

Memo for the Reception Committee

1 Formalities

1.1 Purpose

The purpose of this memo is to regulate the Reception Committee

1.2 History

Created: 2008-12-11

Last revision: 2014-11-10

2 Organisation

The Reception committee is made up by at least:

- Chairperson and main responsible, called INitiationsGENeral (INGEN), who has the main responsibility and final say regarding the Reception. INGEN is elected by the chapter meeting.
- Deputy chairperson. Shall in the absence of INGEN carry out INGEN's duties and execute INGEN's responsibilities. Is responsible for the economy and contact for the chapter's treasurer. The vice chairperson is also responsible for the work delegated to them by INGEN by mutual agreement. Is elected by the chapter meeting.
- Three board members. Their areas of responsibility is decided by the Reception committee. They are elected by the chapter meeting.
- One main responsible from each föseri. They are nominated by the current responsible and are approved by the chapter meeting. The nomination is based on a draft where all chapter members may participate.

The Reception's management/leadership, regulated by the Reception's rules, are themselves responsible for creating the structure within the committee.

In addition to this the Reception committee may freely define and assign additional areas of responsibility to handle questions such as specific events and marketing.

The Reception committee shall actively seek to include the chapter's other committees in their activities and events.

The chairperson is responsible to report to the board member responsible for studysocial activities before the chapter board's meetings during the whole business year.

3 Economy

The committee has no economy of it's own.

4 Activities

The purpose of the Reception committee is to give new freshmen to all programs at the School of Information- and Communications technology the best possible start to their time at the school. The Reception committee shall formulate, plan and execute the Reception.

It is the responsibility of the committee to make certain that the execution of the Reception does not conflict with the current rules created by THS, KTH or the chapter. For more extensive information please refer to the Rules for the Reception committee.