**Role Description and Nomination Form:**

**Working Party Chair**

**Background: About the AGM & National Conference:**

The AGM & National Conference is a packed weekend bringing together Amnesty International United Kingdom Section (AIUKS) activists from all over the country. The event is a mix of the more business-based AGM and the activism-focused National Conference.

All members and groups have the right to vote on decisions at the AGM, which touch on a range of topics, from how the charity is governed to campaigning issues. This is also the place where the UK membership can put forward their opinions on International decisions.

**The Role:**

Help make a difference by volunteering as a Working Party Chair for AIUKS. We are seeking Amnesty members to facilitate debate, maintain order and keep to time during Working Parties at the AGM.

Amnesty International is a member led organisation and the Working Parties are an essential part of the AGM. It allows small group discussions of around 50 people on resolutions, and agrees the wording to any amendments to those resolutions.

There are up to four Working Parties at the AGM, so we need up to four Chairs. The Chairs are supported by a Rules Advisor who will rule on procedure and a Secretary who will note the results. The Working Parties can become heated and it is important for you to be able to keep good order, without stifling debate.

You will need to become familiar with the resolutions for that Working Party, the Guidelines for Working Parties and Standing Orders. You will work closely with the Standing Orders Committee and the AGM Chair.

You will attend a briefing in London Human Rights Action Centre in Spring (date tbc) 2020 and you will chair one 1 ½ hr Working Party at the AGM on Saturday 20 June 2020, with a debrief afterwards at the AGM.

The period of commitment is the briefing in Spring (date tbc) and the AGM in June 2020.

AGM expenses and travel costs will be paid.

The post is voluntary and is appointed only for the 2020 AGM, though it is useful to have experienced Chairs that are willing to do the role at future AGMs.

**Skills Required:**

Essential

* Attendance at the AIUK AGM on 20 and 21 June 2020
* Experience of Amnesty AGMs and Working Parties
* Experience of chairing meetings
* Good understanding of Working Party Guidelines
* An understanding of Standing Orders
* Ability to absorb and interpret information and to use this as the basis for reaching informed decisions
* Excellent communication skills and ability to listen
* Ability to relate easily to colleagues and staff, as part of a team
* Ability to remain clear, fair, and impartial
* Ability to remain tactful and diplomatic
* Reliable and punctual
* Decisive and confident
* Commitment to the aims, objectives and values of AIUKS
* Commitment to AIUKS’s Equality and Diversity policy
* Amnesty membership

Desirable

* Experience of shadowing a Working Party Chair in a previous year
* Availability to attend the Spring briefing (date tbc)