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**NLA STUDENT PARLIAMENT HANDOVER DOCUMENT**

**The Student Parliament at NLA University College works for a better day to day life for everyone at the five NLA campuses.**

***Introduction:***

Welcome to the NLA Student Parliament! As you step into your roles as the new stewards of student representation and leadership, it's crucial to grasp the workings of our parliamentary structure and the diverse responsibilities each role entails. This comprehensive guide aims to equip you with the knowledge and understanding necessary to navigate the complexities of our parliamentary system effectively.

***Overview of the Student Parliament:***

The NLA Student Parliament serves as the top body representing the collective voice and interests of the student community. It acts as a conduit between students, faculty, and administration, advocating for policy changes, fostering community engagement, and driving initiatives that enhance the overall student experience.

**Key Principles and Values:**

In upholding the values of democratic governance at NLA and student representation, members of the Student Parliament are expected to adhere to the following principles and values:

* **Transparency:** Conduct parliamentary affairs with openness and transparency, ensuring all decisions are made in the best interests of the student body.
* **Inclusivity:** Embrace diversity and inclusivity, striving to represent the needs and aspirations of all students, irrespective of background or affiliation.
* **Integrity:** Uphold the highest standards of integrity and ethical conduct in all parliamentary activities, earning the trust and confidence of fellow students and democracy organizations.
* **Advocacy:** Safeguard the rights and welfare of students, by advocating for policies and initiatives that promote equity, diversity, and student empowerment.

**Transition Plan:**

To facilitate a smooth transition of leadership and ensure continuity in parliamentary operations, outgoing members will:

* Provide comprehensive handover documents outlining ongoing projects, pending issues, and relevant contacts.
* Offer mentorship and guidance to incoming members, sharing insights and best practices gleaned from their tenure.
* Facilitate knowledge transfer and capacity building sessions to equip new members with the requisite skills and knowledge to fulfill their roles effectively.

**Roles within the Student Parliament:**

1. **LEADER:**

* The Leader serves as the overall governor of the Student Parliament, responsible for overseeing all parliamentary activities and initiatives.
* Responsibilities include setting the strategic direction, chairing meetings, and ensuring the implementation of parliamentary decisions.
* The Leader acts as the public face of the Student Parliament, representing its interests in external forums and engaging with stakeholders on key issues.

***Leader's Guide***

**Calling for Meetings:**

• A leader should send a provisional invitation to all SP members 2 weeks before the SP meeting. It's advisable to have a brief meeting with the AU to discuss current issues. The invitation should consist of an agenda, minutes from the previous meeting, and any other attachments (Every item in the agenda should have attachments). It's important to mention in the email if others have input for agenda items.

• The week before the meeting, the leader should send the final invitation to everyone with the completed agenda, which cannot be changed before the meeting. Remember to include minutes and relevant attachments in the email.

***Conducting Meetings:***

• Always start the meeting with formal matters. Approval of the minutes-taker (takes notes from each item), approval of the chairperson (decides who gets the floor), approval of the meeting leader (leader of SP; guides the meeting), approval of the attendance list and minutes.

• It's important to ensure that everyone sticks to the agenda, the meeting flows smoothly, all items are addressed, and the meeting ends on time.

***Managing Agenda Items:***

• Keep track of who is responsible for what and follow up with relevant members about their areas of responsibility.

***Writing Annual Reports:***

• Follow the format from the previous year's report.

• Request annual reports from Student Council leaders from their campuses, including budget usage.

1. **POLITICAL LEADER:**

* The Political Leader plays a critical role in formulating and executing political strategies to achieve the goals and objectives of the Student Parliament.
* Responsibilities include analyzing policy proposals, advocating for student-centric legislation, and mobilizing grassroots support for parliamentary initiatives.
* The Political Leader collaborates closely with other members to draft resolutions, motions, and position papers on matters of student concern.

***Political Deputy’s Guide***

The Political Deputy Leader at NLA can effectively conduct their role by listening to fellow students concerns about the necessary political changes needed, and secondly, by proactively identifying potential issues within the school that affect students.

