

## Network Chair Role Guide

**Role: Chair**

The Chair shall oversee the organisation and management of the Network and the Committee as a whole; ensure the committee's accountability to Members and the Students' Union; and represent the Group to all external interests. They ensure that the Network represents its members, attend (or send a nominee) to key Students' Union meetings like Student Council and Welfare and Inclusion Council and are the main spokesperson for the Network. The Chair ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed, and effective decisions taken, communicated and enacted.

**Time Commitment:** Varying throughout the year with an average of 5-10 hours a week

**Responsible to:** Student Council, the SU President, your Network committee, members of your Network and Student Representation Oversight Group

**Mandatory Duties & Responsibilities:**

- Be the main point of contact for the Network with students, the SU, the University and the wider community.
- Take responsibility for leading the Network and for building the Network's reputation.
- Ensure that the Network is representative and champions the views of all its members within the SU, to the University and to the wider student body. Networks should aim to represent the full diversity and Intersectionality of their cohort and act in line with the Students' Union's vision and values.
- Ensure the sustainability of the Network by being a visible advocate for the group to ensure the longevity and success of the group
- Attend Student Council and Welfare and Inclusion council as the lead representative of the network (this can be delegated to the Vice Chair at the Chair's discretion). When you are unable to attend, it is your responsibility to ensure that the Vice Chair is invited and if they can attend, they should report back to you.
- Ensure the Network has regular committee meetings
- Take responsibility for managing the committee including planning and running meetings according to the constitution.
- Ensure any decisions taken by the committee are communicated to all members of the Network

- Act as a co-signatory of the Network budget (with the Vice Chair) that is held by the Students' Union
- Work with the Vice Chair to ensure that funds are spent properly in the best interests of the Network - ensuring that a report of how the budget is spent is included in the end of year review
- Work with the Vice Chair to organise two open meetings per academic year (one in each semester)
- Work collaboratively with the Chair on at least one campaign and/or policy submission during the academic year
- Work with the Vice Chair to hold a minimum of one event or trip each semester.
- Monthly updates should be provided to the SU regarding Network activity. This should be signed by both the Chair and Vice Chair. This is IMPORTANT when it comes to receiving your bursary at the end of each semester. Should you fail to provide monthly updates to the SU within the provided time frame then your role will be considered voluntary.
- Work collaboratively with the Vice Chair and the SU on at least one campaign and/or policy submission during the academic year
- To raise any concerns about the conduct of members with the SU President or relevant members of SU staff.
- Work with the Union and Vice Chair to help recruit for incoming committee
- To lead the development of a positive, inclusive culture particularly when addressing sensitive issues. This will include setting shared and agreed principles for how the Network members will interact with each other.

**Additional Duties & Responsibilities:**

- Work with the Vice Chair to hold regular socials for their members.
- Engage in democracy during SU Leadership elections, encouraging members to look at candidates and cast their vote and invite candidates to meet the Network members.
- Encourage the Network to collectively attend events organised by other Networks, Sports Clubs, Societies and the SU.
- Take the lead on identifying potential sources of income, including fundraising activities, sponsorship opportunities, grant applications and fundraising.

**The Following apply to both committee members:**

- Attend/complete any training provided by the SU within your first semester in the role.
- Ensure the Network's mini site is up to date on the SU's website.
- Sign post any member of the network who needs support to the SU or appropriate services within the University.

- Work with the Students' union to recruit members for the Network, using avenues such as Welcome Festival and Refreshers fayre to do so.
- Ensure members are regularly updated on what is happening through the email function on the website and work together to communicate with members and ensuring that members have the opportunity to communicate back.
- Take responsibility for ensuring that the network's equipment, materials and kit is safely and securely stored and is maintained in an appropriate manner, in line with Bye Law 5 (Student Networks).
- Follow SU Procedures when holding events and socials such as health and safety, completing risk assessments in a timely manner before an event/trip.
- To be supportive of and an ambassador for the Students' Union and the University, supporting the Union's visions, values and priority campaigns.
- Be familiar with the Network Constitution and follow any Network rules and committee procedures.
- Be aware of the constitution, byelaws and regulations of Worcester Students' Union and be familiar with where to find these.
- Ensure the network operates on a basis of inclusion and that no member is discriminated against.
- Ensure the network acts in accordance with the [Union's Code of Conduct](#).
- Ensure the network complies with data protection legislation (GDPR)
- Ensure an effective handover to the next committee.

**Ideal qualities and skills:**

- Strong leadership skills
- Reliable and prepared to make the required regular time commitments
- Good communication skills and confidence in communicating with peers
- Good at time-keeping and good organisational skills
- Excellent discipline
- Ability to represent the views and ideas of others, even when these are not in accordance with your personal opinion
- Creativity, innovation and problem-solving skills
- Tact, diplomacy and good negotiating skills

**Opportunity:**

- A unique opportunity to be part of a committee
- To be engaged with the Students' Union
- To make sure events are well planned and be the face of your network

**Benefits:**

- Gain a wide range of practical skills that will make you more employable
- Practical experience of organising and managing a group of people.

- May gain the experience of attending University meetings or sitting on University committees.

- Relevant training/on-going personal development
- Qualify towards the Worcester Award and V Record or receive a bursary payment.

**Skills gained:** Participating in this opportunity will enable you to develop and practice the following skills:

- Communication skills
- Organisation skills
- Meetings skills - you will gain experience of sitting on Student Council, collective decision making and overseeing the running of the representative side of SU business
- Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.
- Leadership skills