

Association Chair

April - March, Part-Time, Voluntary

Aim

To act as an impartial advisor to all elected officers and members of Councils as well as the general student body. To promote accessibility and transparency.

Key Responsibilities

What you will be doing

- You are the Chief Administrative Officer of the Association
- You chair the Students' Representative Council (SRC), the Student Services Council (SSC) and the Students' Association Executive Committee
- You are an impartial advisor to all officers/students
- You should aim to promote accessibility and transparency

How you will be doing it

- Setting the timetable for meetings, booking the meeting rooms, giving sufficient notice of said meetings, compiling the agenda, circulating it in advance to the members of Councils as well as the general student population, reviewing/circulating minutes, updating the Laws/Standing Orders and keeping the website/other relevant online forums up to date
- Chairing the SRC/SSC/SAEC/ is quite mentally exhausting at times so you need to make sure you have an in depth knowledge of the Laws/Standing Orders because you need to make sure the meetings are run in a technically correct and fair manner
- As an advisor, you need to be willing to sacrifice a lot of your time meeting with students and officers to help them make

- their ideals a reality while operating within the framework of the SA laws
- Promotion of accessibility and transparency is something which you have a little more freedom with—e.g. campaigns, drop-in sessions

Useful Skills or Characteristics

- A strong knowledge of the Governance structures in the SA, or a willingness to learn quickly
- A strong knowledge of the Laws and Standing Orders of the SA, or a willingness to learn quickly
- Diplomacy
- Confidence speaking in front of large groups
- Ability to articulate complex ideas
- Enthusiasm about the administrative and legal side of SA
- Willingness to help others
- An appreciation of democratic procedure
- Organisation
- Timekeeping

Skills you can expect to learn and develop

- All the areas highlighted under useful skills or characteristics will be galvanised over your term

Expected Time Commitment

18-30 hours a week.

Further questions

Please email the current holder of this post, on sachair@st-andrews.ac.uk if you have any questions about this role.