

# OsloMet RISE

## Researchers in Short-term Engagement

### Structure, Roles & Responsibilities

OsloMet RISE is the organisation of PhD candidates, postdoctoral researchers, and other temporary research employees at OsloMet – Oslo Metropolitan University. The organisation's highest governing body is the General Assembly, which is convened annually and comprises all members of OsloMet RISE. The day-to-day operations are carried out through four structures: an Executive Board, a Representative Council, an Advisory Group, and time-limited Task Groups. Together, these bodies ensure democratic governance, inclusive representation, and effective action on behalf of all members.

#### 1. Executive Board

The Executive Board carries operational responsibility for OsloMet RISE and meets regularly to coordinate the organisation's activities, implement decisions of the General Assembly and Representative Council, and represent the interests of members at the institutional level. Throughout this document, the Executive Board is also referred to simply as "the Board."

#### Minimum required positions at any time in the Board:

- President
- General Secretary
- Treasurer

Additional positions as below may be filled as the Board sees fit, in line with organisational needs and available capacity.

#### President

##### President

The President leads OsloMet RISE and provides overall strategic direction. They are the primary representative of the organisation in formal interactions with OsloMet university leadership, external bodies, and partner organisations.

The President chairs Executive Board meetings and is responsible for ensuring that decisions of the General Assembly and Representative Council are implemented effectively.

#### Duties:

- Chairs Executive Board meetings and sets the agenda in consultation with the General Secretary
- Formally represents OsloMet RISE in meetings with university leadership and in external forums; may nominate board members to attend external meetings where necessary
- Monitors organisational priorities, milestones, and strategic deadlines
- Maintains active relations with the external similar organizations in Norway.
- Facilitates coordination among board members and ensures accountability across roles
- Leads long-term planning and goal setting in consultation with the Executive Board
- Drafts the organisation's annual report for the preceding calendar year, in collaboration with the General Secretary

## General Secretary

### General Secretary

The General Secretary is the backbone of the organisation's governance and administration. They ensure that internal processes run smoothly, that documentation is maintained, and that statutory obligations are met.

They serve as the primary point of contact for procedural and administrative matters, and step in for the President when required.

#### Duties:

- Prepares agendas and records minutes for all Executive Board meetings
- Maintains official documentation, including statutes, mandates, and meeting records
- Manages the organisation's digital infrastructure and internal communication channels
- Oversees membership records and ensures continuity of institutional knowledge
- Drafts the organisation's annual report for the preceding calendar year, in collaboration with the President
- Deputises for the President in case of absence and delegates the secretary role to a board member if needed.

## Treasurer

### Treasurer

The Treasurer is responsible for the financial health of OsloMet RISE. They manage budgeting, expenditure tracking, and financial reporting, ensuring that all funds are used responsibly and transparently in line with organisational priorities.

#### Duties:

- Manages the overall budget and monitors expenditure throughout the board year
- Maintains the overall compensation framework and prepares the necessary documentation for submission to OsloMet administration
- Prepares financial reports for the Executive Board and General Assembly
- Coordinates reimbursement processes and handles invoicing and payments
- Communicates with the university financial administration on behalf of OsloMet RISE
- Leads and coordinates funding applications and grant reporting
- Prepares the organisation's financial report for the preceding calendar year

## Public Relations Officer

### Public Relations Officer

The Public Relations Officer manages the visibility, communication, and digital presence of OsloMet RISE. They ensure that members, stakeholders, and the broader academic community stay informed about the organisation's work and events.

#### Duties:

- Administers official social media accounts (LinkedIn, Facebook, and other platforms as decided by the Executive Board)
- Designs and distributes promotional materials for events and campaigns

	<ul style="list-style-type: none"><li>• Manages the RISE newsletter, website, and other regular member communications</li><li>• Updates and maintains the organisation's digital platforms and mailing lists</li><li>• Coordinates timely dissemination of information in collaboration with the Events Officers and General Secretary</li><li>• Develops and refreshes the communication strategy to maximise reach among members</li></ul>
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## Events Officers

<b>Events Officers (×2)</b>	
<p>Events Officers work as a team to plan and deliver OsloMet RISE's events programme throughout the board year. This includes academic, professional development, and social events designed to engage and support the member community.</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"><li>• Identify, plan, and deliver a diverse range of events relevant to fixed-term researchers</li><li>• Communicate with collaborators, invited speakers, and external partners</li><li>• Handle logistics including room bookings, catering, and participant registration</li><li>• Host or moderate events and ensure a welcoming, inclusive atmosphere</li><li>• Coordinate timely promotion of events with the Public Relations Officer</li><li>• Maintain an up-to-date events calendar throughout the board year</li></ul>

## Institutional Liaison Officers (×2)

<b>Institutional Liaison Officers (×2)</b>	
<p>Institutional Liaison Officers hold a formal mandate to represent OsloMet RISE in designated university committees and forums. They act as the direct voice of the organisation within institutional governance structures and ensure that the perspectives of fixed-term researchers are heard.</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"><li>• Attend and actively participate in assigned university committees and forums (e.g., Research Committee, Education Committee, Programme Leader Network)</li><li>• Report back to the Executive Board with updates following each committee meeting</li><li>• Advocate for the interests of fixed-term researchers within institutional decision-making processes</li><li>• Gather and relay member input to inform representation activities</li><li>• Coordinate with the President and Representative Council on strategic advocacy positions</li></ul>

## General Board Duties

Certain activities are shared responsibilities of all board members and are not tied to any single role. These recurring tasks are assigned based on availability, capacity, and interest. They reflect the collective commitment of every board member to the mission of OsloMet RISE.

