

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 Working Group

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- 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.
- 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	Joy Igiebor
Steering group member without portfolio	Steve White
Steering group member without portfolio	Amy West
Steering group member without portfolio	Ed Bickle

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>	Kate Coulson
<i>Institution:</i>	BPP
<i>Email:</i>	KateCoulson@bpp.com
<i>State the role you are applying for:</i>	Chair
Personal statement of up to 300 - 500 words: (e.g. outline of professional role, interests and what you offer to the Association and include a summary of your contributions to ALDinHE over the past year.	I am an Associate Dean and Associate Professor at BPP University. I have a National Teaching Fellowship recognising my work in Learning Development. I have held CeLP status since 2019. My professional interests focus on the creation of supportive and developmental communities. Alongside my day job, I have been a steering group member since 2019. I was Secretary from 2019 to 2023. I was then made Co-Chair until we changed the succession plans in mid 2024 and I became Deputy Chair. In the last 6 years I have actively contributed to: The Professional Recognition Working Group - where I review CeP and CeLP submissions. The establishment of CPDWG in 2024/25 due to my work to understand the development needs of new Learning Developers and established professionals. The establishment of the international Artificial Intelligence community of practice. The leadership CoP, led by Dr Carina Buckley. ICALLD - I have been a committee member, representing ALDinHE since 2019 and have worked with the group to deliver the annual symposium. I have also made a significant contribution to the ethos, approach, and outcomes of the work of the steering group and ALDinHE as a whole including: • creating an Ops Group to manage the work

	of the steering group • hosting ALDCon on several occasions (@UON) • Reviewing for ALDcon and our Research Fund each year • Leading the Summer and Winter Residential Meetings • Enhancing the composition of the steering group (bringing in “Without Portfolio” roles; creating new groups; tweaking the constitution to enable more open practice) • Championing the development of an EDI Working Group • introducing LD@3 as an alternative to the conference during the pandemic • developing new initiatives and projects for example, creating and driving the ALDinHE strategy As Chair, I would look to continue this work with a particular focus on: • Expanding and opening up the work of the Steering Group; using Task and Finish Groups and co-opting temporary members onto the SG, where needed, to complete specific projects • Creating specific communication channels with our members, so that the Chair and SG can update and be more accountable to our members • Grow and develop the association; consider avenues for revenue to further enhance and develop our offering and making the association more financially sustainable • Bringing in funds to commission research/projects/initiatives to further the work of the association, if and when needed • Encourage more “churn” within the WGs and SG to ensure they reflect the needs of our members • Actively engage with and listen to members to understand what they need/want from ALDinHE I hope this brief summary outlines my continued contribution to ALDinHE and my desire and
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	drive to lead the Association.
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We are currently recruiting for the following Steering Group roles:

ALDinHE Chair

ALDinHE Deputy Chair

ALDinHE Treasurer

This call is internal within the Steering Group (SG) only. If this call is not successful in the recruitment of roles, then the call will be opened out to the community.

There is no requirement to have your nomination supported by another member of the SG.

The deadline for nominations is Monday 24 February 2025. Please email your nomination directly to admin@aldinhe.ac.uk, not to the whole SG.

After the deadline the nominations will be published internally to the SG members only and all members of the SG will be asked to vote (anonymously) for each role.

If you have any questions or would like to speak to the current post holder about the role, please email admin@aldinhe.ac.uk.