



APPLIES TO ACADEMIC YEAR 2011/2012

## **ELE 3737 Working in executive committee's**

### **Programme**

Elective

### **Responsible for the course**

Elbjørg G Standal

### **Department**

Department of Innovation and Economic Organisation

### **Term**

According to study plan

### **ECTS Credits**

7,5

### **Language of instruction**

Norwegian

### **Introduction**

The course will cover central problems and theories related to holding board positions in the private and public sectors, as well as in NGOs and committees. An understanding of the correlation between the enterprise's or organization's goal and its management system is a vital element in this course. Emphasis will be placed on the practical organising and processes in the boardroom. Relevant themes from the public debate will be discussed in the course.

### **Learning outcome**

#### **Acquired knowledge**

- Students are to be able to discuss theoretical aspects of board and committee work in a practical perspective.
- Students will be familiar with the main laws and external conditions that boards and committees must relate to.
- Students must be familiar with central principles for financial management, communication and decision making processes

#### **Acquired skills**

- Develop methods for interaction between the general manager and the board
- Develop methods for controlling the dispositions performed by the management
- Develop systems for building networks and alliances

#### **Reflection**

- Be conscious of the role of board or committee members.
- Be conscious of the responsibilities and commitments that board and committee members have towards various stakeholders.
- Be conscious of the ethical problems involved in being a board member, chairman of the board or committee member.

### **Prerequisites**

No formal prerequisites are required, but students should have an insight into leadership and organisational behaviour at a bachelor level, as well as a basic economic understanding at the same level. Experience from and an interest in student union work will be an advantage.

### **Compulsory reading**

#### **Books:**

Bråthen, Tore. 2008. Selskapsrett. 3. utg. Focus: Universitetsforlaget

Huse, Morten. 2011. Styret : tante, barbar eller klan?. 4. utg. Fagbokforlaget

#### **Other:**

Aksjeloven av 13. juni 1997, nr. 44. (Bør være etter 01.01.2010)

### **Recommended reading**

#### **Books:**

Levorsen, Stein O. 2010. Styrearbeid i praksis: innføring i styrets hovedoppgaver og arbeidsform med eksempler og bedriftshistorier. 7. utg. Universitetsforlaget  
 Standal, Elbjørg Gui og Arild I. Søland. 2009. Håndbok i økonomi for styremedlemmer. 2. utg. Universitetsforlaget. ss 9-117

### Course outline

- Formal laws, statutes, regulations and decrees that are important for board and committee work and for each member's responsibility and authority.
- The Limited Companies Act of 1997
- The Brønnøysund Register: formal registration and reporting obligation
- The board's responsibility for developing the organization's overall management tools, the relationship with the outside world, networks and internal and external communication
- Theoretical perspectives on board work
- The board's responsibility in relation to the finance and accounting functions.
- The board's tasks seen from the owners', company's and members' perspectives
- Division of responsibilities between owners, board and company management. Role conflicts
- Cooperation between board, committee and general management
- Formal structure and informal interaction
- The board and situational circumstances
- Evaluation of the work of the board and committee.

### Computer-based tools

Computer-based tools are not required.

### Learning process and workload

The course is given over five full days of seven teaching hours each in the course of one semester. During this period the students are required to complete and present one paper.

Students are expected to be active in class.

Recommended workload:

Activity	Workload
Participation in teaching	30
Participation in review of teamwork	5
Preparation for presentation in class	10
Self-tuition – curriculum	55
Exam – term paper	100
<b>Total recommended workload</b>	<b>200</b>

### Use of hours

30 hours of teaching  
 5 hours of presentation reviews  
 9 hours of supervision  
 1 hour management of learning process  
 45 hours in total

### Examination

At the end of the course the students must hand in a term paper. The term paper will be set at the beginning of the semester and must be submitted at the end of the semester. It is to be written individually or in groups of up to 3 students and must include a report on the students' interview of four experienced board members.

### Examination code(s)

ELE 37371 Term paper which accounts for 100% of the grade in the course ELE 3737 Working in executive committee's, 7.5 ECTS.

### Examination support materials

All support materials are allowed.  
 Examination support materials at written examinations are explained under exam information in our web-based Student handbook. Please note use of calculator and dictionary.  
<http://www.bi.edu/studenthandbook/examaids>

### Re-sit examination

A re-sit examination is held in connection with the next scheduled exam in the course.

### Additional information

