

General Student Committee of the HWR Berlin

Business distribution plan, last revised on 05 September 2021

Unit (departments) or subject	Tasks
Overall administration of the Student body (AStA)	<p><u>Primary responsibility:</u></p> <ul style="list-style-type: none"> • Participation in AStA & StuPa meetings • Oral accountability reports in StuPa meetings 2x in the Semester • Preparing and following up on AStA and StuPa meetings, • Receipt and control of deliveries, • Cleanliness and order of the AStA offices (esp. washing up used dishes, switching off equipment), • Regular exchange of information (also social media) • Create/revise handover protocols • Substitution of speakers in case of absence/illness <p><u>Shared responsibility:</u></p> <ul style="list-style-type: none"> • Mail Processing, • Supporting office hours (in coordination with the Chair Interior Unit), • Support for events organized by the AStA (in consultation with the department of culture, sports and events), • Attendance at meetings/events of the State Asst.Conference (LAK) and, if necessary, collaboration there on departmental matters (in consultation with the department of Department of Higher Education Policy), • Assist employees with: • Updating all AStA display cases and walls, • Organization of the loan of equipment of the AStA (grill, tables, benches, etc.) • Office organization
Executive Board (all members of the Executive Board)	<p><u>Primary responsibility:</u></p> <ul style="list-style-type: none"> • all personnel matters of the AStA and the student body (employees and officers), <ul style="list-style-type: none"> ○ rights and obligations under labor law (employees and instructors) ○ Keeping the task lists, checking the tasks & editing ○ Constant readiness for queries • Access rights to the email distribution lists of the students of the HWR • AStA strategy development (e.g. through development of mission statement, structural

	<p>StuPa motions or implementation of closed meeting)</p>
<p>Presidency (External Affairs [EA] and Interior [I])</p>	<p><u>Primary responsibility:</u></p> <ul style="list-style-type: none"> • Chair (Exterior) <ul style="list-style-type: none"> ○ Representation of the AStA to the public (internal /external) and press, ○ Welcoming new students ○ Representation of the AStA to the university management ○ Digitalization & Internationalization, ○ Campus Development ○ Regularly check and answer/forward of e-mail inquiries (asta@asta-hwr.de & asta@hwr-berlin.de) • Chair (Interior) <ul style="list-style-type: none"> ○ Coordination of internal processes, ○ Proper meeting invitation of the AStA, ○ Chairing the meetings of the AStA ○ Control of compliance with the GMP, ○ Organization of tasks not provided for in the GVP tasks ○ Consulting of the SemTix • Execution and signing of contracts, • Negotiation and supervision of compliance with agreements of cooperation with other institutions and organizations, • Initiation as well as planning and organization of team building measures, • Management of employees, • Tendering, selection and hiring of new employees, • Participate in the HWR structural and development plan, • If applicable, creation of a structure and development plan for the AStA • Ensure functionality (QM) of AStA through e.g.: <ul style="list-style-type: none"> ○ Initiate and implement reform measures ○ Control of sustainability (knowledge transfer), ○ Regular feedback rounds with speakers and staff, as well as the StuPa presidium and the university management, ○ Regular exchange in particular with the Social departments • Overview of the rules of procedure of the AStA and the StuPa, the AStA's grant, social fund, and contribution regulations and the statutes of the student body • Ensure that statutes and regulations are up to date

	<p>Shared responsibility:</p> <ul style="list-style-type: none"> • Chair (Exterior) <ul style="list-style-type: none"> ○ Substitute proper meeting notice of the AStA, ○ Deputy chair of the meetings of the AStA, ○ Consulting units • Chair (Interior) <ul style="list-style-type: none"> ○ Deputy representation of the AStA towards the public (internal/external) and press ○ Consulting units • Visit to the open rounds on transport with the LAK & coordination of a common line towards the VBB (together with the university policy department and the SemTix management).
<p>Finance [FIN]</p>	<p><u>Primary responsibility:</u></p> <ul style="list-style-type: none"> • Preparation and execution of the budget, • Ongoing record keeping and regular updates on the Finances (at least 1x in writing for the Moodle course). • Semi-annual settlement with BVG • Preparation and execution of orders for disbursements, • Processing grant applications, • Opposition Processing, • Order and booking of personnel matters • if necessary, draw up the supplementary budget and execute, • Assignment and cooperation with an auditor, • Invoice. <p><u>Shared responsibility:</u></p> <ul style="list-style-type: none"> • Participate in assisting students with events and applying for financial support and grant applications (together with the Department of Culture, Sports and Events, and Social Affairs, Diversity and International Affairs).
<p>Sustainability</p>	<p><u>Primary responsibility:</u></p> <ul style="list-style-type: none"> • Contact point for students with personal and university-related concerns with relevance to sustainability • Coordination of the Uni Gardening project: <ul style="list-style-type: none"> ○ Material procurement ○ Coordination of the construction of the raised beds ○ Search and contact maintenance of cooperation partners ○ Coordination of irrigation and harvesting of the raised beds

- Responsible for the topic of tolerance and diversity in society,
- Responsibility for women, LGBTI, anti-discrimination and other equality-related topics,
- Parental allowance advice (applications, etc.)

