



# HELOA UK Vice-Chair (Partnerships) Role Descriptor

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## **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 900 members from over 140 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, seven UK Vice-Chairs (Partnerships; Communications; Finance; Governance and Policy; Groups; Membership and Administration; Training). The UK Committee comprises of the UK Executive, Group Chairs and invited appointed Officers including Conference Managers, Digital Development Managers and Marketing and Communications Managers. The UK Executive meets 3-4 times per year, and the UK Committee meets 3-4 times per year.

### **Responsibilities of Vice-Chairs**

The UK Vice-Chairs 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 three 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 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 and the UK Secretaries;
- 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 (Partnerships)**

The Vice-Chair (Partnerships) will work alongside the other members of the Group Committee, especially the Group Chair, to: develop partnerships with local stakeholders; to identify opportunities for liaison with partners; to grow the knowledge of HELOA in the area.

This is a high profile role within the Association. It will also provide the opportunity to develop many of the skills valued more widely in the higher education sector for senior administrators. Time commitment to the role is fairly flexible - there are three a minimum of three group meetings each year. In addition, you should assume that you will have to dedicate some time each month to deal with HELOA business.

The role will be particularly suited to an individual who has good organisation and team-building skills, and can provide consensus leadership. The individual should also ensure that they have the support and backing of their employing institution, particularly their line

manager, as the Group Vice-Chair role has the potential to be high profile, and will also take time away from the post-holder's day job.

Main duties:

- The Group Vice-Chair should represent the Association on such external bodies as determined by the Group Committee, and to deputise for the Group Chair as official representative of the Association when the Chair is not available.
- The Vice-Chair (Partnerships) will normally be expected to represent the Association at any meetings or on any groups organised through UCAS.
- To establish links with external organisations with whom the association may wish to associate
- To identify possibilities for further membership growth in areas through increased associate memberships.
- Through working with the Group Chair the Vice-Chair should develop knowledge of the themes in the HELOA Constitution and other management documents that pertain to partnerships and ensure that these activities support the Associations aims and objectives.
- Develop partnerships within the group to ensure that corporate and ordinary members regularly attend group meetings and participate in group activity.
- The Vice-Chair is required to chair a meeting of the group or attend UK Committee in place of the Group Chair as required.
- To attend the meetings of the group and contribute to the development of the group.
- To work with their group to develop fruitful and mutually beneficial partnerships with stakeholders in their area.

### **Time Commitments**

Time commitment to the role is flexible - there are a number of group meetings each year which the post-holder should attend and dates are fixed a year in advance, which ensure that they can be planned into the diary. In addition, you should assume that you will have to dedicate approximately 0.5 days preparation for each meeting to ensure that training is planned. Extra time would need to be factored in for extra events in the Group's calendar.