- Attend OsloMet RISE events and actively engage with participants
- Meet with members and other stakeholders upon request
- Present OsloMet RISE to new members at onboarding events, introduction courses, and welcome sessions
- Contribute to consultation statements, policy responses, and advocacy documents
- Conduct surveys and gathering member input to inform the organisation's positions
- Participate in working groups and contribute to thematic initiatives as needed
- Support the development of programmes or services that benefit fixed-term researchers

Board members are also encouraged to take initiative on any topic of importance to OsloMet RISE's mission, either individually or by proposing a Task Group to the Board.

## 2. Representative Council

The Representative Council is the primary democratic body of OsloMet RISE, ensuring that the diverse voices of our membership are reflected in the organisation's priorities and actions. Council members serve as two-way conduits between the Executive Board and their respective member communities. As Representative Council members are nominated by their respective programmes and networks rather than elected directly within OsloMet RISE, the duties outlined below are recommended rather than formally enforceable.

### PhD Programme Representatives (one per programme, mandatory)

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PhD Programme Representatives give a direct voice to PhD candidates within their respective doctoral programmes. At least one representative per programme is mandatory to ensure broad and equitable coverage across OsloMet. Representatives are nominated from their respective PhD programmes.

#### Duties:

- Represent the concerns, perspectives, and needs of PhD candidates within their programme
- Attend Representative Council meetings and contribute to discussions on policy and advocacy priorities
- Facilitate two-way information flow between programme-level members and the Executive Board
- Gather member input through informal contact, surveys, and meetings
- Raise programme-specific issues relevant to supervision, working conditions, and career development

### Postdoctoral Representatives (1–2)

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Postdoctoral Representatives advocate specifically for the interests of postdoctoral researchers across OsloMet. Given the distinct challenges of the postdoc career stage, dedicated representation is

#### Duties:

- Represent postdoctoral researchers across all faculties and departments at OsloMet

essential. They are nominated from the postdoctoral network of the university.

- Raise issues related to career development, employment conditions, mobility, and research responsibilities
- Communicate postdoc-specific concerns to the Executive Board
- Contribute to the Representative Council's advisory and advocacy work
- Gather input from postdoc members and report back on board activities

## Temporary Research Employee Representatives (1–2)

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These representatives ensure that fixed-term research employees beyond the PhD and postdoc categories — such as project researchers and research assistants — are included in OsloMet RISE's advocacy work. The position is open; any interested member may approach the Executive Board. Where multiple candidates come forward, the Board selects the representative based on relevant considerations.

#### Duties:

- Represent project researchers, research assistants, and other temporary research employees
- Raise issues related to fixed-term employment, workload, career pathways, and working conditions
- Ensure that this membership group is visible and heard within the Representative Council and Executive Board
- Gather members input and communicate organisational updates to their constituency
- Contribute to the collective advocacy mandate of the Representative Council

### Collective mandate of the Representative Council

- Serves as the primary democratic representation body of OsloMet RISE
- Advises the Executive Board on policy positions and advocacy priorities
- Acts as a consultative body for institutional engagement and member outreach

## 3. Advisory Group

The Advisory Group provides continuity, institutional knowledge, and strategic counsel to the Executive Board. Advisory Members do not hold operational or decision-making roles, but their experience and external perspective are a valued resource for the organisation.

### Advisory Members (2–3)

#### Advisory Members (2–3)

Advisory Members are typically former board members or researchers with relevant expertise and institutional knowledge. They support the Executive Board on complex, sensitive, or strategic matters where experience-based guidance adds clear value.

#### Duties:

- Provide strategic advice and institutional guidance upon request from the Executive Board
- Contribute experience-based perspective on complex or sensitive organisational matters
- Support continuity during leadership transitions or periods of significant organisational change

	<ul style="list-style-type: none"> <li>Attend advisory consultations as convened by the Executive Board</li> <li>Serve as informal mentors or sounding boards for board members</li> </ul>
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**Key characteristics of the Advisory Group:**

<b>Voting rights</b>	None — Advisory Members have no formal voting authority
<b>Operational role</b>	None — Advisory Members do not hold executive responsibilities
<b>Appointment</b>	Fixed terms or by mandate, as defined in statutes and approved by the Board

## 4. Task Groups

Task Groups allow OsloMet RISE to respond flexibly to specific, time-limited needs identified by the Executive Board or Representative Council. They draw on the skills and interests of members across all levels of the organisation.

<b>Purpose</b>	To address specific, time-limited tasks or thematic needs identified by the Executive Board or Representative Council.
<b>Scope of work</b>	Examples include career development, employment conditions, policy drafting, international researcher support, funding strategy, and advocacy initiatives.
<b>Decision authority</b>	The Executive Board decides on the establishment of each Task Group, its mandate and scope of work, its duration, and the number and appointment of members.
<b>Composition</b>	Task Groups shall normally consist of 2–4 members. Members may be appointed from the Executive Board, the Representative Council, the Advisory Group, or the general membership, based on relevance and competence.
<b>Duration</b>	Each Task Group shall be time-limited. The duration shall be explicitly defined at the time of establishment and may be extended or shortened by decision of the Executive Board.
<b>Reporting</b>	Each Task Group shall designate a lead contact responsible for coordination and reporting. Task Groups shall report progress and outcomes to the Executive Board as requested and may also present findings to the Representative Council where relevant.
<b>Dissolution</b>	Task Groups shall be automatically dissolved upon completion of their mandate or at the end of the defined duration, unless otherwise decided by the Executive Board.

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Created: April 2026

**Approved by the Interim Board of OsloMet RISE, 2026**

Date: April 24, 2026

Signed by (on behalf of Interim Board): *Stefan Brenner*