



Norsk Hotellhøgskoles Union

Invitation to extraordinary annual meeting

When: Tuesday 18. October from 12:15 to 14:00

Where:

Issues:

- Revised budget
- Pilot project expanding the executive committee
- Election of Communications
- Election of financial officer(s)
- Election of program coordinator
- Election of mastercoordinator

Issue 1:

Approval of revised budget

Attachment 1: Proposed revised budget

We propose to approve revised budget. If there is more sponsorship funding, we propose the allocation of funds subsequent allocation key:

Department	Percentage
Executive Committee	30
Event Committee	70
Engasjertligaen*	0
NHS FK	0
NHS Fadder**	0
Remaining	0

*As Engasjertligaen have their income thru voluntary work, they do not require sponsorship funding for the operations of the department.

**Fadderuka 16/17 has been completed, thus there is no need for funds. They will receive funds for the year 17/18 if this becomes necessary.

Issue 2:

Pilot project expanding the Executive Committee

Attachment 2: Job advertisement Communications (short)

Attachment 3: Job advertisement financial officer (short)

Attachment 4: Job advertisement academic coordinator (short)

Attachment 5: Job advertisement master coordinator

We propose a pilot project expanding the Executive Committee with four positions. The positions will report to the leader of the Executive committee, whom reports to the Student Council.

Addition: A proposal to add a fifth positions to the Executive Committee, a sponsor coordinator

Issue 3:

Election of Communications

The issue continues resolution in issue 3

Attachment 6: List of applications Communications

After the decision in issue 3, the election of Communications is held.

Issue 4:

Election of financial officer(s)

The issue continues resolution in issue 3

Attachment 7: List of applications financial officer

After the decision in issue 3, the election of financial officer(s) is held.

Issue 5:

Election of academic coordinator

The issue continues resolution in issue 3

Attachment 8: List of applications program coordinator

After the decision in issue 3, the election of program coordinator is held.

Issue 6:

Election of Master coordinator

The issue continues resolution in issue 3

Attachment 9: List of applications Master coordinator

After the decision in issue 3, the election of Master coordinator is held.

Attachment 1: Revised budget

Revised budget 16/17

Revenue		Costs	
IB pr. 16.10.2016	Amount	NHSU	Amount
NHSU	2544,01	Website	1270
Engasjertligaen	36349,71	Office/printing cost	2000
Fadder	450,62	Bank fees	2500
Event Committee	1020,09	Marketing	500
Total	40364,43	Purchase school sweaters	21200
Future Revenue	Amount	Total	27470
Engasjertligaen	100000	Event Committee	Amount
Ticket sales study trip	380000	Study trip	380000
Ticket sales other events	10000	Other events	15000
Sale School sweaters	20000	Total	395000
Ticket sales "roaring twenties"	9745	Engasjertligaen	Amount
Total	519745	Promotions and end of year party	116349
		Sponsorship NHS FK	5000
		Total	121349
Total			
IB pr. 16.10.2016	40364,43		
Future income	519745		
Costs NHSU	-27470		
Costs Event Committee	-395000		
Costs Engasjertligaen	-121349		
For buffer	-10000		
Total	6290,43		

Attachment 2: Job advertisement communications (short)

Responsibilities:

- NHSU's social media (Facebook, Instagram, Snapchat)
- Publish news on NHSU's website NHSU.no

We are looking for someone who:

- Can communicate well in English and Norwegian
- Is familiar with social media
- Cooperative

Attachment 3: Job advertisement financial officer (short)

Responsibilities:

- Billing
- Payments
- Accounting
- Budgeting

We look for someone who:

- Is structured
- Likes working with numbers
- Is cooperative

Attachment 4: Job advertisement academic coordinator (short)

Responsibilities:

- Gather student feedback in the various courses, as well as entire program.
- Relaying feedback to NHS, together with the president and vice-president of NHSU

We look for someone who is:

- Structured
- Good in both Norwegian and English
- Cooperative



Norsk Hotellhøgskoles Union

Norsk Hotellhøgskoles Union is the student association for anyone studying one-year course in Restaurant Management, Bachelor in Tourism Management, Hotel Management and Hotel Management y-veien, as well as Master students in International Hotel and Tourism Management. We work to improve the students' rights and needs to the social and academic community at NHS. The organization consists of the executive committee, Student Council, Event Committee and Engasjertligaen.

We have a vacant post as

MASTER COORDINATOR

NHSU will at an extraordinary general meeting on October 18 looking at expanding the executive committee. In connection with this, we are seeking candidates for the position as master coordinator. The Executive committee is responsible for the daily operations of NHSU and conducts the Student Council's resolutions.

Responsibilities:

- Ensure relevant information from NHSU reaches master students.
- Working with the academic coordinator with subject and course evaluations from master students

We look for someone who is:

- Studying at the Master's program in NHS
- Cooperative

For questions about the position contact President of NHSU Mia Celine Dammen on telephone 414 63 175 or email leder@nhsu.no.

Interested? Send your CV to post@nhsu.no