

The cover features a light blue background with a decorative border of orange hands and blue hearts. The hands are positioned at the corners and sides, holding or reaching towards the center. The background is also filled with a pattern of brown and orange geometric shapes, resembling a honeycomb or crystalline structure.

# KÄÄHMY GUIDE 2025



AALTO-YLIOPISTON  
SÄHKÖINSINÖÖRIKILTA

[www.sahkoinsinoorikilta.fi](http://www.sahkoinsinoorikilta.fi)

# PRACTICALITIES

## **What is a Kähmy?**

A Kähmy is a free-form application to become a guild official or board member, made through the Kähmy machine. You don't have to submit a Kähmy to become a guild official, but it is meant to be a nice and enthusiastic expression of interest. The kähmy lets the guild and the elected chair or committee chair know that you are interested in the position and you may be invited for an interview.

It is not binding, so it is a good idea to apply without prejudice for any position that interests you.

## **What is the application process?**

A detailed timetable can be found at the end of this guide. The Kähmy period starts with the opening of the Kähmy machine on October 1<sup>st</sup> and runs until the 3rd part of the Election Meeting on November 19<sup>th</sup>. A lot will happen in between. Candidates for the board are in a hurry, as their Kähmys must be completed before the Hallitustyrkky, where candidates present themselves to the guild.

After the Hallitustyrkky, a chairperson is elected who interviews all the candidates for the board. Based on the interviews, the chairperson makes a proposal for the board and appoints the chairs of the non-executive committees. The proposal is confirmed or rejected in Part 2 of the Election Meeting.

After Part 2 of the Election Meeting, the formation of the committees begins, with the elected board members and other committee chairs interviewing the candidates for office. It's more of a casual chat and getting to know each other than a proper job interview.

The application period closes six (6) days before Part 3 of the Election Meeting, where the formed committees are confirmed.

## **What is the guild's board and how is it formed?**

The Guild's Board has the ultimate responsibility for running the day-to-day affairs of the Guild. The Board consists of 3-13 members and is formed by the chairperson elected at the Election Meeting Part 1. The mandatory positions on the Board are always a chairperson, a treasurer and a secretary. Typically, the remaining 10 positions are the chairpersons of the committees or their working pairs.

The closing date for applications to the Board is the day before the Hallitustyrkky and the 1st part of the Election Meeting. Potential board members and committee chairs are in **bold** in the guide.

## **What comes after your Kähmy?**

Once you've done your Kähmy, it's time to just enjoy and wait for the call for an interview. The process proceeds at its own pace, according to the timetable at the end of the guide.

If you have any questions, please feel free to contact either of the members of the board or one of the other more experienced guild members.

# COMMITTEES

## **Fuksi committee**

Fuksis and ISO activities

## **Entertainment committee**

Sitsis and other events

## **Well-being committee**

Culture, sports, and the guild room

## **Lukkari committee**

Teekkari singing culture

## **N committee**

Activities for older students

## **Study committee**

Advocacy and academic affairs

## **SiWa committee**

Anything from Wappu ferry to pizza baking

## **Sössö committee**

Guild magazine

## **Communications committee**

Social media and guild merchandise

## **SIK-paja committee**

SIK-paja workshop

## **Technology committee**

Web pages and IT stuff

## **Corporate relations committee**

Corporate and external affairs

# ADMINISTRATION

## **Chairperson**

- The Chairperson has overall responsibility for the day-to-day running of the organisation. They chair the Board meetings and makes sure things get done. Has a lot of contact with the university and is a member of the AYY Council.

## **Vice-Chairperson**

- The Vice-Chair chairs Board meetings in the absence of the Chair and may take care of other day-to-day business. The VC position can be a separate position or can be combined with another board position.

## **Secretary**

- The Secretary is responsible for the minutes of the Board and Guild meetings, reserving meeting rooms when necessary, and other administrative matters as required.

## **Treasurer**

- The Treasurer is the custodian of the Guild's coffers, whose weekly duties include processing money requests and invoices, and also collecting payments. The Treasurer is also responsible for preparing the Guild's budget and financial statements.

