



UPLANDS  
NATION

Office description for

## SUMMER HOST (SOMMARVÄRD)

<i>Electing body:</i> The board	<i>Time of election:</i> During the spring semester	<i>Term of office:</i> June-August
<i>Special rules regarding eligibility:</i>		<i>Payment:</i> According to agreement
<i>Area of work:</i> Responsible for personnel, planning and carrying-out of the summer activities together with the pub and kitchen masters and the third curator.	<i>Number of officeholders:</i>	
<i>Position in the organization:</i>  Subordinate to the board, the pub and kitchen masters and the third curator.		
<i>Cooperative relations:</i>  Third curator, kitchen and pub masters – planning and carrying-out Summer pub hosts and summer kitchen managers – planning and carrying-out Information manager – marketing of the summer activities		
<i>The office holder is obliged:</i>  <u>to</u> attend weekly meetings for the summer club work together with related full-timers; <u>to</u> never leave goods and other valuables unattended or in unlocked storage; <u>to</u> plan and hold events in addition to the ordinary summer activities; <u>to</u> be responsible for communication with external organizers at events; <u>to</u> plan and hold clubs together with the third curator; <u>to</u> see to that clubs are fully staffed and to act as staff manager at these events; <u>to</u> market the summer activities, including extraordinary events and clubs, in cooperation with the information manager; <u>to</u> contribute to good order and cooperation in the summer club work; <u>to</u> attend the meetings of the management team; and <u>to</u> see to that handed-out keys to the nation locales are not used by unauthorized individuals.		
<i>Other regulations the office holder has to follow:</i>  The nation’s statutes Purchasing rules Directives from the Public Health Committee Security rules for the usage of kitchen equipment Fire Department rules and regulations		