

## **Chair of All Student Meeting**

### **Role Description**

The All Student Meeting will provide a forum for debate and discussion of student-submitted ideas and policy. These ideas and policy may be referred from the Guild Committees, or from the "Allocations Procedure" (where ideas and policy are initially submitted). A vote will take place on each idea or policy, or they may be referred to an online all-student vote. These meetings will take place at least three times during the academic year, and can be attended by any UoB student.

The role of the Chair is to:

- Chair all meetings of All Student Meeting
- Act in an official capacity at a meeting of All Student Meeting
- Encourage fair and accessible discussions on these ideas and policies
- Empower student members to hold to account, and direct the Guild Officers.
- Remain impartial during debates and discussions, and refrain from demonstrating bias at any point.
- Ensure that minutes and records of meetings are kept, and manage its correspondence and notices
- Ensure that agendas and papers for All Student Meeting are available to all students
- Rule on matters relating to the agenda items
- Oversee the Allocations Procedure