



STUDENTPARLAMENTET

NTNU i Ålesund

Job Description

Officer of Communication

ABBREVIATIONS

CG	Communications group
KommAns	Officer of Communication
NTNU	Norwegian University of Science and Technology
SPÅ	The Student Parliament at NTNU in Ålesund

1. GENERAL RESPONSIBILITIES:

- 1.1. The KommAns is responsible for SPÅ's publications.
- 1.2. The KommAns is responsible for spreading information approved by the leader to students, NTNU in Ålesund, and external actors.
- 1.3. The KommAns has a duty of confidentiality.

2. TOWARDS THE STUDENTS:

- 2.1. The KommAns is responsible for informing students what SPÅ is working on and ensuring the information is readily assessable.
- 2.2. The KommAns has the main responsibility to update social media accounts, and other sources of information SPÅ may be using.
- 2.3. The KommAns should work to get students to come to SPÅ's meetings.
- 2.4. The KommAns shall send out information to students when necessary.

3. TOWARDS THE WORKING COMMITTEE:

- 3.1. The KommAns shall be the working committee's contact person for the CG.
- 3.2. The KommAns is obliged to be an active board member, and can be assigned matters that are not directly related to the position.

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4. COMMUNICATIONS GROUP:

- 4.1. The KommAns can form a communications group appointed by SPÅ.
- 4.2. When forming the CG, the KommAns shall:
 - Be the leader of the CG.
 - Ensure that the CG meets at least every six (6) weeks.
 - Represent the working committee's views on issues raised in the CG.
 - Have delegation authority in the CG.