



ISU Norway Executive and National Board Elections

The 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 & studying at a higher education institution in Norway for the following year can 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 2019.

§ 3.2 The National President and Two Officers (Executive Board)

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

Please note: Any student enrolled at a higher education institution in Norway can run for a position on the National Board, regardless of their experience or skills. The Recommended Skills & Experience below are a helpful guide, but it does not rule any student ineligible.

§ 3.2.1 Duties of the Executive Board Members	Recommended Experience & Skills
<p><u>National President</u></p> <ul style="list-style-type: none"> ● The main representative/face of the ISU Norway, both internally and externally. ● Responsible for representation of ISU Norway at meetings with partner organizations, the Norwegian Government and other external organizations. ● Represents the ISU EB 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"> ● In cases where the National President is not available for 	<ul style="list-style-type: none"> ● Previous finance/economics experience or fundraising awareness



<p>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.</p> <ul style="list-style-type: none"> ● In charge of the fundraising for the ISU Norway. ● Responsible for maintaining regular communication with the ISU Local Branches and being the link between the ISU local branches and NB. ● Keeps in contact with the local branches to give them support and assistance, and if necessary, helps with the election of new boards in order to ensure the continuity. ● Leads the work of the Regional Cooperation Groups (RCGs). ● Monitors the possible enlargement of the organization, if appropriate, for the creation of a new local branch. 	<ul style="list-style-type: none"> ● 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 ● Previous experience with ISU Norway Local Branches
<p><u>Political Affairs Officer</u></p> <ul style="list-style-type: none"> ● Responsible for making ISU Norway visible through the media and other such avenues. ● Monitors media possibilities for ISU and uses them appropriately with approval of the NP. ● Responsible for publishing press releases approved by the NB. ● Leads the information campaigns together with the National President ● Responsible for the reception and presentation of cases and petitions from the local branches to NB. ● Traces the national and regional laws regarding international students and inform local branches. ● 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 ● Good research skills ● Political awareness

<p>§ 3.3.3 Duties of the National Board Members</p>
<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.

How to apply for the Executive & National Board Positions (*Decided by EC*)

Apply by sending:

- CV (two pages maximum) and motivation letter (no more than one page) 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.
- 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).
- You may also prepare a PowerPoint presentation (10 pages max) for the National Assembly, however this does not need to be submitted by deadline

Send your application to nationalsecretary@isu-norway.no no later than 26th of April 2019 at 23.59. The National Secretary / Organisational Consultant will forward all applications received to the Elections Committee (Currently: Union Development Officer, National Chairman and Treasurer).

Your name, programme of study, university/institution, motivation letter and position(s) applied for will be posted on the ISU website in the lead up to the NA. These will be removed from the website after the NA. Your CV will only be used for internal purposes only, and will not be kept after the election.

Candidates can apply for up to two positions on the National Board (includes the Executive Board).

No interviews will be conducted by the Elections Committee before the election.

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 PowerPoint 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 problems during the National Assembly with Skype connection.

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

Absolutely no applications submitted after the published deadline will be accepted.