UiODoc positions and tasks description

President

Description: leadership and representation of UiODoc

Tasks:
- Lead and coordinate UiODoc agenda – goals & strategy
- Maintain a strong relation and liaison with UiO admin & management in connection with policies and financial support
- Represent UiODoc on forums for research, research education, formal meetings and external events
- Coordinating who will represent UiODoc in different contexts
- Ensure continuity of UiODoc through knowledge transfer

Secretary

Description: Seconding and replacing the leader in case of absence

Tasks:

- Seconding and replacing the leader in case of absence
- Coordinating UiODoc board activities
    - Coordinate the writing of meeting agendas and minutes
- Coordinating annual report writing
- Handle UiODoc's response to formal hearings
- Collect material for information email/newsletter (twice a year?); pass on to PR people
- Update board members access to mailing lists, facebook, dropbox, webpage; revoke access to outgoing board members

Treasurer

Description: Budget management

Tasks:

- Budget overview and management
- Communicate with UiO admin contact person (Katrine)
- Book catering
- Coordinate board members' compensation
- Coordinate financial contracts between UiO admin and others

SiN Liaison Officer

Description: representation of UiODoc in SIN board

Tasks:
- Maintains the connection and communication channel with SiN, by e.g., attending the regular SiN meetings
- Informs SiN about matters and decisions taken in UiODoc, which could be relevant for the national level
- Raises matters of importance with SiN on behalf of UiODoc
- Informs UiODoc about decisions of relevance by SiN

Representatives Officer (2 positions?)

Description: monitoring and connecting to temporary staff representatives in UiO faculty and institutes/department boards

Tasks:
- Manage the contact list of the representatives
- Maintain contact with the representatives in different faculty & institutes/department boards etc.
- Coordinate UiODoc's contribution to the organization of courses for representatives
- Provide input regarding UiODoc position on issues relevant to PhD students and postdocs

Events Officer (2 positions?)

Description: coordinating the planning and organizing of events (seminars and social events)

Tasks:
- Coordinating event preparations and organization
  - Coordinate all practical things (booking of room, food, presenters, check all A/V equipment is working beforehand)
  - Create invitations and posters in collaboration with PR officer
- Coordinate team and responsibilities during events (who will show up early, meet the speaker, etc.)
- Write/edit and update the Event protocol
- Keep a database of speakers/contacts

Public relations officer (2-3 positions)

Description: promoting UiODoc and its activities

Tasks:
- Update webpage and facebook page

- Send out external emails
- Provide relevant information about UiODoc and UiODoc activities to phd students & postdocs
- Create and distribute the promotional material about UiODoc
- Create webpage for events and facebook "event"
- Create sign up forms for events, save data from nettskjema after events
- Create and send feedback forms after events, collect responses
- Write newsletter/info emails
- Create event invitations and posters
- Contribute to events protocol
- Ensure webpage is up to date (e.g. board members, documents, events)
- Find new ways to get in touch with phd students & postdocs
- Membership management
    - Reply to emails, inquiry phd students & postdocs
    - Collect and process input from phd students & postdocs

UiO Liaison Officer (non-elected affiliate UiODoc board member)

Description: serving on UiO board (representing temp staff), and is automatically on the UiODoc board.

Tasks:
- Serve as a link between the UiO board and UiODoc
- Communicate points of discussion identified by UiODoc to the UiO board
- Present relevant issues addressed in the UiO board

Duties of all board members
- **Recruitment**
- Keeping members involved and engaged
- Reaching all members - visibility