# FUKSI COMMITTEE

## FTMK

### **Fuksi captain**

- The Fuksi captain activities include the organisation of fuksi education in the guild and close cooperation with the AYY's Fuksi Committee. The planning and organisation of fuksis' events are central to this responsibility. The post will last 1.5 years. You can apply for the post either as a pair or alone.

### **International and masters' fuksi captain**

- The I&M Fuksi captain is responsible for welcoming international students and organising events for them. This role also includes providing fuksi education for exchange students and foreign degree students and close involvement in the AYY International Affairs Committee (KvTMK). There is a lot of cooperation with those responsible for Finnish undergraduate students. The post will last 1.5 years. You can apply either as a pair or alone.

### **ISOvastaava**

- The person responsible for ISO activities, who selects the ISOs in the guild and organises recreational activities for them. They work closely with the AYY's ISO committee. The post lasts 1.5 years.

### **International ISO coordinator**

- The person responsible for selecting the guild's International ISOs and organising recreational activities for them. The post lasts 1.5 years.

# ENTERTAINMENT COMMITTEE

## HTMK

### **Hosts**

- The Hosts are responsible for organising parties, sauna nights and other festivities in the guild. Their duties include planning the menu, decorations and organising the programme at banquets. The Hosts head up the Entertainment Committee. They are also part of the AYY's IE Committee, which organises events for the whole Aalto community.

### Supporting host

- Supporting Hosts are part of the Entertainment Committee and are responsible for assisting the Hosts in organising parties, reunions and sauna nights.

# WELL-BEING COMMITTEE HVTMK

## **Master of well-being**

- The Master of well-being is responsible for the cultural, sports and guildroom activities in the guild. As a Master of well-being, you will be able to influence many aspects of the guild at once.

## Guild room manager

- The Guild room manager looks after the replenishment of the Guild room's food stocks and the maintenance of other furnishings. In this position, you get to know the guild members who hang out in the guild well.

## Sports Officer

- Sports officers are responsible for organising the guild's sporting events. They organise sports trials and excursions, for example, and are responsible for the regular sports shifts.

## Cultural officer

- Cultural officers take guild members to museums, theatres and cinemas, for example. This is an easy-to-approach post that gives you a say in the cultural life of the guild.

# LUKKARI COMMITTEE

## LTMK

### **Master of lukkaris**

- They are responsible for the running of the Lukkari committee and supporting the other Lukkaris with their experience. The Master of lukkaris sits on the AYY's Lukkari committee Lutku. In addition to the singing activities at sitsis, the committee organises other events under the leadership of the Master to support the singing culture in the guild.

### Lukkari

- The Lukkaris are responsible for the running of the sitsis in conjunction with the HTMK, acting as song leaders. This includes the preparation of song sheets or plans. In addition, the Lukkaris are involved in the idea and implementation of the committee's events.

### Lukkarikisälli

- Lukkarikisällis are like Lukkaris, but they are just training to be Lukkaris. They work alongside them according to their skills and enthusiasm.

# N COMMITTEE

## NTMK

The N committee organises a variety of events for older and older-minded guild members, such as parties, after-works, outdoor activities and whatever else you can think of. The N Committee also acts as a low-threshold intermediary to the Sklubi, our alumni association.

### **N Committee chairman**

- Leads the N-Committee and organises N-events with the committee

### **N officer**

- A member of the N Committee who assists the N Committee Chair in organising and planning events

### **Sklubi liaison officer**

- The Sklubi Liaison Officer maintains the Guild's links with the Guild's alumni organisation, the Sklubi.

# STUDY COMMITTEE

## OPTMK

### **Master of studies**

- The Master of studies is responsible for the relationship and advocacy between the guild and the university. They represent the students as a halloped and is mainly responsible for organising the study survey. Together with the Study committee, they organise events related to studies.

### **Study Officer**

- The Study officers organise study-related events such as study seminars. They also act as presenters at the University's recruitment events, which take place a few times a year. If they wish, they can apply for and serve on university committees. The role is suitable for fuksis and seniors alike.

# SiWa COMMITTEE

## SiWa

SIK's Free Time Committee (SiWa) organises a wide range of low-threshold events. The sky's the limit. Guild room, cooking, and game related events are the speciality of this committee.

