

UiODoc board positions

The UiODoc board consists of up to 10 members, who work closely together to ensure that the needs of PhDs and postdocs at UiO are met. They coordinate their day-to-day activities such that UiODoc can achieve its mission: to improve the lives and working conditions of researchers on fixed-term contracts. The following three positions should always be filled at minimum:

President

The president leads the UiODoc board and is responsible for coordinating its various activities in line with its long-term goals. They also represent UiODoc in meetings with the university management and in various external forums, including the national umbrella organisation "Stipendiatororganisasjonene i Norge" (SiN). The president:

- Chairs monthly board meetings
- Facilitates the activities of other board members
- Monitors priorities, milestones, and deadlines
- Coordinates agenda setting, long-term goals and planning of UiODoc
- Maintains a strong relation with the university management on policy matters
- Serves as a link between UiODoc and SiN and maintains contact with the presidents of other PhD and postdoc interest organisations in Norway

Secretary

The secretary is the main contact point for external enquiries and keeps the infrastructure and documentation of UiODoc up to date. They make sure that all communication channels function properly and that emails are answered. They also participate in meetings with the university management and replace the president in case of absence. The secretary:

- Takes minutes at monthly board meetings
- Handles and delegates incoming email
- Writes the monthly newsletter and general member emails
- Manages access to digital communication and data sharing platforms
- Keeps the UiODoc documentation organised, up to date and complete
- Writes UiODoc's annual report for the preceding calendar year

Treasurer

The treasurer is responsible for the bookkeeping of UiODoc and oversees budget management. They receive regular updates on accounting information from the university administration and make sure all orders and payments are submitted on time. The treasurer:

- Communicates with the financial administration
- Monitors the budget
- Handles invoicing and payments
- Arranges board compensation
- Coordinates financial contracts with UiO and other organisations
- Writes UiODoc's financial report for the preceding calendar year

In addition to these three functions, one or more persons may be appointed to the following positions:

Events officer

The events officer(s) usually operate in a team and coordinate the organisation of UiODoc's various events, including social activities, career-oriented workshops, panels and seminars. Together with the PR officers, they will maintain an active events schedule throughout the board year. The events officers:

- Identify (and maintain a list of) interesting topics for events
- Approach and communicate with collaborators and speakers
- Book rooms and catering and – in pandemic times – arrange zoom links
- Enable online registration and communicate with registered participants
- Host or moderate the events
- Coordinate a timely promotion of the events with the PR officers

PR officer

The PR officer(s) are responsible for promoting UiODoc and its activities. This includes curating the profile and visual image of UiODoc on digital media as well as maintaining a steady online presence. They also work in close collaboration with the events officers to deliver and disseminate promotion material to UiODoc's members. The PR officers:

- Design artwork for promotion material
- Publish information on the UiODoc website
- Post regular updates on social media, such as Facebook and Instagram
- Respond to social media enquiries
- Disseminate timely information to UiODoc's members (usually in coordination with the secretary and events officers)
- Update the communication strategy to maximise the reach of UiODoc among its members

Representatives officer

The representatives officer(s) are the main connection between the representatives of temporary staff at the faculties of UiO and the UiODoc board. As such they will develop an awareness of what is going on in the various boards and programme councils where PhDs and postdocs are represented and help to prioritise activities for the UiODoc board. The representatives officers:

- Establish and maintain relations with temporary staff representatives across all faculties
- Keep an eye on election results and approach new representatives when elected
- Update the contact list of representatives for internal use and communication with members
- Provide a regular meeting place for temporary staff representatives to exchange thoughts and experiences
- Present problems, opportunities and other topics of interest raised by the representatives to the UiODoc board
- Promote university democracy and representation of UiODoc's members across UiO's units

Finally, the representative for fixed-term staff in the University Board serves *ex officio* as an affiliate member in the UiODoc board, in the role of UiO liaison officer.

UiO Liaison officer

The UiO liaison officer is an important conversation partner on matters of university governance for the other board members, and may be especially involved in the work of the representatives officers to highlight important issues and stay connected to other representatives in the institutional hierarchy of UiO. This person is not appointed by election, but may join the UiODoc board meetings with full rights. The UiO Liaison officer may:

- Join UiODoc board meetings when desired
- Communicate relevant issues addressed in the University Board to UiODoc
- Present cases identified together with UiODoc to the University Board
- Highlight ongoing developments in university politics and scope for action
- Participate in meetings and stay in touch with the network of temporary staff representatives maintained by the Representatives Officer(s)
- Refrain from doing any of the above if it falls outside their perceived mandate

Other roles

In addition to the positions and tasks described above, UiODoc has delegates in several forums within the University of Oslo where the working language is Norwegian, and for which Norwegian fluency is required. Primary and deputy representatives are appointed, after inauguration of the new board, to the following forums and committees:

- Sentrale valgstyret / Central election committee
- Forum for Forskerdekaner / Forum for research deans (FFD)
- Forum for Forskerutdanning / Forum for researcher education (FFF)

General board duties

There are also several activities that are carried out by the board as a whole and that are not tied to any one position. These recurring tasks are assigned based on availability, resources and interest:

- Attending meetings with members and other stakeholders on request
- Attending UiODoc events and engaging with events participants
- Presenting UiODoc to new members (at introduction courses, welcome breakfasts etc.)
- Writing and giving input to consultation statements

Lastly, UiODoc is regularly consulted by the university management on topics of interest for PhDs and postdocs, and there is always room for taking initiative and starting work on a topic yourself, either alone or together (in a working group). Examples of themes that UiODoc has worked and will continue to work on in collaboration with various other organisations and units within UiO include: career development, mental health and the covid-19 crisis. Activities organised in this framework could be:

- Conducting surveys
- Organising a focus group or panel discussion
- Issuing media statements and writing reports
- Supporting the development of a programme or service for PhDs and postdocs