**Role Description and Nomination Form:**

# VOLUNTARY AGM CHAIR

# Elected position from July 2025 to the 2026 AGM (date to be confirmed)

**OVERALL PURPOSE OF THE ROLE:**

To serve as the elected Chair of the Amnesty International United Kingdom Section AGM. To maintain orderly business and debate at the AGM.

**GENERAL RESPONSIBILITIES:**

1. Chair AGM planning and review meetings, held between October and July (generally online meetings, with occasional attendance at in-person meetings)
2. Chair the 2026 AGM (date and venue to be confirmed)
3. Maintain order and debate during the AGM business
4. Advise the Board and Amnesty members on AGM business, drawing on advice from the Standing Orders Committee.
5. If Working Parties are required, appoint Working Party Chairs and Secretaries ahead of the AGM and assist the Standing Orders Committee (SOC) in advising and supporting Working Party Chairs (potentially acting as a Working Party rules adviser if necessary).

**NATURE OF THE ROLE:**

* + The position is a voluntary one. AGM expenses and travel will be paid and any out of pocket expenses will be reimbursed
	+ The post is elected for one year (until the next AGM), where the role will be up for re-election. A person may serve as AGM Chair for a maximum of three consecutive years.
	+ The AGM Chair is supported by the Standing Orders Committee.
	+ If any Extraordinary General Meetings are called the AGM Chair will chair these as well.

 **PERSON SPECIFICATION:**

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| **Desirable skills & experience:**    |
| **Knowledge/Experience:**  | Knowledge of AIUK Articles of Association (or willingness to familiarise themselves with these) |
| Knowledge of AIUK Section AGM Standing Orders (or willingness to familiarise themselves with these) |
| Working to deadlines  |
| Prior experience of attending AIUK Section’s Annual General Meeting |
| Experience of chairing large meetings / seminars or similar |
| **Skills:**   | Ability to understand and interpret the rules of AIUK. |
| Strong communication skills; oral, verbally and in writing  |
| Ability to explain 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 |
| Ability to impartially apply rules |
| Good interpersonal skills and the ability to relate to colleagues, staff and meeting delegates |
| Ability to work as part of a team |
| Ability to chair meetings in an inclusive way, 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:**   | 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

**AGM CHAIR**

(1-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
	+ 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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