

#ISUNA18



ISU NORWAY EXECUTIVE & NATIONAL BOARD POSITIONS

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HOW TO APPLY

ISU Executive Board Elections

ISU EB & NB is elected every year by the National Assembly (NA) for a period of 1 year, after which new elections must be held. (Please be advised that **only** students that will be residing in Norway for at least one year are encouraged to run for these positions).

The Executive Board (EB) consists of the National President, Political Affairs Officer and Union Development Officer.

The National Board (NB) consists of the 3 EB members, plus Chairman, Vice Chairman, Treasurer and Political Auditor.

There is an overlapping transitional period of one month between the sitting and incoming EB, after which the incoming elected representatives fully assume the responsibilities of the position from the 1st of July 2018.

§ 3.2 The National President and Two Officers

1. The NA will elect a National President on a 25% position.
2. The NA will elect one Union Development Officer on 25% position.
3. The NA will elect one Political Affairs Officer on a 25% position.



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§ 3.2.1 Duties of the Executive Board Members	Essential Experience & Skills
<p><u>National President</u></p> <ul style="list-style-type: none"> • Is the main representative/face of the ISU Norway, both internally and externally. • Responsible for representation of the ISU Norway at the meetings of partner organizations, the Norwegian Government and other external organizations. • Represents the ISU EC and chairs all board meetings. • Responsible for training and working closely with the OC. 	<ul style="list-style-type: none"> • Previous leadership & organisational experience • Confident in public speaking & familiarity with ISU's partner organisations • Able to lead & work in a team • Experienced in finance & budgeting • Ability to motivate & manage people • Excellent communication (written and spoken), negotiation & networking skills • Previous experience with ISU Norway Local Branches
<p><u>Union Development Officer</u></p> <ul style="list-style-type: none"> • Is responsible for supporting the work of the president of ISU-Norway. • In cases where the National President is not available for important events or periods, the Union Development Officer shall serve as his/her representative and shall be granted the authority of the National President on an interim basis. • Is in charge of the fundraising for the ISU Norway. • Is responsible for maintaining regular communication with the ISU Local Branches and being the link between the ISU local branches and NB. • Supporting the work of the National President in contact with the local branches by visiting the local branches to give them support and assistance, if necessary, with the election of new boards in order to ensure the continuity. • Leading the work of the Regional Cooperation Groups (RCGs). • Monitoring the possible enlargement of the organization, if appropriate, for the creation of a new local branch. 	<ul style="list-style-type: none"> • Previous finance/economics experience or fundraising awareness • Committed, hardworking & dedicated to the interests of international students • Experience of working in a team is vital in addition to problem-solving ability, patience & tact • Must have previous experience working in a local board • A genuine interest in helping students • Assertiveness, for handling challenging situation • Previous experience with ISU Norway Local Branches



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<p><u>Political Affairs Officer</u></p> <ul style="list-style-type: none"> • Is responsible for making ISU Norway visible through the media and other such avenues. • Monitoring media possibilities for ISU and using them appropriately with approval of the NP, in accordance with the ISU Norway Platform 2009. • Is responsible for publishing press releases approved by the NB. • Leading the information campaigns together with the National President • Is responsible for the reception and presentation of cases and petitions from the local branches to NB. • Tracing the national and regional laws regarding international students and inform local branches. • Is in charge of bringing issues regarding housing and academic welfare of students to the NB. 	<ul style="list-style-type: none"> • Solid understanding of social media • Ability to create publicity • Excellent communication skills both orally & in writing • Good IT & presentation skills • Creativity • Excellent interpersonal skills • Ability to work in a team & to work under pressure • Good research skills • Political awareness
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§ 3.3.3 Duties of the National Board Members	Essential Experience & Skills
<ul style="list-style-type: none"> • Chairman – Responsible for chairing all National Board meetings, calling for NB meetings, creating an agenda for NB meetings, and ensuring all NB members have tasks assigned and followed through with. • Deputy Chairman – Assists Chairman and Political Auditor. Fills in the absence of the Chairman and assume all responsibilities. • Treasurer – Work with OC to create updates on budget and projected costs. • Political Auditor – Ensures that all committees and boards at a local and national level are adhering to constitutional principles. 	

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How to apply for the Executive & National Board Positions

Please apply by sending

1. CV and a power point presentation (10 ppt pages max) or cover letter (400 words max) of your motivation, indicating why you are applying for that specific position, what you will bring to ISU and why delegates should vote for you at the National Assembly.
2. A recent passport size picture, your age, name of university and studies (remember that to apply to the Executive and National Board you must be a student for the next year at a Norwegian institution of higher education).

Send your application to nationalsecretary@isu-norway.no no later than 21th of April 2018 at 23.59.

Candidates should be prepared to give a presentation about themselves no more than 10 minutes long at the National Assembly. Elections will probably take place on the second day of the National Assembly. If you are unable to attend the National Assembly, you can still provide a power point presentation or a Skype video presentation addressing the National Assembly.

We encourage those candidates that can't be present at the National Assembly, to record and send a video within the deadline in case there will be any technical problem during the National Assembly with Skype connection.

Please note that applicants with no voting right should be prepared to cover their own costs.