

HELOA UK Committee Structure

HELOA has supported the higher education sector for over 35 years. As the sector has evolved, so too have the needs of our members and the way we run the charity. In the past 24 months, we have reviewed the UK Committee (UKC) structure to ensure it remains fit for purpose. The focus has been on improving cost-effectiveness, right-sizing the number of trustees for a charity of our scale, and updating roles in line with the increasing operational support provided by the HELOA Office. Following a vote in July 2025 where we reduced the number of trustees and introduced a new appointment process, we are now suggesting some constitutional changes to further streamline the effectiveness of the UK Committee.

Why Are We Proposing Further Change and How?

1. Improving Cost Effectiveness

Post-pandemic, we moved to a hybrid meeting model holding two in-person and two virtual UKC meetings annually, to reduce travel and accommodation costs. We've since introduced a maximum budget per meeting and now conduct a full costing exercise ahead of each one. This proposal continues our focus on financial sustainability by reducing the number of people attending meetings.

2. Adapting to Changes in Roles

In 2020, we expanded the HELOA office team to help manage the increasing membership and workload and in early 2025 we made both office roles full-time (subject to 18 month contractual reviews). As a result, the office now handles more administrative, process-based, and regulatory responsibilities. This shift has reduced the burden on some UKC volunteer roles, creating an opportunity to merge or reshape those positions to reflect the current demands and focus more on the strategic elements of HELOA. Thus we are suggesting the following votes:

7a. Do members agree with the motion to merge the roles Vice-Chair (Finance) and Vice-Chair (Governance and Policy) into one role becoming Vice-Chair (Finance & Governance)?

7b. Do members agree with the motion to merge the roles Vice-Chair (Group Development) and Vice-Chair (Membership and Administration) into one role becoming Vice-Chair (Membership Engagement)?

There is significant overlap between the Vice-Chair (Finance) and Vice-Chair (Governance & Policy) roles and the workload of the postholder should balance out across the year if planned out with the HELOA office to address any stress points.

This is similar for the roles of Vice-Chair Membership & Administration and Vice-Chair Group Development. The HELOA Office now manages the significant workload of membership administration and with the financial climate we need more focus on how we effectively engage with and support our current membership. For example, does HELOA need more free networks and forums for members to discuss specific challenges and issues - this is something that the Vice-Chair Membership Engagement could explore and deliver nationwide.

3. Refocusing our Outputs

We have historically operated with an Executive leading separate areas of the UKC, however it was identified at a trustee meeting in February that areas such as Partnerships, Training and Communications are more Operational delivering strategic objectives. As such, when discussing the reduction of trustees and which roles should retain trustee responsibility it was suggested that Group Chairs have more accountability to the membership in their positions and the Executive could be renamed to reflect their outputs of meeting the HELOA strategy. As such we are suggesting the following vote:

7c. Do members agree with the motion to rename the UK Executive to the UK Operational Group?

Clarifying Trustee and Operational Roles

Each operational area (Training, Communications, Partnerships and Membership Engagement) would have linked trustees (similar to University and School Governance schemes) who would be a touchpoint for support between quarterly

UKC meetings. The onus here is about reframing the strategic work of HELOA and how that's delivered alongside accountability with our membership.

All trustees and operational group members would meet four times a year at UKC meetings. At these meetings, the operational group would report on their work and outputs to the trustees, who will question and consider any concerns and any proposals requiring governance approval would be voted on by the trustee group.

What This Means for Members

We are proposing these votes at AGM and as these decisions will amend the constitution, they will need to be passed by a 75% majority of votes cast at the meeting.

We encourage members to consider how the running of HELOA affects their membership and what they hope to see HELOA achieve in years moving forward.

These changes are designed to improve governance, ensure stronger accountability, financial security of the charity and reflect the evolving support structure within HELOA.

Addressing Member Concerns

We want this to be a member-led process. Voting will take place at the 2026 AGM with members having an opportunity to raise queries and discuss reports and questions at their December group meetings and at the virtual AGM Discussion Forum on Wednesday 21 January 2026. For those attending the National Conference, there will also be drop-ins to talk to the current Executive members on Wednesday 14 January at the end of the first day. You can find all information for the upcoming [Annual General Meeting](#) on the HELOA website.