



HELOA UK Vice-Chair (Governance and Policy) Role Descriptor

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Contributors:			
Amendments:			
Version:	1.3	Status:	Complete
Date:	December 2017		
Consultation:			

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 over 1000 members from 145 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.

The HELOA Executive and UK Committee

HELOA operates with an Executive consisting of the UK Chair and six UK Vice-Chairs covering the following areas:

- Membership & Administration
- External Relations, Communications and Partnerships
- Finance
- Governance and Policy
- Group Development
- Training

The UK Committee comprises of the UK Executive, Group Chairs and invited appointed Officers including Training and Conference Officers, Web and Marketing Officers. The UK Executive meets 3-4 times per year, and the UK Committee meets 3-4 times per year.

Responsibilities of Vice-Chairs

The six UK Vice-Chairs should be members of HELOA and shall be elected according to procedures set out in the constitution. Each Vice-Chair shall normally serve for a three year period of office.

To ensure continuity, the periods of office of the six UK Vice-Chairs shall, where possible not be coterminous. The longer serving Vice-Chair will be deemed the 'senior' Vice-Chair.

The general responsibilities of the six UK Vice-Chairs are:

- To chair UK Committee and Executive Committee meetings in the absence of the UK Chair;
- In the event of the UK Chair resigning, one of the Vice-Chairs (normally the 'senior') to become acting Chair of the Association, as determined by the UK Committee, until such a time as a new UK Chair is elected;
- To represent the Association on such external bodies as determined by the UK Committee, and to deputise for the UK Chair as official representative of the Association when the Chair is not available. One or more of the Vice-Chairs will normally be expected to represent the Association at any meetings or on any groups organised through UCAS where the focus is on UCAS HE Conventions;
- To establish links with external organisations with whom the association may wish to associate;
- To oversee the activity of the appointed Officers of the Association;
- To liaise with HELOA group Chairs on the development of links between the UK Committee and the HELOA groups, and support them in the running of their groups;
- To take responsibility for all member and membership issues in conjunction with the HELOA Office;
- To undertake such additional responsibilities as periodically requested by the UK Committee.

Within these general responsibilities, each Vice-Chair shall have a specified portfolio of responsibility. This shall be determined in discussion with the UK Chair, on election to post, subject to the approval of the UK Committee.

UK Vice-Chair (Governance and Policy)

This is a varied, challenging and exciting role within the Association. Working as part of the UK Executive and UK Committees this post plays a key role in the management and direction of the Association alongside specific responsibilities. The main aims of this post are:

- To update and develop clear policies on management and governance of the Association, including reviewing policies on a regular basis to ensure that they are consistent with the aims of HELOA;

- To communicate management and governance policies to the HELOA members, particularly ensuring groups have a good understanding of effective governance practices;
- To address opportunities for developing HELOA policy;
- To embed the new legal status of the Association and ensure that HELOA maintains its charitable status when it is granted.

Responsibilities include:

- Overseeing and updating the Governance and Policy documents of the Association, including:
 - Constitution and Standing Orders/Bye Laws;
 - Strategic Plan and Annual Operational Plans;
 - Code of Practice;
 - Policies for Data Protection, Risk Management, HR and Record Management;
 - Review documents;
 - Role descriptors for elected Officers;
- and, in partnership with the HELOA office, maintaining the master files of the Association.
- Drafting and creating new HELOA Policies - representing the views of HELOA Members;
- Administering and overseeing, in conjunction with the HELOA Office, the process of election and appointment of UK Officers;
- Ensuring that meetings of the HELOA Executive and UK Committee are carried out effectively, particularly any voting required;
- Running elections for Executive roles and where necessary running elections for roles within the groups.
- Counting and verifying votes taken at the Annual General Meeting;
- HELOA representative on the OCR meetings, and back-up for HELOA UK Chair as representative on UCAS Council.
- Maintaining the legal status of the Association.
- Ensuring that the Association acts within the perimeters of a charitable body once the charity status has been granted.

Interested members should ensure that they have the support and backing of their employing institution, particularly their line manager, as the role of UK Vice-Chair (Governance and

Policy) has the potential to be high profile, and will also take some time away from the post-holder's "day job". The UK Vice-Chair (Governance and Policy) attends the AGM and 4 meetings per year (normally over two days to cover both Executive and UK Committee meetings), and will also have regular communication with the Executive and UK Committee. The UK Vice-Chair (Governance and Policy) is normally particularly busy in preparing documents for the AGM; and in early April when giving support to the HELOA Office in preparing membership invoices. The UK Vice-Chair (Governance and Policy) must pro-actively review documents and develop policy and constitutional amendments throughout the year, in preparation for ensuring that documents have the correct review time before being taken to AGM in January.

For more information about the role, please contact the current UK Vice-Chair (Governance and Policy) Lydia Dams, 01902 322007, lydia.dams@wlv.ac.uk