

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Chair

Department: Student Activities

Opportunity: Being the Chair of a club/society offers an opportunity to be involved in the day to day running of a club/society you enjoy. As Chair, you will be the figure head of your club/society, conduct and oversee all committee meetings and be the voice of your club/society at either Athletic Union or Societies Council.

Benefits:

- CV enhancement
 - Hours can be accredited to volunteering
 - Hands on experience of working with your peers
 - Enhancement of like skills
 - Experience of managing budgets
 - Experience of working in a democratic environment
 - Time management
 - People management
 - Experience of sitting on committees
 - Experience in conducting meetings
 - New friendship groups outside of just your course and house mates
 - Being part of the largest collective group of students in the Students' Union
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Duties and responsibilities:

The chair shall lead the executive committee and conduct any club/society meetings. They shall ensure that meetings are organised and conducted in a proper manner and that all points of discussion are received in plenty of time before the meeting. The chair is responsible for liaising with the SU and the VP Student Involvement. Acting as the principal officer and spokesperson for the club/society the chairperson is responsible for:

- Deciding the agenda with the secretary for each meeting ensuring meetings are structured and to the point
 - Chairing meetings and ensuring that all items on the agenda are discussed fully in addition to any other important issues raised by the members
 - Representing the club/society at sports and societies meetings
 - Making major policy decisions concerning the club/society
 - To have overall responsibility for the club, including its continued development
 - Encouraging and maintain harmony within the committee and the club/society as a whole.
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Training and support:

As a club/society chair you will be given training prior to the commencement of the academic year with regards to how to most effectively manage your time as chair and your roles and responsibilities. You will also receive an Athletic Union/ Societies handbook to refer to throughout the course of the year. As a chair you will have the full support of your fellow committee as well as the resources offered from the Student Activities team including use of email, and telephone facilities, assistance with any issues that may arise within the smooth running of your club/society.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:

<input checked="" type="checkbox"/> Written Communication	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Languages
<input checked="" type="checkbox"/> Teamwork	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Physical Fitness
<input checked="" type="checkbox"/> Organisational Skills	<input checked="" type="checkbox"/> IT	<input checked="" type="checkbox"/> Networking
<input checked="" type="checkbox"/> Verbal Communication	<input checked="" type="checkbox"/> Community Awareness	<input checked="" type="checkbox"/> Creativity
<input checked="" type="checkbox"/> Time Management	<input checked="" type="checkbox"/> Problem Solving	<input type="checkbox"/> Environmental Awareness
<input type="checkbox"/> Marketing	<input checked="" type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Project Management
<input checked="" type="checkbox"/> Delegation	<input checked="" type="checkbox"/> Cultural Awareness	<input type="checkbox"/> Mechanical Skills
<input checked="" type="checkbox"/> Financial Management	<input type="checkbox"/> Numeracy	<input type="checkbox"/> Learn a New Skill

Time commitment: approximately 20 hours a month

Fixed:

- Attend training for your relevant team, if you are a player. 1.5 hours a week (Club only)
- Attend sessions for your relevant society.
- Committee meetings. 2 hours at least once a month
- Attend Athletic Union/Societies Council

Responsible to: Athletic Union/Societies Council and Activities Coordinator

Operates alongside: Athletic Union/Societies Council, the rest of its club/society committee and the Student Activities team

For further information contact:

Clubs: sport@bucks.ac.uk

Societies: susocieties@bucks.ac.uk

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