### **Shop Manager** (Chair of the Committee)

- Organises and maintains the activities of the committee with the sellers. Organises meetings of the committee and events with the help of the rest of the committee

### **Seller**

- Member of SiWa Committee. Participates in the planning and organisation of events

# SÖSSÖ COMMITTEE

## SÖSSÖ

### **Editor-in-Chief**

- The Editor-in-Chief is responsible for the editorial management of the guild newspaper Sössö and is responsible for the Sössö committee

### Journalist

- The journalists write articles for the online and newspaper Sössö. Theirs job may also include making a podcast or designing a video script.

### Editor

- The editor edits the guild newspaper Sössö

### Photographer

- Acts as a photographer at guild events. The videographer produces video content for the guild, for example by participating in a livestream or shooting videos in collaboration with Sössö

### Graphic designer

- Produces graphics for the Guild. Tasks include designing and creating the visual identity of the Guild's events and producing graphics for Sössö.

### Social media officer

- Produce content for the guild's social media accounts

# COMMUNICATIONS COMMITTEE

VTMK

## **Master of Communications**

- The Master of Communications is responsible for the content of the guild's social media accounts, the weekly guild newsletter and the guild's announcement channel.

## Social media officer

- The social media officers produce content for the guild's social media accounts.

## Brand officer

- The brand officers design and order new guild merchandise for the members, for example hoodies or t-shirts.

# TECHNOLOGY COMMITTEE TTMK

## **Master of Technology**

- The Master of technology with their committee is responsible for the upkeep and development of the guild's websites and other technological devices and services. The Master of technology is also the system administrator for the guild's IT resources.

## Technology officer

- Technology officers are responsible for keeping the guild's technology up and running. This includes both the guild's electronic services such as web maintenance and development, and other technology such as guild room computers, info screens.

# SIK-PAJA COMMITTEE

## PTMK

### **Pajamaster**

- The Pajamaster is usually a more experienced SIK-paja active who leads the Technology and SIK-paja committee. Together with the Workshop officers, they are responsible for the maintenance, upkeep and events of the guild's workshop equipment. Other key responsibilities include updating the guild web and managing access to Google Drive. The Pajamaster is assisted by the Technology officers.

### **Workshop officer**

- The workshop officers help the workshop managers with the maintenance of the SIK workshop and the organisation of workshop nights. An easy position to get to grips with electronics and all kinds of tinkering on a practical level.

# CORPORATE RELATIONS COMMITTEE

YTMK

## **Master of corporate relations**

- The Master of corporate relations is responsible for relations between the Guild and businesses. The tasks are maintaining good communication with companies, fundraising and finding new partners for the guild and organising corporate and recruitment events for guild members. The Master of corporate relations chairs the Corporate Relations Committee.

## **Master of excursions**

- The Master of excursions is responsible for organising local excursions and longer excursion trips. They work closely with the Master of corporate relations. The Master of excursions is also responsible for the guild's external relations with friendship organisations outside Aalto University, both in Finland and abroad, by organising joint events and visits.

## **Corporate relations officer**

- The Corporate relations officers assist the Master of corporate relations in business cooperation, fundraising and help in organising business events.

## **Excursions and external relations officer**

- The Excursion officers organise and plan company visits and excursions with the Master of excursions. The External relations officers assist the Master of excursions in maintaining external relations and organising joint events.

# NON-ATTACHED

## Archivist

- Responsible for preserving the history of the Guild and recording the present for the future

## Guild patron

- Serves as an experienced Guild member, supporting and advising the Board. Ensures continuity within the guild

## TEK liaison officer

- Manages the cooperation and dialogue between the Guild and the TEK (Tekniikan akateemiset TEK) front organisation.

## Equality officer

- Acts as the guild's harassment liaison and assists guild members when they encounter harassment or other inappropriate behaviour. Oversees the implementation of equality in all guild activities

# SCHEDULE

1.10. The Kähmy machine opens

20.10. Closing date for applications to the Board

21.10. Hallitustyrkky and Election meeting part 1, election of the chairperson

6.11. Election meeting part 2, election of the board and committee chairs

13.11. Kähmy machine closes

19.11. Election meeting part 3, election of officers and committees

