STUDENT MEMBERS' MEETING CHAIR ROLE PROFILE

Charing the Student Members' Meeting or AGM gives you the opportunity to get involved with one of our key democratic functions as your Students' Guild. This is a chance to enhance your chairing skills and facilitate discussions between Guild Officers, Trustees and students.

Role:	Student Members' Meeting Chair (1 role)
Working hours:	Fixed-term, 3-4 hours of work total
Pay:	£15 voucher / hour worked
Supported by:	Student Voice Team, Leadership and Governance Manager

What you'll be doing

- Lead on a key democratic process for the Guild to enable students to hold us to account.
- Empower student voice by facilitating questions and answers between student members and Guild Trustees.
- Be an impartial and neutral chair for the Guild's annual Student Members' Meeting.
- Ensure that the proceedings of the meeting comply with the Guild's Articles of Association and Byelaws, and that they are orderly and fair.

What you'll gain

- Lead a key part of student democracy.
- Experience and skills development in a public facing role.
- Enhance your public speaking, facilitation, and chairing skills through training and real-life experience.
- Gain insight into the governance processes of a registered charity.

Skills you need

- Communication: Able to translate complex governance processes into plain English, ensuring different students in the room feel welcome and able to speak.
- Facilitation: Able to enforce the rules whilst using your judgement to navigate good conversations or engagement.
- Able to speak with clarity and confidence, comfortable interrupting speakers where necessary, and able to calmly but firmly bring a passionate room back to order
- Able to separate your personal opinions from the democratic process and be comfortable enforcing rules equally for all members of the meeting.

Key dates

- This role is available for eligible students at the University of Exeter with on-campus working required on Monday 30th November 2026.
- Application deadline: 10am, Friday 6th November
- Shortlisting & informal chat: w/c 9th November (TBC)
- Training: w/c 23rd November (TBC – based on the availability of the successful candidate)
- Student Members' Meeting: Monday 30th November 2026, 6:15-7:15pm

