Union Chairperson

The Union Chairperson is responsible for the running of Senedd. Working with other officers, they actively promote Senedd meetings and ensure that debates are fair, open and any decisions made are transparent and democratic.

Responsibilities of Union Chairperson

The Union Chairperson(s) shall be responsible for:

1. Working with the Llywydd's and relevant staff to organise Senedd Meetings and Annual General Meetings, ensuring well publicised and organised Meetings.
2. Effectively chairing Senedd and Annual General Meetings having a strong understanding of the requirements of the Undeb Aberystwyth Constitution. Consulting with the relevant staff and officers to ensure that a positive approach is taken in the interpretation of the Undeb Aberystwyth Constitution.
3. Ensuring that procedures of Senedd Meetings and Annual General Meetings are well understood by Undeb Aberystwyth members.
4. Ensuring that Undeb Aberystwyth rules and standards of behaviour are adhered to at Senedd Meetings and Annual General Meetings, particularly with respect to Undeb Aberystwyth's core policies.

Responsibilities of all Volunteer Officers

- To attend all appropriate Undeb Aberystwyth and University meetings including Senedd Meetings and Forums.
- To act in a professional and appropriate manner always.
- To ensure that all decisions and actions are taken in line with the Undeb Aberystwyth constitution and current Undeb Aberystwyth policy.
- To be prepared to report on the progress of the work under their remit.
- To regularly meet and liaise with relevant Officer Trustees and staff members.
- To attend relevant meet and greets throughout the year.
- To attend all training relevant to their role.

The Volunteer Officer (also referred to as "Part-time" Officer) Portfolios are not intended to be exhaustive list of the procedures and tasks carried out by the officer(s). It does

however set out the main expectations of Undeb Aber in relation to the post-holder's duties and responsibilities.

For more information: Check out our constatation