CHAIR

**Description**

The chair is the figurehead and leader of the society. They are responsible for setting goals and objectives, managing the committee and overseeing all corresponding activity. By undertaking this role, chairs help fellow students get the most out of their membership of the society and provide them with opportunities. Simultaneously, the chair also has the chance to boost their own skills and make a big difference to the Union community.

**Key Tasks**

As chair, you are responsible for leading the society and coordinating all its activity. You also lead on inspiring your team. A motivated team is vital to the success of your society.

You will need to provide support, advice and guidance to your members throughout the year. To do this effectively, you will need to be passionate about what your society does. It also helps to see the bigger picture and think how you would like your society to grow.

Here is a breakdown of your main responsibilities:

Overseeing the bigger picture

* Responding to Union communication
* Completing the Societies accreditation form
* Attending training
* Scheduling events
* Reviewing activities & events, and the progress of the society
* Providing guidance to the committee
* Signing all forms for payments, money requests and orders
* Ensuring your society is GDPR compliant

Committee meetings

* Chairing meetings
* Encouraging contribution from all the committee

Delegating tasks and managing the committee

* Identify who completes tasks
* Following up on actions
* Maintaining motivation
* Running team building activities
* Recognising committee members when they do well

**Recommended Key Skills**

* Problem solving
* Decision making
* Communication
* Time management
* People management
* Team work
* Motivation
* Organisation
* Strategic thinking
* Delegation

**Training and Support**

The Union runs leadership training throughout the year, which you can sign up to through The Union website [here](https://www.theunionmmu.org/events?event_type=workshop-or-training&search=), alongside a full day of society training.

You can see a member of the Opportunities team every weekday in person, at The Union, or email [s.u.societies@mmu.ac.uk](mailto:s.u.societies@mmu.ac.uk) whenever you have a question or need advice. We also have a suite of online resources [here](https://www.theunionmmu.org/your-voice/committee-resources), to help you run your society.

**Commitment**

The Union recommends that each society have a committee meeting at least once a month. A chair of a larger society may have a commitment of:

* 1 hour every week for committee meetings
* 2 hours every week for a regular society event
* 1-2 hours every week overseeing tasks, planning, communicating with members and committee, keeping on top of communication from The Union, solving any problems that arise

A chair of a small society may have a commitment of:

* 1 hour every fortnight for committee meetings
* 2 hours every fortnight for a regular society event
* 2 hours every week overseeing tasks, planning, communicating with members and committee, keeping on top of communication from The Union, solving any problems that arise

**Skills and Experience You Gain**

As a committee member, you are gaining valuable volunteer experience.

By the end of your time as chair, you will have built up a wide range of skills including:

* leadership
* time-management
* conflict-management
* communication
* problem solving
* team-management
* motivation
* evaluation of your own and other’s efforts
* logical thinking skills