

Instructions for the Student Parliament's Student Board

Approved at Student Parliament 5, 21.10.2024

1. Daily Operations

The Student Parliament's Executive Committee (AU) is the highest governing body of the Student Democracy at the Norwegian University of Life Sciences (SD-NMBU) between each Student Parliament session. The AU is responsible for working towards the implementation of the Student Parliament's policies.

The AU manages the daily operations of SD-NMBU, in accordance with instructions and governing documents adopted by the Student Parliament. The AU must be accessible to the representatives of SD-NMBU and the general student body. This means the AU should be readily available both digitally and physically in the office. The AU can set their own office hours. The AU is responsible for ensuring that information for students and representatives is up-to-date and available in both Norwegian and English. The AU also acts as a liaison between the Student Parliament, the Student Councils, the University Board, SiÅs (the student welfare organization), and NMBU.

The AU may appoint students to non-decision-making committees, as well as to other positions and groups that fall outside the scope of the work year.

1.1 AU Meetings

The AU must regularly hold internal AU meetings to ensure the smooth functioning of SD-NMBU. The AU determines the matters to be discussed at these meetings. The AU's organizational secretary is responsible for recording minutes of these meetings. Decisions regarding the redistribution of welfare funds and the allocation of academic and political funds must be made during AU meetings.

1.2. Student Parliament

The AU is responsible for organizing the Student Parliament meetings in accordance with SD-NMBU's schedule. The AU acts as a preparatory and advisory body for the Student Parliament, with the responsibility of writing and distributing the meeting documents. Prior to the Student Parliament meetings, the AU is responsible for organizing the Student Council dinner and should assist the Student Council leaders with their meetings if desired. After the Student Parliament meetings, the AU is responsible for ensuring that information about newly elected representatives is forwarded to NMBU's administration. The AU leader is the one who opens and closes the Student Parliament meetings.

1.3. Training and Transition

The AU is responsible for organizing the Student Parliament's kickoff conference in the spring and contributing to other leadership training in both the spring and fall.

The current AU must ensure a smooth transition to the incoming AU. This includes writing an annual report and creating a comprehensive experience document to ensure continuity in the work.

2. Composition

The members of the AU are elected in accordance with the Statutes of the Student Democracy at the Norwegian University of Life Sciences (NMBU). The AU consists of three elected representatives: one leader and two AU members. The AU functions as a collegial body, with all members responsible for contributing to a positive working environment and effective collaboration. The AU represents SD-NMBU in the National Board of the Norwegian Student Organization (NSO), with the leader as the main representative and the AU members as alternates. The AU may appoint additional alternates if deemed necessary.

The AU internally organizes itself after the election. This involves distributing the responsibilities outlined in this instruction, except for the leader, who is directly elected through an electronic ballot. If the AU cannot unanimously agree on a deputy leader, this role will be assigned to the member with the highest number of votes. During the internal organization, the AU assigns other responsibilities not listed in this instruction, including follow-up with faculties and the Fadder General. The AU can assume responsibilities not mentioned in this instruction, as long as it promotes the policies and goals of the Student Parliament. The AU may internally allocate responsibilities at its discretion, except for the roles of leader and deputy leader. However, this distribution should be done with caution.

2.1. Leader

The leader of the AU is the highest elected student representative at NMBU. The leader holds overall strategic and organizational responsibility for SD-NMBU. The leader has administrative personnel responsibility for the AU members and must conduct performance reviews at least once per semester. In unforeseen situations, the leader must take charge and ensure that the students' interests are protected. The leader represents SD-NMBU both internally and externally. The leader is primarily responsible for media relations. The leader should facilitate good cooperation with relevant stakeholders for SD-NMBU, such as the municipality and county council. In internal voting within the AU, the leader has a double vote in the event of a tie.

Responsibilities:

- **Finance:** The leader is responsible for the day-to-day management of SD-NMBU's finances. The leader should initiate meetings with NMBU and SiÅs prior to budget discussions.
- **University Leadership Team (ULT):** The leader serves as a representative in ULT and must advance important and relevant issues on behalf of the students.
- **NSO:** The leader represents SD-NMBU in the NSO National Board, where SD-NMBU's interests must be promoted at the national level, in accordance with adopted policies.

2.2. Deputy Leader

The deputy leader will assist the leader as needed and be responsible for acting as the leader's substitute if the leader is unable to attend.

2.3. International Work

The International Officer is primarily responsible for ensuring that NMBU provides an inclusive and supportive environment for international students. This role involves promoting internationalization at the university and ensuring that international students have a positive experience both academically and socially. This includes close cooperation with relevant student organizations, such as ISU and ESN, as well as coordinating activities and measures that support the well-being of international students. The International Officer acts as an important link between international students and the university administration, working to ensure that international perspectives are considered in decision-making processes at NMBU.

Responsibilities:

- **Inclusion Funds:** The International Officer leads the committee for inclusion funds and holds monthly meetings. Responsibilities include processing and responding to applications according to current guidelines.
- **Representation in ELSA:** The International Officer represents the students in the Euroleague Student Association (ELSA) and participates in meetings and conferences.
- **Collaboration with ISU and ESN:** The International Officer should maintain close cooperation with local student organizations ISU and ESN and assist in their work.

- **Presence and Assistance During Introduction Week and Orientation Week:** The International Officer should assist ESN and ISU during Introduction Week for international students and during Orientation Week as needed.
- **Contact with SAIH Locally and Nationally:** The International Officer should maintain contact with both the local and national branches of SAIH, including participating in local and national events to strengthen collaboration.

