**Role Description:**

**VOLUNTARY STANDING ORDERS COMMITTEE**

**(SOC) MEMBER**

(elected position from June 2021- June 2024)

**OVERALL PURPOSE OF THE ROLE:**

The SOC consists of three members who are elected annually at the AGM. Standing Orders are the rules under which general meetings are conducted. The role of the Committee is to apply the Standing Orders to all business relating to AGMs and EGMs. The SOC advises the chairperson during general meetings and, in addition, the SOC updates the Standing Orders to reflect changing needs and external legal requirements. The SOC submits a report and any suggested changes to Standing Orders to each general meeting for ratification. Candidates for election need to be available for AGM/EGM preparatory meetings and reviews, as well as attending the AGM/EGMs. Must be an Individual Member of AIUK.

**GENERAL RESPONSIBILITIES:**

1. Attend AGM planning and review meetings, held between October and July in London Human Rights Action Centre (HRAC).
2. Attend resolution planning meeting, held in January.
3. Review Standing Orders.
4. Advise the Board and Amnesty members on AGM business (resolutions).
5. Advise and support Working Party Chairs, in the lead up and at the AGM.
6. Advise and support AGM Chair, in the lead up and at the AGM.
7. Act as official rules advisor during the AGM, at Working Parties and at Plenary.

**NATURE OF THE ROLE:**

* + The position is a voluntary one. Expenses will be paid.
  + The post is elected for three years (until the AGM) where the role will be up for re-election.
  + The committee is three people strong and the committee needs to work together to support one another.
  + It would be desirable to have experience of Amnesty AGMs.

**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 |