

RECRUITMENT OF UNION ASSEMBLY CHAIR AND DEPUTY CHAIR

TERMS OF REFERENCE

1. GENERAL

- 1.1. These terms of reference are regarding the recruitment process for the Union Assembly Chair and Deputy Chair and should be treated as an appendix to the Union Assembly and Procedures for Union Assembly bye-laws.
- 1.2. Amendments to the terms of reference shall be ratified by Union Assembly.

2. RECRUITMENT PANEL

- 2.1.1. The recruitment panel for the position shall be made up of between 6 full, voting members of Union Assembly with administrative support from Students' Union staff.
 - 2.1.1.1. Panel members must remain full, voting members of Union Assembly throughout the entire recruitment process.
- 2.1.2. The panel shall be selected by Union Assembly and approved via a simple majority vote of Union Assembly.

3. APPLICATION

- 3.1. All full-members of the Students' Union may apply for the post of Chair. Applicants must submit applications in the recognised format, via the correct mechanism, and before the published deadline to the Students' Union.
- 3.2. The Deputy Chair post shall not be advertised separately. Both post holders shall be drawn from the pool of applicants for the position of Chair.
- 3.3. Applicants will have at least 10 working days to submit their application.
- 3.4. Members of the recruitment panel must disclose any conflicts of interest or connections to applicants but do not need to excuse themselves from the process.

4. SELECTION CRITERIA

- 4.1. The selection criteria for the post shall be agreed by Union Assembly.
- 4.2. Selection criteria must be communicated clearly to applicants.
- 4.3. The recruitment panel shall use these criteria to assess the quality of applications. Applicants will be scored against each criteria, those with the highest scores shall progress onto the next stage.

5. INTERVIEW

- 5.1. The recruitment panel may decide the best and most inclusive method of interviewing and assessing candidates beyond application.
- 5.2. The panel will be supported by Students' Union staff to interview in a fair and inclusive manner.

6. MAKING A DECISION

- 6.1. The recruitment panel have authority to appoint candidates of their choosing to the post of Chair and Deputy Chair subject to relevant employment checks.
- 6.2. Decisions must be communicated to Union Assembly following the successful applicants' acceptance of the roles.
- 6.3. The Chair and Deputy Chair should start in-post before the paper submission deadline of the first Union Assembly meeting of the year, providing ample time for adequate training and induction.

7. ACCOUNTABILITY

- 7.1. The recruitment panel are accountable to Union Assembly. Complaints against their conduct should be made via the Students' Union's complaints process.
- 7.2. Union Assembly has the power to dissolve or re-constitute the recruitment panel as they see fit.