

## Union Assembly Chair   Job Description

<b>Job Title:</b>	<b>Union Assembly Chair</b>
<b>Pay:</b>	the successful candidates will be paid a stipend from the Students' Union at the end of the contract period. The stipend amount will be equivalent to the £100 per full Union Assembly meeting Chaired.
<b>Contract length:</b>	6 month contract (November 2023 to April 2024)
<b>Department/College:</b>	Students' Union
<b>Directly responsible to:</b>	Union Assembly, VP Union Development, Student Insight & Voice Manager
<b>Supervisory responsibility for:</b>	n/a
<b>Other contacts</b> <b>Internal:</b> Staff: Advocacy & Governance Manager Student Insight & Voice Manager, Campaigns & Democracy Coordinator. Union Assembly: Full-Time Officers, Liberation & Campaigns Officers, Society and Sports delegates, Faculty Student Academic Reps, College Presidents, Union Assembly Delegates. <b>External:</b> Other Students' Unions, NUS ,and others as interested in Union Assembly.	
<b>Purpose of Post:</b>	To chair the Union Assembly.
<b>Major Duties:</b>  <b>Before Union Assembly Meetings</b> <ol style="list-style-type: none"><li>1. Collate agenda items and ensure authors comply with the paper deadline.</li><li>2. Liaise with paper authors to submit concise, clear, and informative matters to Union Assembly.</li><li>3. Oversee the creation of a functional agenda ready for circulation and publication one week before meetings.</li><li>4. Receive apologies and other queries from Union Assembly members and other members of the Students' Union.</li></ol> <b>During Union Assembly Meetings</b> <ol style="list-style-type: none"><li>5. Manage the agenda to ensure all substantial items are discussed.</li><li>6. Establish ground rules and facilitate respectful debate and discussion.</li><li>7. Ensure all members have an equitable opportunity to speak, listen and contribute in an appropriate manner.</li></ol> <b>After and Outside Union Assembly Meetings</b> <ol style="list-style-type: none"><li>8. Monitor agreed actions and ensure policy decisions are communicated to relevant and impacted parties.</li><li>9. Circulate and publish minutes, action logs, and other outputs of the meeting.</li><li>10. Call and chair emergency meetings of Union Assembly and seek digital, asynchronous approval for matters when necessary.</li></ol>	

**General responsibilities of Union staff**

1. As a member of Students' Union staff, behave in such a way as to reflect the values and objectives of the Union, modelling these for all students as appropriate, and effectively representing the organisation at all times.
2. To undertake any other duties commensurate with the level and nature of the post and the goals of the Students' Union, and follow Union policy to support the achievement of its wider mission and goals.
3. A flexible approach to work will be required as although the role is primarily day-time based it may include occasional unsociable hours.