.