

The President's Handbook

Congratulations with your Presidency in International Students Union, Bodø (ISU, Bodø)!

This handbook will help you to run the organization smoother, especially in the beginning of your Presidency. There are many things that you need to understand and to know to do your job.

The most important persons that you need to know:

- **Tine Viveka Westerberg, e-mail: tine.viveka.westerberg@hibo.no**, the head of the international office. She and the international office is not only the one who provides the majority of funds for the operations of ISU, Bodø, but she can also advise you with various things concerning your job. They will be helpful with providing an up-to-date e-mail list to the international students, something that you need to be able to communicate with your members. It is important that you and the rest of the organization have a good relationship with her and the international office. As the major financial contributor to ISU, Bodø, you will have to give them every semester a Semi-Annual Report and the accounts for the previous semester. This has to be handed in with the funding application in the beginning of the semester. Try to have a meeting with Tine and the International Office in the beginning of the semester, both so you all can meet, but also to get ideas and inspiration from them. At Christmas a small gift for Tine and the members of the International Office is a nice way to say thanks for their help. Also make sure that you invite the International Office to the arrangements that ISU, Bodø are having.
- **Arne-Martin Svartnes, e-mail: arne-martin.svartnes@hibo.no**, the head of Drift (operations). He has an office in the basement, close to the custodial department. He will help you with booking rooms for the arrangements that you want to do, like movie nights in A14 etc. Drift can also borrow projectors, screens, overheads, extra cords etc. Also if there is something that you want to have changed in the office, remove some furniture etc. Arne-Martin and Drift will help you with this. It is very important to have a good relationship with Arne-Martin and Drift, this to make sure things happens. It would be a good idea to buy them a small gift for Christmas, for example some candy, to show appreciation for their help.
- **Espen Hovland, e-mail: espen.hovland@hibo.no**, is the manager for the Canteen, his office is on the second floor in the main canteen. He will help you if you want to use some of the canteens facilities. For the International Food Party he and his goodwill are vital for smooth running operations. If you want to have the Farewell Parties in the Canteen he is the one you'll need to talk to, for prices and to agree on a date. Ann-Kristin in the Canteen can also help you if you can not get hold of Espen, her office is through the door next to the fridges in the main-canteen.
- **The leader of the Student Organization in Bodø (SOB), e-mail: stb@hibo.no**. As SOB is also providing funds for your operations it is vital that you know who the leader is and have regular contact with him/her. When you want to get information posted on Fronter, for all student to see, the leader of SOB can help you with this, just send him/her an email with the information you want to have posted. It can be wise to invite the SOB leader to the various arrangements that you have.
- **The leader of ISU, Norway, you can find up to date contact information on the ISU-Norway webpage, www.isu-norway.no**. Although you may not have a lot to do with

him/her, let your mother organization know who you are and keep them up to date with constitutional changes and also send them the Semi-Annual Report for every semester.

Important Things That You Will Have To Do:

- ***The Semi-Annual Report***, have to be completed by the end of January and June and needs to be handed to the International Office, the leader of SOB and to ISU, Norway. In the report you need to state what you have done during the last semester. Basically how the money provided has been spent. Write about the attendance at the various events, the future for the organizations and how you have planned for the following year. The Semi-Annual Report needs to be approved and signed by all the members of the Board of ISU, Bodø before it is handed in.
- Write a ***Management Agreement*** for the bank accounts of ISU, Bodø. Our bank is NordlandsBanken, use the branch here at Mørkved. The Management Agreement needs to be signed by all members of the board. The Management Agreement makes sure you and the Vice President/Treasurer have access to ISU, Bodø's funds and bank accounts. This needs to be done at the beginning of the semester. In order to do this you will need to have a Norwegian "Personnummer" (Social Security Number) and show up in the bank with a valid form of ID, preferably your passport.
- ***Summon the Board for meetings***, minimum once a month, preferably every week.
- You will have ***to read the Regulations of ISU, Bodø*** and understand them in full, to understand what you and the Board can and can not do.
- ***Keep your members updated*** with e-mails of your activities. Try also to get them to give you feedback on your work. You have to get a updated e-mail list in the beginning of each semester from the International Office.

Activities that previously have been arranged by ISU, Bodø:

These activities are what have been the tradition of ISU, Bodø, but you and your new Board is of course in charge and decides what activities you want to conduct. This acts merely as suggestions for activities that you can have.

- The Weekly ***International Coffee Hour*** acts as a social meeting point for both Norwegians and international students. In an informal setting the students can meet and gain friends. Coffee, tea, fruit, cakes and snacks are provided by ISU, Bodø, all free of charge and open for all.
- ***The International Food Party*** is a very nice way for the international students to promote themselves and their countries. The international students are cooking food from their home countries and everybody that wants to come and taste the world are welcome, for a small fee. There is a separate information sheet concerning the International Food Party. It requires quite a lot of work to coordinate everything and make sure it runs smoothly. Planning is needed and should be done early in the semester, usually the International Food Party is held in October.
- ***International Day*** is held in cooperation with “International Week” arranged by Bodø Municipality. Here the international students represent their countries by having stands in outside the library. There are some brochures and info materiel from various embassies in the office that can be used at the International Day. As the various embassies and tourist offices can use some time to send you stuff it is recommended that you start contacting them early on in the semester. Remember to return stuff that the embassy wants back, like flags. They will probably not send us anything next year if they do not get the stuff they borrowed to us back.
- ***International Movie Nights*** are held approximately once every month in A14. Show movies that you want, and feel are appropriate for the public that does show up. There have been attempts to show movies that are of an international character, not only Hollywood Blockbusters. Movies can be borrowed from the library (only a few) and from the MIX kiosk here at Mørkved. Talk to Arne-Martin at Drift for usage of A14.
- Try to arrange ***a trip*** every semester. Weekend or just day trips are popular among the students and will bond them together. Try to arrange trips to other parts in the greater Bodø area or to Lofoten. There is a separate information sheet regarding arrangements of trips.
- ***The Farewell Party***. Every semester should have one in the end. Where ISU, Bodø subsidize some of the costs for food and drinks. It should be formal attire and the President should hold a speech to say farewell to those students who are leaving.

Please try to update this handbook with new things, activities and important tasks and persons. This will help the following Presidents work easier and improve our organization. If you need help or advice please do not hesitate to contact!

Cordially

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International Students Union, Bodø

Bodø Universty College, Bodø, Norway