

Association for Learning Development in Higher Education (ALDinHE)

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

- Conference Committee
- Continuous Professional Development
- 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.

7) Members of the Steering Group are expected to have CeP or CeLP status on appointment or obtain the status within two years.

B. Named Posts

There are currently four named officer posts: Chair, Deputy Chair, Secretary and Treasurer (see brief descriptions below). In general, the Chair and Deputy Chair 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 and Deputy 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.

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 administrator regarding payments
- 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.

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Secretary

- Facilitates and supports steering group meetings.
- 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 Chair	Christie Pritchard
ALDinHE Deputy Chair	Kate Coulson
ALDinHE Secretary	Maddy Mossman
ALDinHE Treasurer	Carina Buckley
Conference lead	Raghda Zahran
Continuous Professional Development lead	Sam Thomas
Equality, Diversity and Inclusion lead	Kiu Sum
Events lead	Laura Barclay
Journal lead	Alicja Syska
Learn Higher lead	Sumeetra Ramakrishnan
Peer mentoring lead	Sandra Sinfield
Professional Recognition lead	Sheryl Mansfield
Research and Scholarship Development lead	Ian Johnson
Steering group member without portfolio	Ed Bickle
Steering group member without portfolio	Joy Igiebor
Steering group member without portfolio	Amy West
Steering group member without portfolio	Steve White

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SELF-NOMINATION* FORM FOR ELECTION TO STEERING GROUP

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

<i>Name of Nominee:</i>	Ciarán O'Neill
<i>Institution</i>	Queen's University Belfast
<i>Email</i>	c.g.oneill@qub.ac.uk
<i>Supported by**</i>	Kate Coulson

*** We are currently recruiting for the role of TREASURER.**

**** 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.**

Dr Ciarán O'Neill is based in Queen's University Belfast. He has worked in Learning Development for 10 years; initially as a Learning Development Tutor, and more recently / currently, as Manager of the Learning Development Service (LDS) at the University.

Alongside the everyday management of the LDS team, Ciarán is responsible for the strategic development of the service and leads on a range of projects. Currently, these include the School Engagement Programme, Transition Skills for University, and a number of student engagement projects which support healthy learning at Queen's.

Ciarán's recent experience and roles as a hiring manager and budget holder at the University, together with his interest in change management and strategic leadership in Higher Education, determine that he is well placed to join the ALDinHE Steering / Operations Groups as Treasurer in 2025.

