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/to 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, ...)

