



Office description for
INFORMATION CHIEF
(INFORMATIONSCHEF)

<i>Electing body:</i> Landskap	<i>Time of election:</i> Second landskap of the semester	<i>Term of office:</i> Two semesters
<i>Special rules regarding eligibility:</i>		<i>Benefits:</i> Discount card level I
<i>Area of work:</i> Responsible to coordinate the nations PR-activities	<i>Number of officeholders:</i> Two total, one elected per semester	
<i>Position in the organization:</i> Subordinate to the first curator		
<i>Cooperative relations:</i> Curator's office - setting the semesters calendarium and plan of action for PR work Second curator - economic matters Responsible publisher - content of the nation website Graphic designer - creation of posters All office holders - marketing of respective activities and events		
<i>The office holder is obliged:</i> <u>to</u> coordinate the nations PR-activities; <u>to</u> ensure that all nation activities are marketed in good time and relevant media channels; <u>to</u> ensure that marketing costs does not exceed the respective activities budget; <u>to</u> assemble all nation activities in a shared calendarium with the current and upcoming curator's office; <u>to</u> create a plan of action for the nation's PR activities; <i>Graphic material</i> <u>to</u> order posters from the graphic designer for the nations activities; <u>to</u> call for poster meetings; <u>to</u> inform whom it may concern about local rules and regulations regarding flyposting, and ensure that they are followed; <i>Internet</i> <u>to</u> be responsible for updating the nation's website; <u>to</u> ensure that adequate information is made available via the website; <u>to</u> update the nations calendarium on Nationsguiden; and <u>to</u> manage the nation's social media channels.		
<i>Other regulations the office holder has to follow:</i> Nations by-laws Kuratorskonventet marketing policy Local rules and regulations for fly posting and marketing		