**Role Description:**

**VOLUNTARY STANDING ORDERS COMMITTEE**

**(SOC) MEMBER**

(elected position from July 2025- June 2028)

**OVERALL PURPOSE OF THE ROLE:**

The Standing Orders Committee (SOC) consists of three members who are elected annually at the AGM. Standing Orders are the rules under which general meetings are conducted. The role of the Committee is to apply the Standing Orders to all business relating to AGMs and Extraordinary General Meetings (EGMs). The SOC advises the Chairperson during general meetings and, in addition, the SOC updates the Standing Orders to reflect changing needs and external legal requirements. The SOC submits a report and any suggested changes to Standing Orders to each general meeting for ratification. Candidates for election need to be available for AGM/EGM preparatory meetings and reviews, as well as attending the AGM/EGMs. Nominees must be an individual member of Amnesty International UK Section.

**GENERAL RESPONSIBILITIES:**

1. Attend AGM planning and review meetings, held between October and July. Meetings are usually online or hybrid (combining online and in-person participation).
2. Attend resolution planning meeting, held in March.
3. Review Standing Orders.
4. Advise the Board and Amnesty members on AGM business.
5. Advise and support Working Party Chairs (if required), in the lead up and at the AGM.
6. Advise and support AGM Chair, in the lead up and at the AGM.
7. Act as official rules advisor during the AGM, at Working Parties.

**NATURE OF THE ROLE:**

* + The position is a voluntary one. Expenses will be paid.
  + The post is elected for three years (until the third AGM after election) where the role will be up for re-election.
  + There are three people on the SOC and all members need to work together as a team.
  + It would be desirable to have experience of Amnesty AGMs.

**PERSON SPECIFICATION:**

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| **Desirable skills & experience:** | |
| **Knowledge/Experience:** | Knowledge of AIUK Section Articles of Association, or willingness to acquire such knowledge |
| Knowledge of AIUK Section AGM Standing Orders, or willingness to acquire such knowledge. |
| Experience of prior attendance at AIUK Section AGM, or similar |
| **Skills:** | Ability to understand and interpret the rules of AIUK |
| Good communication skills; oral, verbally and in writing |
| Ability to explain complex ideas and processes |
| Explaining complex ideas/processes |
| Decision making: ability to absorb and interpret information and to use this as the basis for reaching informed decisions, sometimes under pressure |
| Good interpersonal skills and the ability to relate to colleagues, staff and meeting delegates |
| Ability to impartially apply rules |
| Ability to work as part of a team |
| Ability to be tactful and diplomatic |
| Ability to advise on the inclusive conduct of meetings, with respect for principles of inclusion, diversity, equity and anti-racism |
| Confidence to make, apply and explain decisions in front of a large audience |
| **General:** | Commitment to the role of the SOC and to AGM |
| Energy and enthusiasm |
| Availability to attend AGM preparation meetings, approximately four times per year, as well as for increased activity in the lead up to the AGM & National Conference |
| Commitment to the aims, objectives and values of AIUK |
| Commitment to AIUK’s Equality and Diversity policy |

**NOMINATION FORM 2025**

Amnesty International UK Section

**STANDING ORDERS COMMITTEE (SOC) MEMBER**

(3-year role from July 2025)

Points to note:

* + The proposer should ensure that the person named is willing to be nominated and they countersign the nomination below to confirm
  + A postcode will be required to confirm the membership of both the nominee and the proposer. Anyone unsure of their membership status should check with the Supporter Communications Team by emailing [sct@amnesty.org.uk](mailto:sct@amnesty.org.uk)
  + The Nominee should complete the election statement in the text box below (100 words max)

Please send your form to returningofficer@amnesty.org.uk by **Friday 7 March 2025.**

NAME OF NOMINEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PROPOSER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Election Statement:** **In no more than 100 words please give your own personal statement indicating why you are standing as a candidate.** If an election is required, your statement will be included in the Notice of the General Meeting and/or election pack.

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