

SiN board positions

The daily affairs of SiN are managed by a board or executive committee consisting of up to nine people. The minimum number of positions that need to be filled for the board to function properly, is five. A description of the mandatory and optional positions and what is required of them is given below. The first three (President, Vice President and Treasurer) are mandatory.

While it is hard to estimate the exact number of hours that is needed to fulfil the tasks associated with a board position, the board spends anywhere between 500-1000 hours of work in total per year. Therefore, for each board member, an average workload of approximately 100 hours should be expected - although actual numbers vary quite a bit from person to person depending on their position and circumstances. All hours are reimbursed at the end of the board term. The hourly rate for reimbursement depends on the budgetary constraints of SiN in any given year, but we strive to make it commensurable with the tariff agreement for employees in higher education.

President

The president is the leader ('leder') of SiN and oversees the general activities of the board. They are responsible for making sure that the board meets once a month, for setting the agenda, chairing meetings and making sure that action items and decisions made during the board meetings are followed through. The President is also the first contact point for external parties including the media and other stakeholders in higher education and research, and should ensure a proper and transparent handling of any enquiries. To uphold the reputation and visibility of the organisation, they need to be willing and able to express the vision of the organisation in public fora, and/or delegate this to other board members when needed. The President keeps close contact with the Vice President ('nestleder'), who fills in for the President when necessary. The President position is mandatory.

Vice President

The Vice President takes over the leadership of the board when the President is absent. They support the President in daily coordination of board activities and can take on specific duties as agreed between the two of them such as: scheduling board meetings, sending meeting invitations and communicating important information to board and to member organisations. The Vice President is responsible for taking minutes at the board meetings and distributing these for approval and publication on the website. The Vice President should oversee the administrative side of SiN and plan the annual general assembly (in collaboration with the Events officer) and annual report (in collaboration with the Treasurer) in accordance with the statutes. They will also send out quarterly newsletters to the member organisations and make sure that all internal documentation on the Drive is up to date, organised and accessible.

Treasurer

The Treasurer is in charge of monitoring the SiN financial incomes and spending. Responsibilities include bookkeeping as well as preparing and presenting the annual financial report, and planning a proposed budget for the coming year. The treasurer is in charge of sending out invoices to member organisations and following up and making sure these are paid. They take care of all payments that need to be carried out by SiN, including the reimbursement of travel expenses made by SiN board members in the course of duties. The Treasurer will at times work closely with the President, Vice President or Events officer regarding activities where

money is involved. They follow the routines for financial transactions and reporting as outlined in the internal guidelines of SiN.

UHR representative

SiN is officially represented in the research section of the Universities Council of Norway (UHR-forskning). This section meets 1-2 times a year and has an 'arbeidsutvalg' that meets 4-6 times a year. The board member fulfilling this role should be fluent in Norwegian and willing to travel regularly. The UHR representative is expected to promote the wishes of SiN related to doctoral education and the interests of other early career researchers on temporary contracts during UHR meetings, and to report back any relevant updates and information from the UHR to the SiN board during the monthly board meetings.

EuroDoc liaison officer

SiN is one of the national associations (NAs) that pays membership fees to and is represented in EuroDoc. EuroDoc is the European Council of Doctoral Candidates and Junior Researchers. The EuroDoc liaison officer is responsible for facilitating SiNs communication with the EuroDoc board, secretariat and working groups. This includes relaying important information sent from EuroDoc to the SiN board, attending relevant EuroDoc board meetings and NA meetings, and identifying opportunities for international collaboration on topics of common interest. The EuroDoc liaison officer will be added to the EuroDoc consultation email list and be responsible for monitoring incoming messages and ensuring a timely reply. They will also be expected to attend and represent SiN's interests at the EuroDoc AGM, but may appoint other delegates if necessary.

Events officer

The Events officer is responsible for catalysing SiN mediated or sponsored events. Events officers do not need to design each event themselves, but they like to organise and network and assist with the logistics of events - including programming, securing venues/digital platforms, promotion and registration. Recurring events include but are not limited to: the SiN annual general meeting, and a national PhD day. They will be in close contact with the board, working groups and local organisations to identify opportunities for member activities related to the work of SiN and other stakeholders on topics of interest. By doing this, they strive to keep an active schedule with at least one thematic event in the pipeline at any given time.

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

Communications officer

The Communications officer is responsible for upholding all communications that are not email. This includes: writing press releases, updating the website, and posting on social media. A maximum of three persons can be appointed in this category, fulfilling the roles of general communications officer (monitoring topical issues, writing press releases), social media officer (updating Facebook and Twitter) and webmaster (updating the website). These roles can be combined in one position if there is only one candidate. Ideally, at least one of the persons in the communications team should be fluent in Norwegian and keep an eye on higher education and research media outlets such as Khrono, Forskerforum and various newsletters (e.g. from NIFU and UHR), so that SiN can formulate quick responses to the public debate; although this role can be outsourced to other board members if the Communications officer(s) are not fluent in Norwegian. The Communications officer follows the communication strategy (which is part of the internal guidelines) of SiN.