



# Instructions for the President and the Vice-President of the Student council

*Approved at Student Parliament 1, 07.02.2022*

## *President of the Studencouncil*

- The President has the overall responsibility for the operation of the Student Council.
- Represent the Student Council externally and represent the Student Council at faculty meetings for employees and students.
- Has the strategic responsibility for the Student Council and is the contact person linked to AU.
- Sits in the students' leadership group, SLG, together with Student Council Presidents from other faculties.
- The acting contact person between the students and the administration at the faculty.
- Attend the meetings at the Student Council Dinner for the Student Parliament's Student Board. This takes place the same week as the Student Council has their meeting, on Tuesdays.
- Is the chairman and has the overall responsibility for case review at student councils and for the conduction of general meetings.
- Overall responsibility for the finances of the Student Council.
- Arrange an overlap meeting with new president after election and ensure that important information also is available in writing.
- Main responsible for the follow-up and TRAINING of all elected representatives at the faculty.
- Elected at the spring general meeting and sits for one year.
- The President shall be responsible for writing certificates for members of the Student Councils.

## *Vice-President of the Student Council*

- The Vice-President has the organizational responsibility in the Student Council
- Will update mailing lists and make the minutes and notices available on the Student Council's communication platform (s).
- Ensure that the contact information of the student representatives is passed on to the faculty's administration.
- Is responsible for ordering food and drinks for Student Council meetings and the faculty's general meetings.
- To send notice to all Student Council members for meetings.



- To be the reporter during the Student Council meetings and the faculty general meetings and publish it on the Student Council's communication platform (s) after the meeting.
- Sits in the working group responsible for the marketing of the Student Democracy, together with Vice-Presidents from other faculties
- Hang up Dassavisa after the Student Council dinner.
- Assist and help the President when it is needed.
- Arrange an overlap meeting with the new deputy president after election and ensure that important information also is available in writing.
- Vice-President is elected at fall general assembly, alternatively on spring general assembly if this is more appropriate and sits for 1 year.

Into the instruction locally:

## **Student Council**

### Before Student Council takes place

- Send notice and agenda to all council members. Send both email and invitation in Outlook, as well as on other communication platforms if preferred.
- Order baguettes / food for the meeting
  - SiÅs wants the food to be ordered at least 24 hours before.
  - Order food from SiÅs' website: <https://www.sias.no/baguetter/category1055.html>
  - Send email to XXX and say that you have ordered food for the SC meeting.
- Make coffee.
  - Make or order coffee. Make coffee to the Student Council. To be made in the kitchen in XXX. Alternatively order coffee from SiÅs.
- Prepare minutes based on the notice. The President writes in advance about the issues that have come up at the student council dinner (Student Parliament cases).

### Under the student council meeting

- Hold the meeting and write minutes.
- Pass around a list of participants that everyone should sign and send it to the Head of Administration after the meeting, so that he/she sees that we order food only for those who are in present at the meeting.



### After student council meeting

- Send a list of participants to the Head of Administration.
- Send minutes to the Student Council no later than 2 days before the Student Parliament (Monday after SC) and post it on canvas / facebook group / digital platform.

## **General meeting**

### Before the general meeting

- Order pizza in the same way as the baguettes for a regular SC. SiÅs does not have a vegan alternative to pizza when ordering, so write in the comments field how many vegans and how many vegetarians. Send an email to the **Head of Administration** stating that you have ordered food for the general meeting.
- Make sure that soft drinks, cups, napkins, are purchased at the store. There are soft drink boxes in the SC room.
- Book a room (President and Vice-President agree on who does this).
- Make a poster and hang it on bathroom doors, boards, etc. Ask AU's marketing manager for help if there is anything you need help with.
- Create Facebook event. If necessary, look at the previous general meeting events.
  - Has also published info about the various positions (one position per day) during the days before the general meeting. (See photos under «miscellaneous» and «info about positions») In that way people know what they are going to.
- Make sure that the notice is sent out to everyone at the faculty. Use the advisors.
- Make coffee, prepare minutes and list of participants.
- Invite the dean or head of administration to a general meeting.

### During the general meeting

- Write minutes and pass around the list of participants.

### After the general meeting

- Clean up.
- Send out minutes on the communication platforms and register the contact information to new student representatives at AU.
- Send the participant list to **XXX**.



## Other

- There are many in the student council who have a lot of knowledge. Use the network. Just ask if you have any questions. Use AU if there are things you are wondering about, or they can tell you who to contact. Their email addresses are in the student council email.
- Student council email:
  - Go to <http://webmail.nmbu.no>. Press on employees and organizations at NMBU.
  - Username: **XXX**
  - Password: **XXX**
- Dassavisa will be picked up at the student council dinner the day before the Student Council meeting by the President and will be hung up on all doors at **XXX**
- Read the local Student Council's instructions, and the document «Work instructions for the Student Councils at NMBU» at <https://www.studentdemokratiet.no/>
- Stud001 is conducted in August for all new students at NMBU and is an introduction to the Student Democracy. Join the President and divide yourself into the common subjects of all the new student (first- and fourth-year student) at the faculty. Attend a lecture at the beginning to elect a class representative. AU sends out powerpoints in advance and use them as a resource if anything. Remember! Submit student representatives from each class to AU after the election.
- Must have regular contact with the dean and administration and be a connector at the faculty between employees and students. This includes responding to emails, receiving formal inquiries and encouraging regular meetings with the management of the faculty.
- Create "what has happened since the last SC" or similar. newsletter, 1-2 weeks after each SC meeting. It can be a post on fb, possibly an email, where it is brief and concrete what has been done to follow up the cases since the last meeting. This works well and gives the council members insight into what has been done and the status for the cases.
- Work to ensure that the program associations are active members of SC and ensure good academic and social offers for the students at the faculty.
- Coordinate with the faculty when Student Council meetings takes place, so that it does not conflict with other committee meetings.