



SKIP

The Student Association for Knowledge in Informatics and Programming
Roles definition: standard since 2024.

Last updated: Michal Spano (2025.03.07)

Role Name	Responsibilities	# of people
Chairman, Chairwoman	<ul style="list-style-type: none">• Distribute tasks for each member role.• Overlooks task completion.• Main point of contact between organisation and different parties (other student organisations, faculty, sponsors and collaborators)• Ensure organisation follows the rules present in the statutes and mandated by Göta/Faculty.• Submits and has primary responsibility for submitting association documents (e.g. Ansökningsblankett för kårförening through Göta)• Must be present at the yearly board meeting and handover. <hr/> <u>This role is determined by the majority vote.</u>	1
Vice-chairman, Vice-chairwoman	<ul style="list-style-type: none">• Replacement for chairman in case of emergency.• Can delegate tasks for the members with approval from the chairman.• Has the deciding vote in case of a draw.• Must be present at the yearly board meeting and handover.	1



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Head of Finance, Treasurer	<ul style="list-style-type: none">• Responsible for being aware of SKIP expenditures and finances, especially in regards to managing the payment-and-reimbursement process for events.• Also handles the maintenance, responsibilities, mail and information related to any bank accounts, finances, taxes and the management thereof.• Must be present at the yearly board meeting and handover.• <u>Knowing Swedish</u> may be beneficial for this role as communication through Skatteverket is sent in Swedish and would require alternative arrangements to be made if it were desired to discuss matters with them in another language (i.e. English). <hr/> <u>This role is determined by the majority vote.</u>	1
Head of Logistics (Event Management)	<ul style="list-style-type: none">• Responsible for booking and arranging and maintaining premises for scheduled events.	2-3
Technical Lead	<ul style="list-style-type: none">• Curation of GitHub repositories, review of pull requests, management and maintenance IoT kits and other belongings of SKIP.• Maintains SKIP's website and updates it with new events.	3-5



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Social Media, Marketing Team	<ul style="list-style-type: none">• Manages the creation, posting and sharing of promotional material, advertising, posts, and photos on the SKIP social media platforms (e.g. Instagram, TikTok).	3-5
Head of Communications	<ul style="list-style-type: none">• Responsible for outreach to external parties (and within the SKIP internal team). May have overlap with the Social Media and Marketing team.• One of the primary respondents for the SKIP email account.• Find opportunities for SKIP to be involved e.g. through finding sponsors, potential collaborators for events, etc. <i>Networking</i> is a plus.	2-3
Graphic Designers	<ul style="list-style-type: none">• Creates promotional material for SKIP's events.• Creates assets for the official website and other media.• Coordinates with the marketing team for new material.• Coordinates with the Technical Lead for new assets on the website. <p><u>Not required but ideal</u>, the graphic designer should be knowledgeable in vector or raster-based programs (e.g. Illustrator, photoshop, gimp, Inkscape)</p>	2-3