**Role Description:**

# VOLUNTARY AGM AND NATIONAL CONFERENCE

**CHAIR** (elected position to June 2021)

**OVERALL PURPOSE OF THE ROLE:**

To serve as the elected Chair of the AGM and National Conference for the AIUK Section. To maintain orderly business and debate at the AGM.

**GENERAL RESPONSIBILITIES:**

1. Chair AGM planning and review meetings, held between October and July in London Human Rights Action Centre (HRAC)
2. Chair the AGM and National Conference
3. Maintain order and debate during the AGM business
4. Advise the Board and Amnesty members on AGM business (resolutions)
5. Assist the Standing Orders Committee (SOC) in advising and supporting Working Party Chairs, in the lead up and at the AGM.
6. May act as an official rules advisor at Working Parties.
7. To appoint Working Party Chairs and Secretaries ahead of the AGM.

**NATURE OF THE ROLE:**

* + The position is a voluntary one. AGM expenses and travel will be paid.
	+ The post is elected for one year (until the next AGM), where the role will be up for re-election for a maximum of three years.
	+ The AGM Chair is supported by the Standing Orders Committee. It is vital you have experience of Amnesty AGMs.
	+ If any EGMs are called the AGM Chair will chair these as well.

 **PERSON SPECIFICATION:**

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| **Desirable skills & experience:**    |
| **Knowledge/Experience:**  | AIUK Articles of Association  |
| Standing Orders  |
| Working in committees  |
| Working to deadlines  |
| **Skills:**   | Understand and interpret the rules of AIUK  |
| Communication skills; oral, verbally and in writing  |
| Chairing at large meetings/seminars  |
| Explaining complex ideas/processes  |
| Listening and understanding  |
| Decision making: ability to absorb and interpret information and to use this as the basis for reaching informed decisions  |
| Interpersonal skills: ability to relate easily to colleagues and staff, as part of a team  |
| Impartiality  |
| Tact and diplomacy  |
| **General:**   | Commitment to the role of the SOC  |
| Energy and enthusiasm  |
| Availability to attend AGM Review Group meetings at Human Rights Action Centre four times per year, as well as for increased activity in the lead up to the AGM & National Conference  |
| Commitment to the aims, objectives and values of AIUK  |
| Commitment to AIUK’s Equality and Diversity policy  |