

HEL^oA

UK Vice Chair (Membership and Administration)
April 2024



About 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 almost 2000 members from over 150 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.

What is the role?

As a Trustee of HELOA and a member of the UK executive committee, as Vice Chair (Membership and Administration), you will have a varied, challenging and exciting role within the charity. This post plays a key role in the management and direction of the charity alongside specific responsibilities.

What will you get to do?

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 support 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



The Vice-Chair (Membership and Administration) will be expected to:

- Host the HELOA annual survey, report to members on the results and subsequently using these results to make improvements to the organisation for members.
- Oversee the systems and processes that are in place for HELOA and whether they meet the needs of the membership.
- Administer the Annual General Meeting of the charity in accordance with the terms of the Constitution, in liaison with the wider Executive, to include oversight:
 - collating reports from UK Committee and preparing papers to be sent to membership;
 - arrangements for voting members;
 - review the AGM communications, documents and forms
 - circulating the minutes of the AGM to members as soon as possible after the event;
 - working with group committees to support promotion and details of AGM
 - review feedback from members relating to AGM to support future planning
- Oversee membership issues, in partnership with the HELOA office, including:
 - being the main point of contact for membership queries
 - applications from new institutions or individuals for membership;
 - registering Honorary members following the Annual General Meeting;
 - defining what membership criteria is for individuals and institutions
 - work with the UK Chair and Vice-Chair (Governance) in developing the membership for all members
 - Support the HELOA Office to maintain an efficient system
 - Increasing membership participation
 - Ensure there is interest in elected and appointed roles
 - Implementing proof of actions from membership surveys
 - Track engagement at events
 - Track engagement from institutions, primary contact and members

Please note that due to a review to the current UKC structure, this role will be for two years, which may be extended to a third year depending on the outcome of the review.

Further details

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 four meetings UK Committee meetings per year (normally two will be virtual and two over two days to cover both Executive and UK Committee meetings), in addition to attending the UK Executive which roughly meets once a month.

The UK Vice-Chair (Membership and Administration) 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.

Reporting

The Vice-Chair (Membership and Administration) reports to the HELOA Chair. Attendance at UK Committee meetings is encouraged and attendance at the national conference is compulsory.

Remuneration

Roles with HELOA are undertaken on a voluntary basis. HELOA covers all travel, accommodation and sustenance costs for UKC meetings. A funded place at National Conference will be provided for the duration the individual is in post.

For more information about the role, please contact the current UK Vice-Chair (Membership and Administration):

Andrew Cooper (Andrew.cooper@liverpool.ac.uk)