2.4. Sustainability

The Sustainability Officer has overall responsibility for promoting and implementing the Student Parliament's adopted policies on environmental and sustainability issues. The Sustainability Officer is tasked with engaging and involving students in sustainability efforts, ensuring they become active participants in shaping the university's sustainable future. Through collaboration with internal and external partners, the Sustainability Officer works to integrate sustainability into all aspects of the university environment.

Responsibilities:

- **Oversight of the Student Parliament's Sustainability Committee:** The Sustainability Officer will act as the liaison for the Sustainability Committee and support their work. This role includes serving as the secretary for committee meetings and ensuring effective communication between the Sustainability Committee and relevant partners.
- **Leader for Coordinating Green Week:** The Sustainability Officer is primarily responsible for leading and coordinating Green Week at NMBU.
- **Participation in the Central Environmental Council:** The Sustainability Officer represents the Student Parliament at NMBU in the Central Environmental Council and attends its meetings.

2.5. Research and Innovation

The Research and Innovation Officer is responsible for promoting student participation in research and innovation at NMBU. This role involves ensuring that the student voice is heard in decision-making processes that affect research and innovation environments at the university. The Research and Innovation Officer works to strengthen the link between education and research and to increase student engagement in innovation projects and entrepreneurship.

Responsibilities:

- **Collaboration with Student Initiatives:** The Research and Innovation Officer will maintain dialogue with student initiatives for innovation and assist as needed.
- **Participation in the Central Research Committee (FU):** The Research and Innovation Officer is a member of the Research Committee, attends meetings, and conveys student opinions.
- **Participation in the BIT Innovation Center:** The Innovation Officer is a member of the Working Committee for the BIT Innovation Center and participates in weekly meetings. The officer will also maintain close collaboration with BIT to promote student innovation at NMBU.
- **Dialogue with Management:** The Research and Innovation Officer will maintain dialogue with relevant contacts at NMBU to ensure that student interests are represented.

2.6. Learning Environment

The Learning Environment Officer is primarily responsible for elevating the student voice regarding the learning environment at the university, including both physical and psychosocial aspects related to studies and the learning environment.

Responsibilities:

- **Learning Environment Committee (LMU):** The Learning Environment Officer will serve as AU's representative on the LMU (as a regular member in the fall and as chair in the spring) and will be responsible for ensuring that the LMU's action plan is followed up and implemented.
- **Representation in Working Groups:** The Learning Environment Officer will be represented in and work to follow up on working groups for:
 - Future Learning Spaces
 - Awarding of the Study Environment Prize
 - Universal Design
 - World Mental Health Day

2.7. Study Quality

The Study Quality Officer is primarily responsible for representing the student voice in all matters related to studies and study quality at NMBU. The Study Quality Officer will work to ensure that student input is integrated into efforts to maintain and enhance educational quality at the university. This involves ensuring that students achieve meaningful learning outcomes from their education at the university. The Study Quality Officer will ensure that the points outlined in the study quality document are followed up and will act as a liaison between students, NMBU's Learning Center, and the University Library.

Responsibilities:

- **Representation on the Study Committee (SU):** The Study Quality Officer will be represented on the Study Committee as a regular member and will convene preparatory meetings with other student representatives on the SU before each meeting.
- **Semester's Best Lecturer:** The Study Quality Officer will chair the committee for the Semester's Best Lecturer and is responsible for overseeing the committee's work.

2.8. Welfare

The Welfare Officer's primary task is to work on implementing the welfare policies adopted by the Student Assembly in relation to the University, SiÅs, the municipality, and the county municipality. This involves ensuring political impact to create better conditions for students in their daily academic life. The Welfare Officer also has a special responsibility for overseeing student volunteering internally and the open associations on campus. The Welfare Officer will act as a liaison and contact person between students and the student health center in Ås, SiÅs, NMBU, and the student chaplain.

Responsibilities:

- **Welfare Assemblies in Norway (ViN):** The Welfare Officer will be AU's representative in ViN and will work to advocate for the policies adopted by the Student Assembly within ViN.
- **Housing Environment Committee:** The Welfare Officer will be represented in the Housing Environment Committee as the chair and AU representative. The Welfare Officer

is responsible for calling meetings and ensuring that the points discussed are followed up by SiÅs.

- **Welfare Funds:** The Welfare Officer is the chair of the committee for the allocation of welfare funds and has primary responsibility for overseeing the committee's work and the distribution of the funds. The Welfare Officer will also follow up on applications for the reallocation of welfare funds in collaboration with the rest of the AU.
- **Academic and Political Funds:** The Welfare Officer is primarily responsible for overseeing the work related to the allocation of academic and political funds in collaboration with the rest of the AU.

2.9. Promotion

The Promotion Officer is responsible for election administration, marketing, and communication. Election administration involves publicizing the positions to be elected, both for the Student Assembly and for electronic ballot elections. The Promotion Officer has primary responsibility for the Student Assembly's social media accounts and for keeping the SD-NMBU website updated. The Promotion Officer will work to ensure good collaboration with NMBU's communications department and SiÅs. Additionally, the Promotion Officer is responsible for procuring SD-NMBU's marketing materials.

Responsibilities:

- **Election Board at NMBU:** The Promotion Officer sits on NMBU's Election Board and contributes to the execution of elections for both students and staff at NMBU.
- **Vice-Chair Forum:** The Promotion Officer collaborates with the vice-chairs of the Student Councils on the marketing of SD-NMBU.