

Board

Spokesperson for internal affairs

- Requirements
 - *must be on the electoral list (whether elected or deputy)*
 - should be able to mediate well (dispute resolution)
 - Office key required
- Tasks
 - Introduction of new members
 - Allocation of office keys
 - Have an overview of FaRaFIN projects (When does what take place? When to look for organization?)
 - Confirmations for members about their work in the FaRaFIN
 - Contact person for professors, employees, university offices, ... and supporters of the FaRaFIN
 - Keep up internal harmony (if necessary, dispute resolution) / mediator, motivation of members

Spokesperson for public affairs

- Requirements
 - *must be on the electoral list (whether elected or deputy)*
 - open manner, eloquence, social media affinity
 - Office key required
- Tasks
 - Contact person for external inquiries
 - Forwarding of information and job advertisements to students (mail distribution list, social media)
 - monthly newsletter by mail
 - Promotion of events on social media channels
 - Keep website, showcases, posters up to date
 - Create news and dates on website
 - Organize cooperation with companies that do not run through the MKM (e.g. Grill-IT with valantic (organization can also be handed in if there is too much other work, etc.)

Spokesperson for financial affairs

- Requirements
 - *must be among the top 7 on the electoral list (elected)*
 - Time: average 2h per week (sometimes more (when events are pending), sometimes less), whereby division of work with 2nd signee and treasurer possible
 - very good accessibility
 - regular presence in the FIN
 - Motivation to deal with finances regularly
 - Office key required
- Tasks
 - daily work (weekly)
 - archive and book incoming bills
 - Transfer of approved funding
 - Document financial decisions from meetings in order to control the budget + budget plan
 - Accounting (incl. virtual accounts), updating decision list
 - Payment of expenses / settlement of invoices
 - Accounting of the costs for merchandise, printing costs of FaRa members, ...
 - Checking whether expenditure remained within the scope of its decision (purpose, budget)
 - "regular" cash counting, cash auditing units
 - Cash deposits/withdrawals, provision of change cash boxes at events
 - Purchase (contracts) from/for inventory + inventory

Appointees

2nd signee

- Requirements
 - *must be on the electoral list (whether elected or proxy)*
 - Office key required
 - Time: about 1–2h per week (sometimes more (for larger event settlements), sometimes less / nothing)
- Tasks
 - check transfers for correctness + release (4–eyes principle)
 - support of the spokesperson for financial affairs, if necessary

*** From now on, all appointees for which it is not necessary to be on the election list will follow. ***

Treasurer

- Requirements
 - Time: about 1–2h per week (sometimes more, sometimes less / nothing)
- Tasks
 - Support of the spokesperson for financial affairs
 - counting of the cash register with spokesperson for financial affairs (4–eye–principle)

Appointee for german mentoring

- Requirements
 - Should have been at least 1 time a mentor!
 - Should have dealt with study and examination regulations!
 - Employment contract with university (will be made)
- Tasks
 - General
 - regular contact with university mentor assignment (from the Fokus–Lehre–Team)
 - pass on important information to mentors
 - Contact person for mentors and mentees (be reachable)
 - fill out monthly time recording for work record + hand it in to Mrs. Meißner (dean's office)
 - gather feedback from mentors and try to improve mentoring program
 - before the start of the semester
 - Mentor search (via FaRaFIN social media channels)
 - activate registration for first semester students on first semester website
 - apply for mentor training at the university
 - study and examination regulations crash course for mentors (cooperation with appointee for study + teaching)
 - Mentor meeting before introduction week for final arrangements
 - Start of the semester
 - Campus Rally → Mentoring Station
 - Grouping on first semester website + mailing list
 - forward freshmen who arrive later to mentors
 - During the semester
 - Mentoring officer meeting of the focus teaching team
 - Reflection meeting with mentors
 - End of semester
 - apply for mentoring certificates + distribute them to mentors

