

Organizational structure of the Mittelbauinitiative Konstanz

In the following we present the current organizational structure of the initiative that shall ensure continuity in spite of a “naturally” high fluctuation within the mid-level. The primary objective at this point is to become capable of acting. We will then see what of this works and what will need to change. Therefore, this draft is to be considered a first step in getting organized, not as a set-up for eternity.

The continuous tasks are allocated to different mandates. Each mandate will be filled by at least two persons who assume responsibility. This does not mean that these persons need to do all the tasks themselves or that other people cannot engage. Rather, they are responsible to ensure that tasks are being done, possibly by others. This combination of a structural responsibility in the form of a mandate on the one hand and of specific tasks as “ticket” on the other ensures that anyone can sign up for shorter period of time and that the ones responsible for the mandate won't be overburdened. Moreover, task-forces (*Arbeitsgruppe*, AG) will be built for the specific topics that come up.

Anyone can sign up for a mandate of his/her interest, suggest a TF (TaskForce/AG) and participate in one. A mandate should be filled by at least two persons in order to guarantee its continuity in case of changes. When there are more persons in a mandate – which is possible - the distribution of responsibilities shall be discussed among them. It is possible to take part in several mandates at the same time. In this case, however, it needs to be made sure that there are sufficient other persons filling the mandate (in order to avoid problems in several mandates all at once if a person who is cooperating in several mandates leaves).

Important processes and decisions will be discussed within the entire group. This will take place in a meeting at least once in the beginning of every semester (or more often if needed). Moreover, on the online organisational platform (Trello / or alternative), topics can be brought up and discussed.

Currently, this structure does not include officially formalised membership or an election for the corresponding mandates. The following applies: a) If you belong to the target group (academic mid-level), can take part in decisions, and b) if you want to get active, you should be able to do so. These guidelines seem reasonable in the current moment, yet should be evaluated after a certain time.

MANDATES

1. Coordination

- To respond to incoming mails and questions or to forward them to the respective mandates
- To record the issues that rise: to be the contact person for persons in the initiative as well as for elected representatives of the *Mittelbau* (department-related) or anyone else who has a *Mittelbau*-relevant concern.
- To initiate the first steps, such as to set up a general meeting, to initiate a TF / an AG, to delegate to other mandates, etc.

2. Internal Communication

- To add new members to the existing forms of communication
- To organise a meeting of the mid-level initiative in the beginning of each new semester
- When needed, to send invitation-emails to the official mid-level representatives (department related)
- To administer the internal organisational platform

3. Networking

- To do research on relevant activities and organisations on a national and federal level.
- To establish and maintain contact with the NGAWiss and other relevant initiatives
- To pass on relevant activities and information from the NGAWiss to the entire group
- Possibly to participate in meetings of the NGAWiss etc.

4. Public Events

- To conceptualise public events
- To organise the funding of these events
- To do publicity and send invitations
- To prepare and realise the event

5. Public representation

- To maintain and update the Website regularly (once per semester and when needed)
- To upload information on the events of the initiative
- To compose and set up a regular newsletter
- Possibly: Facebook, Twitter, ...