

# CHAIR OF GUILD COUNCIL ROLE DESCRIPTION 2021/22

## CHAIR OF GUILD COUNCIL

### ROLE OVERVIEW

One of the ways your Students' Guild is student-led is through Guild Council. Guild Council is a group of elected student representatives and it sits at the heart of the Students' Guild. It exists to represent all students: all students have the right to bring issues for Guild Council's attention and all students can attend. Guild Council does a number of things:

- It is the democratic forum for students.
- Enables the proposal, discussion, and decisions on student policy for the Students' Guild.
- Scrutinising the activity of the Guild and the performance of the Officers.
- Approving student and external Trustees of the Students' Guild.
- Approving changes to our governance (the Articles and Byelaws).

The current members of Guild Council are the Full-Time Officers and College Officers. To find out more about Guild Council, see the [website](#). For the year 2021/22, Guild Council has chosen to appoint an independent Chair of Guild Council.

### RESPONSIBILITIES

The responsibilities and duties of the Chair of Guild Council include:

- Attend and fairly chair all meetings of Guild Council and Student Members' Meetings.
- To ensure the meetings of Guild Council are orderly and fair so that members and students can fully participate.
- To have knowledge of and apply the Guild's governance to ensure Guild Council is compliant.
- Attend or complete all training offered for this role.

The Chair of Guild Council is not a member of Guild Council (they do not have a vote), nor is it a representative role (they are not elected to represent the views of students). The role is to facilitate the student decision making of Guild Council.

### IMPORTANT INFORMATION

- You must be a **student** at the University of Exeter (and remain a student for the whole academic year 2021/22). This role ends 15 July 2022.
- This is a **part-time** role which will be approximately 3-4 hours a month in term time.
- This role is **paid**: you will be reimbursed for the hours taken to set the agenda and chairing meetings at (£9.00-£9.99 per hour, depending on age). You must have the right to work in the UK (check your visa).
  - There are 2-3 meetings of Council per term, plus one Members' Meeting per year.
  - This would come to around 30 hours maximum per year.
- To find out more about this role, contact the Voice Team at [voice@exeterguild.com](mailto:voice@exeterguild.com).

## PERSON SPEC

Skill	Where you use the skill at Council
Impartiality	Being an impartial Chair, ensuring that you do not bring your own opinion into discussions or attempt to bias votes or discussions.
Public Speaking	Being able to talk to people present in the room and over hybrid connections for most meetings; being confident and approachable when speaking.
Time Keeping	Being on time to meetings, and sticking to suggested timings for agenda items. Being able to close ongoing conversations when time is being over-run.
Team Work	Working with staff and the members of Guild Council to ensure that the meetings are friendly, welcoming and not exclusionary or cliquey.
People Skills	Being approachable to ordinary student members in meetings, so that they are welcome and feel safe to speak their views.

Many of these skills are used in other roles, including some you might have had as part of a job or as a school prefect, school council member or head boy/girl, or society committee.