



Regulations for Elected Positions

Created 2008-08-09

Last revision 2016-11-10

1. The Masters

Are jointly responsible for TMEIT's operation.

Responsible for:

that there is a marketing plan.

that there is an operational plan.

that there is a budget for the operational year.

2. The Master of Traditions

Is responsible for, together with the vice Master of Traditions, the operations of TMEIT.

Is approved by the chapter meeting after being appointed by the committee meeting.

Is responsible for, together with the vice Master of Traditions:

to represent TMEIT at SSCO's Pub Council, the *Klubbmästarråd* (KMR).

to represent TMEIT at THS' Pub Council.

to represent TMEIT at events arranged by members of KMR.

that Prao is integrated into TMEIT.

Is responsible for, together with the Master of the Treasury:

that TMEIT's economy is properly handled.

that the cash register is correctly programmed.

3. The vice Master of Traditions

Is responsible for, together with the Master of Traditions, the operations of TMEIT.

Is approved by the chapter meeting after being appointed by the committee meeting.

Is responsible for, together with the Master of Traditions:

to represent TMEIT at SSCO's Pub Coouncil, the *Klubbmästarråd* (KMR).

to represent TMEIT at THS' Pub Council.

to represent TMEIT at events arranged by members of KMR.

that Prao is integrated into TMEIT.

4. The Master of the Treasury

Is responsible for TMEIT's economy. Is elected by the committee meeting.

Is responsible for, together with the Master of Traditions:

that TMEIT's economy is properly handled.

that the cash register is correctly programmed.

Is responsible for:

that any debts of TMEIT are paid off properly.

that customers of TMEIT are billed.

that bookkeeping is done continuously.

that the cash register is ready to be used at the start of all events.

5. The Master of the Pub

Is responsible for alcohol-related purchases. Is elected by the committee meeting.

Is responsible for:

to order beverages from TMEIT's suppliers.

that alcohol is bought from Systembolaget when needed.

to keep the storeroom in good order.

that availability and consumption is reported continuously.

6. The master of Scrolls

Is responsible for TMEIT's documents. Is elected by the committee meeting.

Is responsible for:

that meeting minutes are finished and adjusted in time and accordance with TMEIT's regulatory documents.

that TMEIT's regulatory documents are kept up to date.

that all Masters have access to the documents they need.
that all documents are available as PDF files.
that there is a centralised digital document storage.

7. Gourmet*

Is responsible for the food that is served at TMEIT's events. Is elected by the committee meeting.

Is responsible for:

that there is a plan and budget for food for all regularly scheduled events where food shall be served.
that the kitchen has the required equipment.
that there is at least three types of frozen food.
that price lists for food and snacks are kept up to date.
that old food is thrown out.
that a stocktaking of the kitchen is performed at the start of each term.

8. Junk*

Is responsible for TMEIT's printed goods. Is elected by the committee meeting.

Is responsible for:

that TMEIT's graphical profile is kept up to date.
to design and print event posters well ahead of events.
to design and order overall patches well ahead of events.
that the marketing plan is executed.

9. Web*

Is responsible for TMEIT's website. Is elected by the committee meeting.

Is responsible for:

that TMEIT's website is working.
that the website has the functions that the Masters and TMEIT require.

10. Team leaders

Each team has one team leader and one vice team leader.
They are appointed by the Masters.

Together they are responsible for:

to convene their team for each event.
that the internal communication of the team work as intended.

that assigned events are planned and completed.
that the assigned events are sufficiently staffed.
that there is one marshal responsible for serving (serveringsansvarig), and one responsible for event safety (festansvarig) available at each and every event.
that all purchases for events are properly reported.
that the cash register is tallied and reported after each and every event.
to inform the members of their team about the rules and regulations that apply.
to ensure that the team's Prao have the opportunity to meet the knowledge and work requirements.
to inform the Masters about any of the team's Marshals that should be considered for inactivation.

11. Marshal responsible for serving of alcohol (Serveringsansvarig)

Is responsible for:

that THS' alcohol policy and swedish law is abided to at all times.
that the personell ledger is filled out properly.
to inform their coworkers about the laws and regulations that apply.

12. Marshal responsible for event safety (Festansvarig)

Is responsible for:

that KTH's event safety rules, and swedish law is abided to at all times.
that THS' alcohol policy is abided to.
to inform their coworkers about the laws and regulations that apply.

13. Voluntary dismissal

A by the committee meeting elected person who wishes to resign from their appointed role shall notify the Masters who shall then dismiss the aforementioned person at the next Master's Council.

A by-election shall then be held at the next committee meeting.

A by the committee meeting elected person can be dismissed by a committee meeting that has voted upon a motion or proposition about dismissal.

Such a vote requires a qualified majority (2/3).

14. Correct handover of roles

This applies to all roles and positions. It means that the successor for a role is provided with all the information and help that they need to start performing

their tasks as quickly as possible, and that the predecessor is available to support as long as there is a need.