Appointee for study and teaching

- Requirements
 - Should have dealt with study and examination regulations!
 - not afraid to talk to profs and clearly represent the opinion of the students, but still be polite
- Tasks
 - Consultation hour 1 time per week for 2h
 - examination period survey, semester survey
 - try to solve problems with courses (communication with lecturers)
 - bring problems into the study Commission, if necessary (passing on to student representatives is sufficient)

Contact person for the MKM

- Tasks
 - handle cooperation's with companies via the MKM (e.g. sponsoring)
 - planning Career@GameEvening together with MKM (companies, finances, ...)
 - processing requests from MKM

Appointee for student organizations

- Tasks
 - enable cooperation between student organizations and FaRaFIN in various events, exchange of information regarding projects and ideas and possible support by FaRaFIN
 - informing the organizations about meetings of the FaRaFIN
 - informing the organizations about events of interest to them
 - contribution of information from the following organizations which is of considerable interest to the FaRaFIN
 - constant information about new organizations or the failure of old organizations

Appointee for the faculty

- Tasks
 - stay in contact with the deanery (Mrs. Lehmann) during the legislative period
 - organize a meeting with the deanery every 3–4 months
 - beginning of the semester (October, April), middle of the semester (January, July)
 - If something is urgent, simply write an email to the deanery (or call/meet with Mrs. Lehmann).

Appointee for Internationals

- Tasks
 - promoting the integration of international students into the faculty
 - Contact person for international students
 - Communication between international students and FaRaFIN
 - represent the interests of international students in the FaRaFIN
 - improve the visibility of courses organised by international students and make them known to other students

Archive auditor

- Tasks
 - 1–2 times a year check the file folders etc. in the basement
 - Is everything there that needs to be there?
 - What's statute-barred and can go away?

Commissions and committees

Examination committee

- Requirements
 - very good knowledge of German (due to necessary legally compliant + clear wording → no English meetings)
 - Knowledge of the examination regulations of the FIN study programmes or willingness to familiarise oneself with it
 - sense of responsibility due to a duty of confidentiality
 - Tactfulness in dealing with other committee members, so that you will be taken seriously
 - Sensitivity, when is it worthwhile to push through a request and when do the regulations simply not give
- Tasks
 - Confidentiality outside the Committee and, in part, towards applicants
 - 1 meeting per month (Wed, 13–15 hrs)
 - before the meeting: Mon / Tue after office hours of the Examination Office read there all incoming requests (for own preparation)
 - research unclear legal situations in the examination regulations, the Higher Education Act or similar, if necessary

Study commission

- Requirements
 - Have dealt with study and examination regulations!
 - not afraid to talk to profs and to clearly represent the opinion of the students, but still remain polite
 - have fun thinking up ideas for improving their studies
- Tasks
 - Dialogues between students, employees and professors on all topics relating to the design, implementation and improvement of study and teaching at FIN
 - e.g. the design of the module handbook, the planning and modification of modules as well as the design of study and examination regulations
 - 1 meeting per month (45–90 minutes)
 - write a summary for FaRaFIN (~20 min)

Faculty council

- Requirements
 - is elected by students at the committee elections
 - Conscientiousness
 - read mails regularly
- Tasks
 - 1 meeting per month (1–2h)
 - Preparation for meeting
 - represent the interests of students towards other status groups
 - from time to time circular resolutions via e-mail
 - discuss the development of the faculty and make important decisions (e.g. appointments of professors, changes to the study and examination regulations, definition of the FIN budget, ...)
 - write a summary for FaRaFIN (~20 min)

Press commission

- Tasks
 - 1 meeting per month (30–90 minutes)
 - write a summary for FaRaFIN (~20–30 minutes)
 - if necessary, prepare the meeting for yourself (look at website or similar), depending on the situation and rather rarely

Laboratory and equipment commission

- Tasks
 - check and decide together with different people of the faculty if and what has to be (re)equipped in the laboratories (monitors, PCs, beamers, cables, ...)