



# **UK Vice-Chair (Memberships & Administration) Role Descriptor**

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## **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 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 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 charity, as determined by the UK Committee, until such a time as a new UK Chair is elected;
- To represent the charity on such external bodies as determined by the UK Committee, and to deputise for the UK Chair as official representative of the charity

when the Chair is not available. One or more of the Vice-Chairs will normally be expected to represent the charity 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 charity may wish to associate;
- To oversee the activity of the appointed Officers of the charity;
- 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 (Membership and Administration)**

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

- To ensure that functions of the charity are executed in a timely, efficient and effective manner that supports the professional values of the charity;
- To liaise and line manage the HELOA office to ensure membership systems and procedures are smooth and efficient
- To ensure that members are at the forefront of decisions made by the UK Committee and that benefits to members are relative to subscription cost

Responsibilities include:

- Hosting the HELOA annual survey and reporting to members on the results
- Overseeing the systems and processes that are in place for HELOA and whether they meet the needs of the membership

- Administering the Annual General Meeting of the charity in accordance with the terms of the Constitution, in liaison with the Conference Managers, to include:
  - collating reports from UK Committee and preparing papers to be sent to membership;
  - arrangements for voting members;
  - circulating the minutes of the AGM to members as soon as possible after the event;
- Overseeing membership issues, in partnership with the HELOA office, including
  - applications from new institutions or individuals for membership;
  - registering Honorary members following the Annual General Meeting;
  - an annual membership update mailing;
  - sending out of invoices for annual subscriptions in consultation with the UK Vice-Chair (Finance);
- Line manage the operations of the HELOA Office

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 (Membership and Administration) has the potential to be high profile, and will also take some time away from the post-holder's full time role. The UK Vice-Chair (Membership and Administration) 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 Executive and UK Committee. The UK Vice-Chair (Membership and Administration) is normally particularly busy in preparing documents for each meeting and the AGM. The HELOA Office provides support for the organisation of meetings.

For more information about the role, please contact the current UK Vice-Chair (Membership and Administration) Harri Tatnell at [h.tatnell@aston.ac.uk](mailto:h.tatnell@aston.ac.uk)