

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](#)
- [Secretary](#)
- [Treasurer](#)

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

- [Events officer](#)
- [PR officer](#)
- [Representatives officer](#)

Besides these roles, the new board will also appoint [delegates](#) for different forums within the University, and ideally these delegates are **fluent in Norwegian**. Each role comes with its own responsibilities, yet there are [duties](#) which are common across the board.

Role descriptions

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).

Duties:

- 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 (or **vice-president**) 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.

Duties:

- 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.

Duties:

- 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

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.

Duties:

- 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.

Duties:

- Design *artwork* for promotion material (see [events posters](#))
- Publish information on the UiODoc *website*
- Post regular updates on social media, such as [Facebook](#), [Instagram](#) and [Twitter](#)
- 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.

Duties:

- 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

Delegates

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
- [Forskningskomiteen](#) / Research Committee
- [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