

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 hearts. The background is filled with a pattern of brown and orange geometric shapes, resembling a honeycomb or crystalline structure.

KÄÄHMY GUIDE 2023



AALTO-YLIOPISTON
SÄHKÖINSINÖÖRIKILTA

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.

The positions suitable for non-Finnish speaking people are marked with .

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 5 October and runs until the 3rd part of the Election Meeting on 21 November. 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 a 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 the chairperson of the current board, Otto Julkunen (TG @rottajulkunen) or one of the other more experienced guild members.

You should also come to the Toimariblää\$ event to learn more about the possibilities and check out what's on offer!

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 and media

Technology and SIK-paja committee

SIK-paja and web pages

Corporate relations committee

Corporate and external affairs

Non-attached

Continuity and equality

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. The secretary is also responsible for information and weekly meetings.

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

TECHNOLOGY AND SIK-PAJA COMMITTEE TPTMK

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.

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.

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

05.10. The Kähmy machine opens

11.10. Toimariblää\$st event

23.10. Closing date for applications to the Board

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

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

15.11. Kähmy machine closes

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

