

1 **Mandate for The Welfare Council of Oslo and** 2 **Akershus' Cultural Board**

3 Adopted By The Welfare Council 30.05.2016 (Translated 12.03.2018)

4 **Chapter 1 General information**

5 **§1-1 Authority**

6 The Welfare Council Culture Board (hereby The Cultural Board) mission and task is regulated by The
7 Welfare Council's statute §9-1 and §9-2

8 In addition, The Culture Board shall evaluate and issue statements on cases presented by Studentliv,
9 SiO executive board, or The Welfare Council.

10 **§ 1-2 Establishment**

11 The Culture Board is established after the election/establishment meeting.

12 **§ 1-3 Call for Meeting**

13 The leader of the Culture Board or its deputy is responsible for calling board meetings in cooperation
14 with The Welfare Council. The leader of the Culture Board is responsible for ensuring that all
15 members of The Culture Board are informed about next meeting including date and time.

16 **§1-4 Legal Documents**

17 The leader of the Culture Board is responsible for ensuring that board members have access to the
18 legal documents for the upcoming meetings at least a day ahead of the meeting.

19 **§1-5 Meeting Frequency**

20 The Culture Board has meeting on a date set up by the Board itself.

21 Meetings should be held upon the request of at least three board members.

22 **§1-4 Decision-making Capacity**

23 The Culture Board's decision-making capacity is regulated by the statute § 12-3.

24 **§1-5 Delegation of responsibilities**

25 Upon receiving full authority, specific applications can be delegated to one board member or group
26 set up by The Culture Board members for evaluation.

27 **§1-6 Chair**

28 Unless decided otherwise by The Culture Board, The Culture Board's leader or its deputy, chair the
29 board meetings.

30 **§ 1-7 Archiving**

31 Members of The Welfare Council Culture Board shall archive documents of interest for future
32 representatives.

33 **§1-8 Meetings, Rights and Obligations**

34 The following are obligated to be present at the meetings with speaking rights

35 a) Elected members of The Culture Board

36 The following have meeting and speaking rights at The Culture Board meetings

37 b) Members of The Control Committee

38 The Culture Board can by simple majority among members that are present, vote to give an
39 individual without the rights described in the paragraph above a right to be at the meeting, with
40 eventual speaking and suggestion rights. These rights are given for one meeting or specific period
41 during a meeting.

42 **Chapter 2 The Secretary**

43 **§ 2-1 The Culture Board's secretary**

44 The Welfare Council's administration functions as The Culture Board's secretary.

45 **§ 2-2 Areas for responsibility**

46 The secretary is responsible for

- 47 a) Following protocol and in cooperation with the leader, assisting in effective and
48 efficient application evaluation by The Culture Board
- 49 b) Giving applicants information about application systems and grant criteria of The
50 Culture Board
- 51 c) In cooperation with the administration leader, ensure members of The Culture Board
52 receive adequate training
- 53 d) Call in deputies in absence of board members.

54 **§ 2-3 Disclaimer**

55 The secretary is not responsible for the decisions within The Culture Board.

56 **§ 2-4 Procedural Errors**

57 In special cases, the administration of The Welfare Council can appeal The Culture Board's decision to
58 the Control Committee of The Welfare Council when rules and regulation of application evaluation
59 are not properly followed. This shall happen in line with The Welfare Council's statutes § 9-8.

60 **§ 2-5 Protocol Logging**

61 At each board meeting, names of members that were at the meeting, issues discussed and decisions
62 that were made shall be registered.

63 **Chapter 3 Instructions**

64 **§ 3-1 Member's responsibilities**

65 Members are expecting to read and follow

- 66 a) The Culture Board's funding criteria
- 67 b) The Culture Board's statute
- 68 c) Instructions for The Culture Board
- 69 d) The Culture Board's application system
- 70 e) Legal documents before The Culture Board meetings

71 In addition, members are expected to,

- 72 f) Participate in delegating grants
- 73 g) Participate in meetings with their respective groups and evaluate applications
- 74 delegated to them
- 75 h) Orient themselves about each application that is evaluated by The Culture Board.
- 76 This is quite crucial especially if members' evaluation practices deviate from past
- 77 protocol.
- 78 i) Show up at prep meetings, seminars etc. when and if such events are arranged
- 79 j) Participate in audit meetings
- 80 k) Participate in external business meetings, information meetings, meetings with
- 81 applicants and the likes

82 § 3-2 Leader's task

83 The Culture Board's Leader shall

- 84 a) Call in meetings for The Culture Board in cooperation with The Culture Board's secretary
- 85 b) Prepare resolutions for all applications
- 86 c) Prepare notes and proposals for the meetings regarding current applications and issues The
- 87 Culture Board aims to follow up
- 88 d) Have the executive responsibility to follow up The Culture Board's action plan
- 89 e) Have the executive responsibility to follow up on meetings with applicants when such
- 90 meetings are arranged
- 91 f) Function as The Culture Board's contact person for media, educational institutes, SiO, The
- 92 Welfare Council and others
- 93 g) Have responsibility to communicate with the secretary and follow up with The Culture Board
- 94 h) Have the executive responsibility of preparing preliminary budget and yearly action plan.
- 95 i) Write a proposal for a yearly plan
- 96 j) Upon receiving full authorization, follow up and work on cases alone in periods where The
- 97 Culture Board can't hold meetings
- 98 k) Have regular contact with The Welfare Council's executive committee

99 Chapter 4 Other Provisions

100 § 4-1 Impartiality

101 Impartiality is regulated by The Welfare Council's statute §13-4.

102 The Culture Board members must recuse themselves during evaluation of applications from
103 associations where they are active members. This ensures that The Culture Board makes
104 independent decision.

105 The Culture Board members cannot participate in evaluation of applications that they have sent in
106 themselves as a member of an association.

107 **§4-2 Legitimacy**

108 This mandate is part of The Welfare Council's statute and additional regulations. Amendments of the
109 mandate are regulated in the statute §13-2 and its subsections.