

## YOUNGSHIP OSLO - BOARD WORK Q&A 2019

In this Q&A document some typical questions related to board work in Youngship Oslo are answered. This document should be read in connection with "YoungShip Oslo – Board Positions 2019".

### 1) Please elaborate on the responsibilities of the different board positions?

The ambition of the board of Youngship Oslo has always been to work as a team. Each board member has responsibilities but there are no clear boundaries and cross discipline work is appreciated and to be expected. Below is an example of how the tasks have been shared in the past years but it is up to the new board to establish how they want to work.

#### Chairman

The Chairman is overall responsible for all aspects of the organisation's activities. He/she is involved in all major decisions and will assist the board members in their tasks as appropriate and is the natural contact point for external relations.

#### Vice Chair

The Vice Chair assumes the Chairman's responsibilities in case he/she is absent. In addition, the Vice Chair is responsible for budget and accounting, legal documents such as by-laws, administration of webpage and other IT platforms.

#### Head of Internal Affairs

The Head of Internal Affairs is responsible for the membership database and approval of new members. This role also includes the application process and administration of committees as well as keeping in contact with local universities and other institutions for recruitment of new members. Normally the overall responsibility for the Youngship Oslo email is with the Head of Internal Affairs.

#### Head of Events

The Head of Events is overall responsible for the events Youngship Oslo organise. For each event members from the events committee normally organise the practical details such as agenda, venue, food and beverages etc. The Head of Events is responsible for making sure there is a plan for the organisation of each event and that the event is delivered according to plan. The speaker and topic for the event is a shared responsibility between the board members. Both the Head of Events and Head of Cooperation and Communication are natural contact points for the companies working with YoungShip.

### Head of Cooperation and Communication

This position is responsible for newsletter to members, webpage news articles and keeping social media channels active. In addition, the Head of Cooperation and Communication is responsible for finding and developing new partners as well as entertaining relationships with existing partners.

### 2) How much time does a YSO board member spend on YoungShip?

It depends on ambition level and efficiency. A rough estimate is that board member will spend on average 1-3 hours per week on Youngship and the Chairman a fair bit more.

### 3) How does the YoungShip Oslo committees function?

As soon as the new board is in office the application for the Youngship Oslo committees will take place. There are 4 committees, each lead by a board member. The committee work together with the respective board member to carry out the tasks assigned to them. The Events Committee organises the events. In the Vice Chair Committee one member typically handles the finances and another one the webpage. In the Communication and Cooperation Committee one member will typically be responsible for social media and another one for the newsletter or finding new partners. Being a committee member is a good way of getting to know Youngship Oslo before applying for a board position. As part of a committee you can be a part of Youngship Oslo without the responsibility and time required of a board member.