



Job Description for SSSPAC Chair

Chair of national Physical Activity committee is responsible to an executive council comprising Executive Chair, Chief Operating Officer, 4 departmental staff (including 1 from University & 1 from College) and 3 student representatives (including 1 from University & 1 from College).

Responsible for the Physical Activity Committee which comprises: Chair, 4 departmental staff (1 from University, 1 from College) and 3 student representatives (1 from University, 1 from College). Other departmental staff can be co-opted on to the committee throughout the year to assist in its work and to learn more about how it operates before seeking nomination at AGM and committing to a committee position. The chair has to ensure that the committee meets its objectives and carries out its intentions as laid down on the SSSPAC webpage: <http://www.susport.org.uk/physical-activity-committee.asp>

Time commitment and role:

- 4 days per year for committee meetings and workshops
- 5 half-days per year for Exec meetings
- 1-2 days per month editing the newsletter, communicating via phone and email, meeting with individuals and organisations with whom we want to work, or who we are supporting, and assisting in promoting SSS
- Planning and running the active age festival: approx a day of planning/preparation and a day for the event.
- Planning and running the dance festival: approx a day of planning/preparation and a day for the event.
- Part day meeting with all the Student Representatives on the day before the conference
- Support the Equity Champion and SSS Chief Operating Officer in considering and addressing equality and diversity issues.
- Time to assist Chief Operating Officer in writing reports for Exec and AGMs.

There is a certain amount of preparation, reading, and pondering required.

In addition there are a number of external bodies SSSPAC has been invited to sit on or be in dialogue with:

- Skills Active Scottish committee 4 meetings per year;
- Skills Active UK Sport and Fitness Employers (SAFE) Group holds 4 meetings per year mostly in London [group members must be employers, which most departmental staff will be in that they employ freelance instructors and/or coaches];
- Physical Activity and Health Alliance (PAHA) 1-4 meetings/conferences per year;
- Fitness Scotland



- BASES – both specifically the Exercise for Health Practitioners Special Interest Group and the annual conference, in order to ensure that they progress PA, health and wellbeing research and practice.