



BUCKS STUDENTS' UNION OPPORTUNITY PROFILE

Role	Union Council Chair
Department	Representation
Reports to	The Representation Team
Locations	Most meetings will be held online or on campus
Important dates	Union Council meeting dates Union Council planning (pre-meet) dates
Opportunity	As Chair, you will be responsible for the running of the council and ensuring that all members have the chance to raise and discuss any ideas or issues within the meeting. You shall lead the Council and prepare for the meetings with members of the Students' Union Staff in advance. You will ensure that meetings are organised, promoted, and conducted in a proper manner and that all points of discussion are decided upon and distributed in plenty of time before the meeting
Responsibilities	• Liaise with the Representation Team and Elected Officers ahead of each Union Council. • Represent the interests of all members of Union Council and attend all relevant meetings. • Decide the agenda with the Representation Team and Elected Officers for each meeting, ensuring meetings are structured and to the point • Chair meetings and ensure that all items on the agenda are discussed fully, as well as any other important issues raised by the members • Ensure all members are represented fairly at Council meetings • Liaise with the members of the Council
Standards required	• The post holder will be a current student • The post holder will need to act in a polite, friendly, and helpful manner. • The post holder will always display the highest standards of integrity and honesty • The post holder will observe high standards of punctuality The post holder will be aware and respectful of equal opportunities and sensitive to diversity.
Person specification	• General knowledge of the Students' Union • Effective communication skills • Ability to work as part of a team • Basic digital skills • Ability to work in a democratic student environment and adopt the values of BSU

Time commitment	Approximately 4 hours a month • Attend Union Council meetings throughout the year (each meeting approx. 2 hours) • Meet with the Representation Team and Elected Officers to decide the agenda ahead of each meeting • Liaise with committee members to raise any agenda points
Skills gained	Participating in this opportunity will enable you to develop and practice the following skills: • written communication • teamwork • organisational skills • verbal communication • time management • marketing • delegation • citizenship • decision making • IT • problem-solving • leadership • cultural awareness • networking • creativity
Benefits	• CV enhancement • Accredited volunteering hours • Hands-on experience working with your peers • Experience of working in a democratic environment • Time management • People management • Experience of sitting on committees • Experience in conducting meetings • Being part of the largest collective group of students in the Students' Union
For more information, contact	Lucy Ryan Student Experience Manager lucy.ryan@bnu.ac.uk 01494 601 600