



Primary Contact Role Descriptor for Associate Members

Author:	Harri Tatnell (UK Vice-Chair Membership and Administration)		
Contributors:	Steven Walsh (UK Vice-Chair Membership and Administration), Dawn McClintock Office Manager		
Version:	1.0	Status:	Final
Date:	08/2018, 05/2020, Adapted 04/2021		
Consultation:	UK Executive UK Committee		



Primary Contact Role Descriptor for Associate Members

HELOA

HELOA is the professional Higher Education association, providing a public service by:

- Supporting our members to help students make informed decisions;
- Developing opportunities to enable our members to excel in their careers;
- Providing a forum for sector-relevant bodies and our members to interact;
- Representing the values of our members to a wider audience.

DESCRIPTION OF ROLE

Purpose of the Role

The role of the primary contact is to support their institutional members to partake and contribute in HELOA activities and initiatives.

Main Duties and Responsibilities

The primary contact for each institution must be a member of HELOA. HELOA does not outline a specific duration for the length of the post, this should be decided by the members within each institution but should be reviewed along with the HELOA institutional membership renewal.

The primary contact for each institution will be expected to:

1. Inform their institutional HELOA members of their primary contact role.
2. Inform the HELOA office of their finish date (when known) and support their institutional members to appoint a new primary contact, communicating these changes to the HELOA office.
3. Liaise with the HELOA office to add or remove members within the institution.
4. Organise the annual institutional membership renewal as appropriate.
5. Raise the PO for yearly membership renewals, as well as payment for any subsequent additional members.
6. Ensure that the institution remains up-to-date with any financial remunerations to the HELOA association.
7. Ensure representation from at least one institutional member at local HELOA meetings.

8. Encourage engagement, promoting HELOA opportunities for institutional members, including the various national training opportunities offered by HELOA (National Conference, New Practitioners Conferences and Professional Development Conferences).
9. Encourage institutional members to take advantage of training days held by their HELOA group.
10. Market institutional roles to the local HELOA group, as well as, inclusion in the HELOA digest, where appropriate.
11. Review the institutional primary contact post-holder annually, together with the HELOA institution membership renewal (1st September).

Person Specification

There is no prior experience necessary for this post. The post-holder may hold any role within their institution and must be a member of HELOA. HELOA emphasises that the most appropriate post holder for the primary contact role within each institution, should be an individual who feels that they have the additional time and capacity to facilitate the above, and the engagement of all institutional HELOA members.

On the occasion where the primary contact is on an extended leave of absence due to holidays, illness, secondment etc., where possible, the primary contact can nominate a proxy for the period of absence by informing the HELOA office. Where this is not possible, another institutional member may request to be appointed as the proxy by emailing the HELOA office and copying in the primary contact.

A proxy can be any HELOA member from the primary contact's institution, who is in a suitable position to canvas the wider opinion of their institutional members.