



UK Vice-Chair (Group Development) Role Descriptor

Author:	Amnandip Bisel		
Contributors:	Helen Walker		
Amendments:	20.05.20		
Version:	1.3	Status:	Complete
Date:	20.05.20		
Consultation:	UKC		

HELOA

HELOA is a charity and 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 charity has over 1600 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 UK Executive

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

- Membership and Administration
- Partnerships
- Communications
- Finance
- Governance and Policy
- Group Development
- Training

Responsibilities of the UK Executive

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

- To chair the UK Executive Committee and UK 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;

- 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.

Vice-Chair (Group Development)

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 support HELOA in becoming a member-centric Association that exists to support its members at group level
- To work with Group Chairs to support them in leading their Groups in activity that reflects the individual interests of the Group, while also ensuring that members are able to access the same level of service from HELOA regardless of their Group location
- To support Group Chairs in developing their membership to encompass all possible HEIs within their region/nation and for members to be engaged with the Association

Responsibilities include:

- Working with a network of 9 Group Chairs to support the strategic development of Groups to reflect the thematic aims of HELOA, encompassing training, partnerships and an engaged membership
- Ensuring that institutional Primary Contacts are aware of Group activities and the importance of engaging with the Group
- Supporting Groups in making robust financial plans and following through on Group spend. Groups should also be supported in sharing good practice in their spending, and encouraged in bidding for additional funds
- Working with the UK Vice-Chair (Finance) to ensure that Group spend is managed appropriately in order to reduce risk to the overall financial integrity of the Association
- Ensuring continued work towards a platform of future growth within the Groups;
- Leading on the implementation of cohesive Group Governance and Activity strategies
- Communicating regularly with Group Chairs, identifying problems with membership engagement early and implementing plans for supporting re-engagement
- Supporting Groups in filling all Committee positions, utilising good governance processes
- Communicating effectively between Groups, UK Executive and the UK Committee, and implementing processes to ensure that Groups are communicating with the wider membership through annual reports and strong Group webpages
- Providing strategic direction to the network of Group Chairs and their Committees

Interested members should ensure that they have the support and backing of their employing institution, particularly their line manager, as the UK Vice-Chair role has the potential to be high profile and will also take some time away from the post-holder's full time job. The Vice-Chair attends the AGM and three meetings per year (normally over two days to cover both Executive and UK Committee meetings) and will also have regular communication with the rest of the Executive and UK Committee.