



HIGHER EDUCATION LIAISON OFFICERS ASSOCIATION

Group Vice Chair Role Descriptor

Key skills that will be further developed in this role:

- Project planning and management
- Networking and relationship building
- Understanding of sector trends to inform regional priorities

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About HELOA

HELOA is the professional association of higher education staff working in the field of education liaison and provide guidance and information to prospective higher education students, their families and advisers. Established in 1990, the Association has approximately 1000 members from over 130 higher education institutions across the United Kingdom. Our members work in a wide range of functions within universities, covering areas of schools and colleges liaison, student recruitment, widening participation, external relations, marketing, publications and publicity, and student services. All members are committed to high standards of professionalism.

For our members, we provide:

- High quality and low cost training and professional development opportunities
- Networking and conferencing opportunities, regionally and nationally
- Advice, guidance and support for both newcomers and experienced practitioners
- Regular updates on changes to the HE sector, helping you to better advise your students

HELOA Group Vice Chair Role Description

The Group Vice Chair may be a Primary Contact or HELOA member and will be elected according to procedures set out in the constitution. Each Vice Chair shall normally serve for a two year period of office with an option to stay in post for a third year if agreed by the Group Chair and regional committee.

This is a high profile role within the Association, working closely with and supporting the Group Chair. The Vice Chair should work with the Group Chair, UK Vice Chair (Training), and UK Vice Chair (External Relations, Communications and Partnerships) to develop training opportunities for group members and partnerships relevant to the Group. This role will also provide the opportunity to develop many of the skills valued more widely in the higher education sector and be an excellent platform to progress onto further roles within the Association at Executive level.

Below highlights the core responsibilities of a Vice Chair, however the UK Executive encourages you to add to these with regards to individual Group aims and objectives in consultation with Group Chairs.

Core responsibilities

- 1) To work with the Group Chair to identify training and professional development opportunities for the group linking with the UK Vice Chair (Training) as appropriate. This may include input into the AGM and Annual Conference programme;
- 2) To work with the Group Chair to identify potential regional partnerships, referring to the UK Vice Chair (External Relations, Communications and Partnerships) where required;
- 3) To work with and support the Group Chair to produce an annual document outlining the groups objectives for partnerships, training and professional development for the forthcoming year in line with the HELOA UK Strategic Plan;
- 4) To prepare a one page annual report on Group partnerships and training to be integrated into the Group annual report for AGM;
- 5) To assist the group in developing its profile within the region;
- 6) To chair group meetings in the absence of the Group Chair disseminating relevant news to members from UKC and play an active role in the management and development of the Group;
- 7) To attend UK Committee meetings in the absence of the Group Chair, representing the views and activity of the group;
- 8) To act as a spokesperson/representative of HELOA.