

## **Role Description**

### **Excerpt from The Constitution and Rules of the Students' Union (Rule 9)**

#### **STUDENT ASSOCIATIONS**

##### **4. THE CHAIRPERSON**

- 4.1 Each Association shall have a Chairperson, who shall be a Student Member of the Union, at the time of their election and for the duration of their term of office.
- 4.2 The Chairperson shall be elected in the second semester in a cross-campus ballot of the eligible electorate, as in Council elections.
- 4.3 The Chairperson shall:
  - 4.3.1 Shall lead, direct and coordinate the activity of the Association, accountable to the committee.
  - 4.3.2 Shall be concerned with general issues relating to the group of students represented by the Association.
  - 4.3.3 Shall be responsible for liaison with organisations, both external and internal to the University, which are relevant to the group of students represented by the Association.
  - 4.3.4 Shall represent the interests of the group of students represented by the Association to the Executive Management Committee and the Students' Union Council.
  - 4.3.5 Shall campaign on issues that impact upon the student experience of the group of students represented by the Association.
  - 4.3.6 Shall encourage greater involvement in Union affairs by the group of students represented by the Association.
  - 4.3.7 Shall be recognised by the Students' Union as a lead representative for the group of students represented by the Association.
  - 4.3.8 Shall attend all training required by the Students' Union.
  - 4.3.9 Shall be entitled to attend meeting of the Executive Management Committee, with speaking rights.
  - 4.3.10 Shall be a full voting member of the Students' Union Council.
  - 4.3.11 Shall produce such reports as required to the Executive Management Committee
  - 4.3.12 Shall produce one report to Council in each semester on their activities and the activities of the Association, as required by the Students' Union.

- 4.4 The Chairperson may take a recess from their duties and responsibilities by submitting notice to the Union President, through the Clerk of Council and by issuing notice to the committee of the Association. The notice shall detail the period of any recess. The Students' Union shall maintain regular and appropriate contact with a Chairperson during a period of recess.
- 4.5 In the event of the post of Chairperson taking a period of recess, or resigning from their post, the committee shall elect a committee member to act as Deputy Chairperson. The Deputy Chairperson shall undertake the duties and responsibilities of the Chairperson as agreed by the committee. The committee may agree to describe the duties and responsibilities of the Chairperson amongst members of the committee. The Deputy Chairperson may attend meetings of the Students' Union Executive Management Committee but may not undertake the Chairperson's membership of the Students' Union Council.
- 4.6 In the event of the post of Chairperson becoming vacant, the Students' Union shall organise a bye-election as determined by the Returning Officer.