- **Queer-Community & Queer-Buddy-Program**
- Responsibility for the HWR Queer Community
- Planning of events (Queer Meet Ups, Bar hopping, themed lectures, ...) in cooperation with the the department for culture and sports
- Management of the HWR Queer Buddy Program
- Communication and cooperation with the regular HWR Buddy Program
- **International**
 - Projects for international students,
 - Exchange with the international students,
 - Cooperation with the International Office and the language Department of the HWR.
 - At CL & CS: Welcome of new international students
 - Co-responsibility for public relations, in particular for the support of the social media channels
 - Supervision of the International Club (application, events, etc.)
 - Initiation of events on the topic of anti-discrimination, "Against the Right" or similar socio-political topics
 - Responding to inquiries via social media in consultation with the External Affair chair and in collaboration with the Office of University Policy and Public Relations
 - Regular posting on Facebook, Instagram and Twitter in consultation with the Chair of External Affairs and in collaboration with the Office of University Policy and Public Relations

Culture and Sport (1 for Campus Schoeneberg and one for Campus Lichtenberg)

- **Culture**
 - Planning, organization and realization of cultural offers and events
 - On CL & CS: organization of the ERSTI events and the mulled wine giveaway at Christmas, Barbecues for the university elections, student parties,

**University policy and
Public Relations (2 referents)**

- Support and accompaniment of students at events and applying for financial support and grant applications,
- Maintain list of helpers and issue honorary certificates and hand out (together with chair Interior),
- Evaluation of completed event projects
- **Sports**
 - Integration of new sports (requests to clubs, create new offers, etc.)
 - Organization of tournaments and sporting events,
 - Cooperation with the university sports officer
 - Cooperation with the German General University Sports Association (ADH)

Primary responsibility:

- educate students about university politics and advise those active in university politics in their work in general advise
- conduct AStA consultation hours that are determined at the beginning of the AStA period about all relevant topics (e.g. Bafög, social fund, semester ticket)
 - Overview of university policy relevant Dates & Deadlines
 - Participation in committee meetings of the HWR at the own discretion,
- Post regularly on facebook, Instagram and twitter in collaboration with the asta board for external affairs
- Answer enquiries via social media
- Responsible for sending out circular e-mails to the entire student distribution list, incl. solicitation of topics for the newsletter and for content for social media from the lecturers (event announcements, surveys, changes, etc.)
 - advertise for vacant offices
- Responsible for the subject area of studies and teaching and their quality assurance,
 - Central contact for ZaQ,
 - Development of measures to improve of studies and teaching with the ZaQ,
 - Improving the quality of life and quality of study on campus for students

Public Relations

	<ul style="list-style-type: none"> ○ Main responsible for the organization, tendering and production of the student publication of the AStA for students (among others semester publication) ○ Responding to inquiries via social media in consultation with the Foreign Affairs Chair and cooperation with the referent for International affairs <p><u>Shared responsibility:</u></p> <ul style="list-style-type: none"> ● Gathering opinions (e.g., through surveys) of the students, ● Establishment of a trusting relationship with the teachers and the administration of the HWR Berlin, ● Networking with other universities and student bodies (especially the other ASten), <ul style="list-style-type: none"> ○ General representation of the AStA at the LAK ● Maintaining contact with student representatives in the university committees university committees (to bring student opinions into the committees and to get information out), ● Visit to the open rounds on transport with the LAK & coordination of a common line towards the VBB (together with the department chair)
<p>Internal and external committee communication</p>	<p><u>Primary responsibility:</u></p> <ul style="list-style-type: none"> ● Mainly responsible for organising, advertising and producing the student publication from AStA for students (including semester publication), ● Regular posting on Facebook, Instagram and Twitter in consultation with the External Affairs Chair. ● Responsible for sending out circulars to the entire student distribution list, including soliciting topics for the newsletter and for content for social media from the speakers (event announcements, surveys, changes, etc.) ● Responding to enquiries via social media in consultation with the External Affairs Chair. ● Posting regularly on Facebook, Instagram and Twitter in consultation with the Chair Outside and <p><u>Shared responsibility:</u></p> <ul style="list-style-type: none"> ● Participate in assisting students with events and applying for financial support and grant applications ● Participating in campus development

