**Role Description and Nomination Form:**

# VOLUNTARY AGM CHAIR

# (elected position June 2024-June 2025)

**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
3. Maintain order and debate during the AGM business
4. Advise the Board and Amnesty members on AGM business (resolutions)
5. If Working Parties are required, appoint Working Party Chairs and Secretaries ahead of the AGM and assist the Standing Orders Committee (SOC) in advising and supporting Working Party Chairs (potentially acting as a Working Party rules adviser if necessary).

**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. One may serve as AGM Chair for a maximum of three consecutive 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 preparation meetings approximately 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  |

**NOMINATION FORM 2023-24**

Amnesty International UK Section

**AGM CHAIR**

(1-year role from June 2024)

Points to note:

* + The proposer should ensure that the person named is willing to be nominated and they countersign the nomination below to confirm
	+ A postcode will be required to confirm the membership of both the nominee and the proposer. Anyone unsure of their membership status should check with the Supporter Communications Team on 020 7033 1777
	+ The Nominee should complete the election statement (100 words max)

Please send your form to returningofficer@amnesty.org.uk by **11am Saturday 22 June 2024** (at the latest)**.**

NAME OF NOMINEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PROPOSER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Election Statement:** **In no more than 100 words please give your own personal statement indicating why you are standing as a candidate.** If an election is required, you will be given the opportunity to read your election statement out at the AGM. The wording you include here will be the words to be read out. If you cannot attend the AGM, the Returning Officer will read it out on your behalf.

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