**For example**, the previous leader identified the need for the provision of free Norwegian language courses for international students and advocated for it in parliament. The political leader also addressed student concerns gathered from the student council by reporting them back to the school for resolution. Additionally, the previous political leader also handled emails from NLA student welfare advisor regarding students facing issues such as cheating and plagiarism and wrote a brief article offering strategies on how students can effectively manage their time during their studies.

The Political Deputy Leader should ensure that they are up to date on current conversations and political debates in the public sector, and internally at NLA.

Alongside staying updated on these matters, it is important to create political committee meetings. This depends on the needs and any issues that may arise. The political deputy leader, in collaboration with the working committee, are responsible for drafting a year plan for parliamentary activities.

The Political Deputy Leader must regularly update students on important issues, developments, and achievements of the student parliament.

1. **ORGANIZATIONAL LEADER:**

* The Organizational Leader oversees the administrative and logistical functions of the Student Parliament, ensuring its smooth operation and effective management.
* The Organizational Leader fosters a culture of teamwork and cooperation among members, facilitating collaboration and synergy in achieving parliamentary goals.
* The organizational leader acts as an adviser and must therefore not rule the democracies according to their own opinions.
* The person must work actively for good communication between the student councils and the student parliament.
* The organizational consultant must ensure continuity, and work with the organizational implementation of the elections in the student parliament and student councils.

***Organization leaders guide***

As the Organizational Leader, you play a key role in promoting a culture of teamwork, collaboration, and cooperation within the Student Parliament. This involves nurturing a supportive and inclusive environment where all members feel valued, heard, and empowered to contribute to parliamentary goals.

The organization leader will facilitate team-building activities, encourage open communication and constructive feedback, and mediate conflicts or disputes to promote harmony and cohesion among members. The holder in this role will actively facilitate collaboration and synergy among parliamentary members to achieve common goals and objectives. This includes fostering partnerships with other student organizations, academic departments, and external stakeholders to leverage resources, share expertise, and maximize impact.

The organization leader will encourage interdisciplinary cooperation, facilitate joint initiatives, and seek opportunities for collective action to address student concerns and advocate for positive change within the university community.

* 1. **COMMUNICATIONS LEADER:**
* At NLA the Communication Leader serves as the primary custodian of the Student Parliament's communication channels, responsible for disseminating information and engaging with stakeholders.
* Responsibilities include managing the parliament's website, social media platforms, and official correspondence, ensuring timely and transparent communication.
* The Communication Leader plays a crucial role in enhancing the visibility and credibility of the Student Parliament, effectively communicating its initiatives and achievements to the broader student community.

***Communication Leaders’ Guide***

After a new SP is constituted, the communication leader should update the Student Parliament website and social media platforms regularly. Publicity channels should be updated with photos and names of all members. Additionally, it should show who the leader, organizational deputy leader, political deputy leader, and communication leader are.

During the period before and after the SP election, the communication leader should inform students about the election. This means informing about the election period and how to run for election. The communication leader should also inform students about the workload. This can provide information for those considering running for election and increase general engagement among the student body.

A communication strategy will be handed to the incoming communication leader. This gives a detailed overview of the activities conducted by the position holder. It is important to draft your own communication plan or tailor the already existing strategy to fit in the interests of the current parliament.

**Additional Roles in the Student Parliament.**

Members of the parliament are advised to join leadership boards and different welfare organizations. These include,

**NSO (National Union of Students in Norway):**

• Participate in NSO gatherings, especially in leadership training sessions.

• Send a report to NSO at the beginning of the new year; you will receive an email reminder when it's nearing the time.

• Represent the interests of NLA SP in NSO meetings and policies.

The Student Parliament shall elect representatives to the superior bodies where there shall be student representation at NLA University College:

• College Board

• LOCKOUT (LOKUT)

• LMU (LMU)

• Board of Appeal (klagenemd)

• R&D committee (FOU -utvalg)

• The education committee (Utdanningsutvalget)

**Conclusion:**

As you embark on this journey of leadership and service in the Student Parliament, remember that you have been entrusted with the responsibility to advocate for the collective interests of your fellow students and effect positive change in our campus community. By upholding the principles of transparency, inclusivity, integrity, and advocacy, together, we can realize our vision of a vibrant and inclusive student body where every voice is heard and valued.

Wishing you a successful and fulfilling term ahead!