

Job description for buddy general at NMBU

Approved at Student Parliament 4, 13.09.2021

Responsibilities:

- The buddy general has the main responsibility for organizing the buddy week in the spring and autumn.
- The buddy general is mainly responsible for the Introduction Week, buddy arrangement in the Mental Health Week, and the continuation of the buddy arrangements throughout the semester.
- The general will act as a liaison between the student bodies, NMBU and the buddy leaders.
- The person in question also has the opportunity to choose a buddy secretary who can help with the tasks and be a sparring partner.
- The buddy general is a part of the Buddy Board
- Have the responsibility for a good overlap and the further developing of the Buddy Week.

The buddy Board consists of:

- All buddy leaders from the faculties
- The Safety Manager of NMBU
- The section leader of SiT
- SiÅs representatives

Following people can be invited if needed:

- AU member
- The person at Samfunnet responsible for arrangements

Main tasks:

Buddies:

- Make sure that all buddies receive the necessary information for the completion of the Buddy Week.
- Set up necessary documents for planning and overview, and transparency must be sought after, so that all the people involved in the Buddy Week has the necessary information available for a good completion of the Buddy Week.
- Make sure that Buddy T-shirts are ordered and distributed
- Summon to and hold buddy seminar for all buddies
- Coordinate the system of allocation of buddies together with SiT and the buddy leaders.

Buddy Leaders:

- In cooperation with the Student Board ensure that buddies are elected at all faculty general assembly meetings.
- Follow up the buddy leaders
- Administrate buddy contracts, buddy leader contracts and reference letters.
- Makes sure that all buddy leaders sends in reports and relevant documents to a digital workplace for the Buddy Board, and that they have the necessary overlap with their descendants.
- Organize social arrangements (get to know each other) for the buddy leaders

The Buddy Board:

- Plan, summon and hold the buddy board meetings
- Make sure that minutes are taken
- Organize frequent meetings with the buddy board, where activities are planned and coordinated

External cooperation:

- Organize frequent meetings with the Student Board (AU), Samfunnet, International Student Union (ISU), Erasmus Student Network(ESN), and Student Information Center (SiT) where the Buddy Week in the spring and Introduction week in the fall are planned and coordinated
- Makes sure that the contact with the external collaborators are kept up, amongst others with the Health Center and Ås Municipality
- The Buddy General shall arrange the Grillfest in collaboration with the president of the Student Board and the president of Samfunnet

Continuous tasks:

- Plan the registration weekend together with SiT
- Be available on email, and phone the whole duration of the position
- Make sure that a good overlap with the person taking over, this entails updating the overlap documents, meetings and completion of all necessary document in the digital workplace for the Buddy Board.
- Approve that activites are planned according to set rules considering inclusion, social pressure, safety and health.
- Follow up that these activities are completed according to the set framework
- Make sure that the necessary information are distributed to relevant channels for new students

Channels to report complaints:

- Process complaints according to set rules
- Complaint/reporting cases, the Student Board president and Studentombud – set infrastructure and channels for complaints during the Buddy Week

- The Buddy General and the Buddy Board shall sign non disclosure agreement

Remuneration: The remuneration is linked to the governmental basic amount of 1G. The weighting of the remuneration between buddy general and buddy secretary shall be 65% to genera and 35% to secretary, to be evenly allocated in the duration of the period they hold the positions.