

Chairperson – Job Description

Main duties and responsibilities

- Overseeing the running of a Students4Students branch
- Supporting other committee members in their duties e.g. working with the Recruitment Officer and Tutor Liaison Officer to recruit tutors
- The post-holder will be the main point of liaison between the branch and the National Committee. They will update the National Committee on progress by producing monthly reports and monthly Skype calls.
- Recruitment of the new incoming committee at the end of their term
- Maintaining a strong relationship with the Student Union and utilising the resources they provide effectively
- Ensuring child safety policies are complied with
- Ensuring data is collected on the impact of the branch and sharing this with the National Committee who will collate this across the charity

Skills and qualities

- Excellent organisation and time-management skills
- Excellent written and communication skills (including email and telephone correspondence)
- Any experience in managing a team; leadership skills
- Experience working in a team – people management skills, task delegation

Time Commitment

Students4Students is looking for individuals who are able to dedicate a regular proportion of their time to the role (On average 2-3 hours a week).

During the year, the Chairperson will be required to:

- Attend a pre-term day training session in *(Date TBC likely late April)*
- Organise and chair a fortnightly branch committee team meeting – *45 minutes per meeting*
- Attend a monthly national Chairpersons' meeting (online) – *also 45 minutes per meeting*
- Attend a termly one-to-one catch up with National Chairperson Lead
- Write a monthly branch report

Other parts of the role may be sporadic or less easy to predict. You must:

- Maintain regular contact with the rest of the branch team and the National Chairperson Lead over email or Teams
- Support your team to ensure successful delivery of the branch's objectives