



STUDENTPARLAMENTET

NTNU i Ålesund

Job Description

President

FORKORTELSER:

NTNU	Norwegian University of Science and Technology
SPÅ	The Student Parliament at NTNU in Ålesund
STi	Studenttinget NTNU

1. EMPLOYMENT CONDITIONS:

- 1.1. One hundred percent (100%) honored position that runs from the first (1st) of July to the thirtieth (30th) of June the following year.
- 1.2. The position is honored by NTNU.
- 1.3. The President has a duty of confidentiality.
- 1.4. The President reports to SPÅ's and STi's working committees.

2. TIME AT WORK:

- 2.1. The President has a thirty-seven and a half (37.5) hours working week.
- 2.2. The President must apply for leave from their studies.
- 2.3. The President has the opportunity to take individual subjects on the condition that the working hours are respected as determined.
- 2.4. The President must have a minimum of twenty (20) working hours a week between eight o' clock (08:00am) and four o' clock (04:00pm) spread over a minimum of four (4) days.
- 2.5. Office hours are determined together with the working committee.
- 2.6. Evening work must be expected, with among other things, evening meeting and overtime during hectic periods. Overtime is compensated with time off at a rate of one and a half (1.5) hours per hour.

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3. GENERAL RESPONSIBILITIES:

- 3.1. The President has the formal, political, financial and organizational responsibility for the student democracy at NTNU in Aalesund.
- 3.2. The President shall be the organization's main external spokesperson.
- 3.3. The President has the main responsibility to ensure that SPÅ follows its own regulations.
- 3.4. The President is responsible for the daily operation of SPÅ together with the rest of the working committee and the consultant.
- 3.5. The President has the main responsibility for ensuring that the work program is used and followed.
- 3.6. The President shall coordinate any collaborative projects between SPÅ and NTNU in Ålesund.
- 3.7. The President shall be responsible for ensuring that SPÅ's policy is reflected in all organizations where people are elected to positions by SPÅ.
- 3.8. The President can be present as a student representative and representative of NTNU in Ålesund at public events when SPÅ and/or NTNU in Ålesund wants this.
- 3.9. The President shall take care of and further develop SPÅ's network of contacts, including:
 - 3.9.1. Establish good contact with the national student organizations.
 - 3.9.2. Establish good contact with other student organizations at NTNU.
 - 3.9.3. Maintain continuous contact with student representatives at NTNU in Ålesund's organizations.
- 3.10. The President shall ensure that the working committee and SPÅ are kept up to date on current student policy issues locally and nationally together with the consultant.
- 3.11. The President is responsible for conducting courses and seminars relevant to SPÅ.
- 3.12. The President is the editor-in-chief of all publications published by or on behalf of SPÅ.



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- 3.13. The President shall, together with the consultant and the officer of communication, disseminate relevant information from SPÅ quickly and efficiently to the students at NTNU in Ålesund.
- 3.14. The President is responsible for keeping SPÅ's websites up to date and relevant in collaboration with the consultant and the officer of communication.
- 3.15. The President has the main responsibility for delegating work tasks.

4. TOWARDS SPÅ:

- 4.1. The President shall get the organization up and running as soon as possible at the start of the semester and have continuity in the work throughout the year.
- 4.2. The President shall ensure that SPÅ's section on political independence is complied with.
- 4.3. The President shall have the absolute responsibility when conducting SPÅ's meetings, including meeting notices, chairman and cases.
- 4.4. The President shall provide the leader of meetings and the assistant to SPÅ's meetings in collaboration with the consultant.
- 4.5. The President has responsibility together with the consultant for SPÅ's finances, including budget and accounting.
- 4.6. The President is responsible for half-year and full-year budgets and accountings that are to be presented to SPÅ.
- 4.7. The President shall be responsible for writing semesterly and yearly reports as well as the annual report with annual accountings.
- 4.8. The President is responsible for ensuring that training is implemented for SPÅ's members and the student representatives who represent the students at NTNU in Ålesund's different organizations.
- 4.9. The President must be an active information channel in advance of the elections in order to achieve a high election participation.



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5. TOWARDS THE WORKING COMMITTEE

- 5.1. The President shall get the organization up and running as soon as possible at the start of the semester and have continuity in the work throughout the year.
- 5.2. The President has the overall responsibility when conducting board meetings, including agenda and meeting notice.
- 5.3. The President has delegation authority.
- 5.4. The President shall facilitate the conditions for the working committee's work.
- 5.5. The President shall be the chairman at the meetings of the working committee.
- 5.6. The President shall ensure that the working committee and SPÅ are kept up to date on current student policy issues locally and nationally together with the organizational secretary or office manager.
- 5.7. The President is responsible for training the working committee members.
- 5.8. The President shall prepare consultation statements together with the working committee for presentation to SPÅ and/or NTNU in Ålesund.

6. TOWARDS STI:

- 6.1. The President has the right to vote in the working committee in STi.
- 6.2. The President shall be an active part of the working committee in STi and prepare cases to be handled with in STi.

7. TOWARDS CONSULTANT:

- 7.1. The President is responsible for the consultant's work tasks in collaboration with Sit and NTNU.
- 7.2. The President shall collaborate with the consultant regarding the preparing of budget and accounting.

8. MISTRUST:

- 8.1. See section about mistrust in SPÅ's bylaws.