Association for Learning Development in Higher Education (ALDinHE)

ALDinHE Steering Group: Posts and Membership Roles

These notes are designed to inform Association members about the roles, responsibilities and expectations of Steering Group (SG) posts and membership. Being on the SG implies commitment and active support for the Association's aims and activities. We recognise that individual availability is subject to other working commitments, and that the points below imply a substantial commitment from SG members, but at the same time those taking part will be joining an experienced and very supportive group of colleagues. We hope you will consider putting yourself forward.

According to our current constitution the SG will consist of four named officer posts of Co-Chair (2 posts), Secretary and Treasurer. Those four posts are described separately in part B. below. The SG may also co-opt additional members throughout the year as it sees fit, to fulfill particular tasks.

The SG is elected annually. Election is on a self-nomination basis, supported by a current member of the SG or a Working Group co-chair, with membership ratified at the Association's AGM. Normally, no more than 2 employees of any one institution will serve on the SG at the same time. The "working year" of the SG runs from AGM to AGM, typically June to June. Usually, a SG member will hope to spend at least two years in the role, with many SG members serving longer. SG members can rely on the full support of the SG officers to help balance their commitments and responsibilities to the Association, but should things prove difficult then a SG member may withdraw at any time.

A.   For all SG members

 1)   Membership of the SG, including involvement in meetings and Working Groups (see point 5 below) normally represents a commitment of between 3-8 hours per month. At certain times this may rise – e.g. during preparations for the annual conference.

2)   SG meetings are held monthly on the last Thursday of each month from 9.30am - 11.00am throughout the year, and are conducted as video conference via Google Meet. Members should make every effort to attend these monthly meetings. As far as possible, we expect SG members to ensure their diaries are free for this slot for the year ahead.

 3)   The SG receives reports from its various Working Groups and takes strategic decisions about the use of available resources and the overall direction of the Association. SG members will normally be expected to get involved with, or take a leading role in, at least one of these Working Groups, each of which holds their own meetings from time to time.

 4)   In order to take part effectively in the SG monthly meetings, some associated preparatory work is involved. This will normally consist of reading the minutes and undertaking any agreed actions from the previous meeting. From time to time we expect SG members to read, comment upon and / or help with the drafting of documents relevant to our work. These may include communications with our membership, press releases, or statements in relation to policy issues.

 5)   The Association SG currently has the following Working Groups (membership of these may also

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include other colleagues from the Association, the LDHEN or LearnHigher networks):

- Conference Committee
- Equality, Diversity and Inclusion Working Group
- Events Working Group
- Journal Editorial Board
- LearnHigher Working Group
- Peer Mentoring Group
- Professional Recognition Working Group
- Research and Scholarship Development Working Group

The membership and terms of reference for each of the Working Groups are available on request.

6)   Each year we hold two SG residentials; one during the summer and one during the winter. These are strategic planning events which prove to be extremely useful in consolidating our thinking about the Association's work. It would be very helpful if all members of the SG could attend.

B.   Named Posts

There are currently four named officer posts: Co-Chair (x2), Secretary and (see brief descriptions below). In general, the Co-Chairs shall expect to serve for three years, and other officers no more than 4 years, with succession planning in place. The main responsibilities of the named posts are as follows:

Co-Chair

·   Acts as a figurehead for the Association; signs letters and press-releases on its behalf; promotes the Association and its objectives.

·   Chairs meetings of the Steering Group and the AGM.

·   Takes an overall coordinating role and leads the strategic development of the Association's activities.

·   Reports to the membership via the AGM.

·   To aid succession planning, the Co-Chairs will stagger their periods of office.

Treasurer

·   Maintains records of all income and expenditure for the association and produces an annual financial report for the AGM.

·   Draws up an annual budget for the association and its working groups.

·   Liaises with the secretary regarding payments for membership.

·   Coordinates bookings and payments for the annual conference.

·   Acts as the first point of contact for all financial queries from member institutions, suppliers and banks.

·   Facilitates financial audits as defined in the constitution.

Secretary

·   Facilitates and supports steering group meetings.

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·   Prepares membership report for the AGM.

·   Contributes to the proper administration and governance of the Association.

The current members of the steering group roles are as follows:

Position	Role holder
ALDinHE Co-Chair	Kate Coulson
ALDinHE Co-Chair	Christie Pritchard
ALDinHE Secretary	Maddy Mossman
ALDinHE Treasurer	Carina Buckley
Conference lead	Melanie Crisfield
Equality, Diversity and Inclusion lead	Kiu Sum
Events lead	Alistair Morey
Journal lead	Alicja Syska
Learn Higher lead	Helena Beeson
Peer mentoring lead	Sandra Sinfield
Professional Recognition lead	Sheryl Mansfield
Research and Scholarship Development lead	Ian Johnson
Steering group member without portfolio	Bernard Aidoo
Steering group member without portfolio	Steve White

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ALDinHE
Association for Learning Development in Higher Education

SELF-NOMINATION* FORM FOR ELECTION TO STEERING GROUP

Steering Group membership to be ratified at the Annual General Meeting of the Association.

Name of Nominee:	Carina Buckley
Institution	Solent University
Email	Carina.buckley@solent.ac.uk
*Supported by***	Alicja Syska

* We are currently recruiting for Steering Group roles without portfolio.

** Please ask a current member of the Steering Group or a working group co-chair to support your nomination. Please contact admin@aldinhe.ac.uk if you require support in contacting a member of the Steering Group or Working Group for support.

*** All nominees must be current members of the Association with the exception of Steering Group Member Posts Without Portfolio.

Personal statement of up to 250 words: (e.g. outline of professional role, interests and what you offer to the Association). *Or, if re-applying,* include a summary of your contributions to ALDinHE over the past year.

I have served as Treasurer over the past year, my fourth year in post, and continue to oversee and advise on ALDinHE's healthy finances. I also support the direction of the association through the Ops Group.

However, I am conscious that I have been on the SG for a long time – since 2012 – and I have decided that this coming year will be my final year in post. I want to give someone else the opportunity, and I need to move on. I'll be sad to go but I think the time is right.

The deadline for nominations is Tuesday 28 May 2024.

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