

## Chair Societies Executive Committee

### Aim

The Chair Societies is responsible for representing the interests of and the supervising Societies at Hull University Union.

### Key responsibilities

- Chair the Societies Executive Committee;
- Attend Union Council and Activities Zone meetings;
- Work with the appropriate Union staff to ensure the safety and legality of all society events;
- Represent Societies on Union Council;
- Ensure the election of the Societies Executive Committee;
- Organise Societies Council;
- Organise Societies Annual General Meeting;
- Organise Societies Executive Committee Meeting;
- Assist in organising the annual volunteering awards;
- Promote cross society activities;
- Ensure societies follow all the relevant regulations.

### Useful skills or characteristics

- An interest in societies and HUU governance
- Effective time management
- Be adaptable and communicative
- Good organisational skills

### Skills you can expect to learn and develop

- Develop communication and liaison skills.
- Gain a greater knowledge of HUU structures.
- Gain experience organising events and running meetings.
- Improve time management skills.

### Expected time commitment

On average you will spend between 6-8 hours a week on this role. Some weeks will be more demanding than others.

### Further questions

Please email the current office holder of this post, Elizabeth Palmer on [E.S.Palmer@2012.hull.ac.uk](mailto:E.S.Palmer@2012.hull.ac.uk) or the responsible Sabbatical Officer, Kathy Brook on [hvu-activities@hull.ac.uk](mailto:hvu-activities@hull.ac.uk) if you have any questions about the role.

