



HELOA UCAS Events Working Group Representative

Role Description

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HELOA UCAS Events Working Group

The primary remit of the Working Group is to co-ordinate constructive feedback on and suggest improvements to the UCAS network of events. The HELOA Group representation will enable coordinated input from all Members. UCAS representatives will table key items for discussion throughout the cycle to enable active HELOA Member input as well as to allow sharing of sector expertise with UCAS.

The Working Group Membership shall comprise:

- Chair (appointed by the Executive);
- UK Vice Chair for Partnerships;
- A representative from each HELOA Group (one to act as secretary);
- A senior member of the UCAS Events team.

HELOA UCAS Events Working Group Representative Role Description

Each HELOA group is expected to elect a Working Group Representative. This representative may be a Primary Contact or HELOA member and will be elected according to procedures set out in the constitution. This representative shall normally serve for a two year period of office but can stand for subsequent terms should they wish.

There are a number of expectations for role; these have been created in line with the HELOA UCAS Working Group terms of reference which have been agreed by HELOA UK Executive and UCAS. Any member wishing to put themselves forward for the post must consider the below:

Role Information and Expectations:

- The representative must be actively involved in UCAS events as an attendee, budget holder and / or local organiser within their institution.
- One elected, the representative is expected to attend all meetings of the Working Group as well as all regional HELOA group meetings in order to ensure consistency and adequate information sharing and input from regional groups.
- The Working Group will normally meet three times a year - once in spring (before the June events), once in the summer and once in the autumn.
- Working Group representatives will liaise with their HELOA Group both prior to and following each meeting or item of business by circulation. This will be done in a timely manner with deadlines discussed and agreed with their HELOA Group Chair.
- If representatives are unable to attend more than one Working Group meeting or more than one HELOA Group meeting their continued representation of their HELOA Group will be re-considered by the HELOA Group Chair and the UCAS Working Group Chair.
- In the event that a representative is unable to attend a regional group meeting they must provide a full update to the Group chair to deliver on their behalf.
- It is not a requirement of the role that the post holder forms part of their HELOA group committee but may be included in committee activity should they wish.
- Working group members are expected to liaise with their incoming / outgoing counterpart (wherever possible) to allow for briefing and handover in the interests of business continuity.