	<ul style="list-style-type: none"> Gathering student opinion (e.g. through surveys) (together with the university policy unit) <p>Internal committee communication</p> <p><u>Main responsibility:</u></p> <ul style="list-style-type: none"> Maintaining contact with the university administration, in particular the committee representatives and the committee chairs, Maintaining the university policy events calendar on the AStA website, as well as updating the AStA website. Educate students about university politics and provide general advice to those active in university politics in their work, Advertise for unfilled positions in cooperation with university politics, Maintaining contact with student representatives in the university committees (bringing student opinions into the committees and disseminating information), Establishing contacts with student representatives in the university committees for student enquiries, Keeping track of dates and deadlines relevant to university policy, Participation in committee meetings of the HWR at their own discretion. <p>external committee communication</p> <p><u>Main responsibility:</u></p> <ul style="list-style-type: none"> Maintaining contact with the university administration, in particular the committee representatives and the committee chairs, Maintaining the calendar of university political events on the AStA website. Educate students about university politics and provide general advice to those active in university politics in their work, advertise for vacant offices, networking with other universities and student bodies (especially the other ASten), General representation of the AStA at the LAK, Gathering student opinion (e.g. through surveys).
<p>Employees</p>	<p><u>Shared responsibility:</u></p> <ul style="list-style-type: none"> Hold office hours, Maintain AStA display cases and walls, Organization of the loan of equipment of the AStA (grill, benches, tables, etc.)

<p>Office organization, meeting service, support finances and Board of directors (minijobber)</p>	<p><u>Primary responsibility:</u></p> <ul style="list-style-type: none"> • Office organization CS <ul style="list-style-type: none"> ○ Maintain AStA display cases and walls, ○ Organization of the loan of equipment, ○ Creation, design and distribution of posters and flyers for all units and subject areas, ○ Mail Handling/Collection/Forwarding, ○ Issuance of ISIC cards ○ Ensuring order in the office, <ul style="list-style-type: none"> ▪ especially take away deposit, ▪ constant control of office materials and cleaning supplies (inventory & reordering) • Meeting service (always in consultation with the corresponding committee board) <ul style="list-style-type: none"> ○ Preparation of meeting documents (invitations, minutes, etc.) of all committees of the student body <ul style="list-style-type: none"> ▪ Publication or forwarding of meeting documents (esp. invitations and minutes), and minutes), ▪ Archivation and maintenance of all relevant documents (esp. meeting documents) on the media of the student body media of the student body (Moodle, AStA- drives, etc.) ○ Keeping lists of resolutions of the bodies of the student body, ○ Room booking for all student body committees, <p><u>Shared responsibility:</u></p> <ul style="list-style-type: none"> • Finance <ul style="list-style-type: none"> ○ current accounting, ○ Preparation and execution of orders for disbursements (esp. invoice processing and SemTix) • Board support (in consultation with the board) <ul style="list-style-type: none"> ○ Supervision of board-related projects and assistance with tasks that are not specified in the GVP
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<p>Office organization, public relations, application processing, IT, support finances (minijobber)</p>	<p><u>Primary responsibility:</u></p> <ul style="list-style-type: none"> • Office organization CL <ul style="list-style-type: none"> ○ Maintain AStA display cases and walls ○ Organization of the loan of equipment, ○ Creation, design and distribution of posters and flyers for all units and subject areas
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	<ul style="list-style-type: none"> ○ Mail processing/collection/forwarding ○ Ensuring order in the office, <ul style="list-style-type: none"> ▪ esp. take away deposit, ▪ constant control of office materials and cleaning supplies (inventory & reordering) ● Public Relations <ul style="list-style-type: none"> ○ Maintenance of the homepage and of the student body in social networks (in consultation with the corresponding committee board), ○ Publication of events of the student body (in consultation with the corresponding committee board) ○ Cooperation with the press office of the HWR, ● Application Processing, <ul style="list-style-type: none"> ○ Processing of locker applications in the locker database and in personal contact ○ Processing of terminations ● IT <ul style="list-style-type: none"> ○ General media management: <ul style="list-style-type: none"> ▪ E-mail addresses (AStA/StuPa Presidium), ▪ Mail distribution list, ○ Maintenance of technical equipment, ○ Embedding new services ○ Contact person for the instructors and employees regarding technical problems ○ Hardware and software maintenance ○ general administration of the server system of the AStA, ○ Participation in IT-relevant boards and committees of the HWR, especially the organization of the SFK
<p>Semesterticket Office (All employees in the Semesterticket Office) [SemTix]</p>	<p><u>Primary responsibility:</u></p> <ul style="list-style-type: none"> ● Maintain and provide all SemTix office forms, ● Verification of the factual accuracy of the submitted applications (exemption and grant), ● Assisting with appeals to the Board of Directors, ● Office hours for the SemTix (min. 2h/week/person), ● Development of suggestions for improvement, suggestions for digitization.

SemTix Coordinator

Primary responsibility:

- Supervision, guidance and control of the SemTix office & reporting to the Board of Directors,
- Negotiations with the VBB,
- SemTix process control and personnel scheduling in consultation with the Management Board,
- Development of suggestions for improvements, proposals for
- digitization and presentation of these to the AStA Board of Directors.