UCML Executive Committee

Elections Winter 2021

ROLE PROFILE: **Area Studies representative on the Executive Committee**

The Area Studies representative will take up the role on 31 January 2022.

UCML is run by a Steering Group and a wider Executive Committee, as specified in the Constitution and Standing Orders approved at the AGM in July 2021. This role profile should be read in conjunction with the Constitution and Standing Orders available to download from: https://university-council-modern-languages.org/constitution-and-standing-orders/

The Steering Group is made up of

- The Chair
- Vice Chair, Research
- Vice Chair, Language and Intercultural Education
- Vice Chair, Engagement and External Communication
- Hon. Secretary
- Hon. Treasurer

The Executive Committee consists of representatives of numerous specialist interest/discipline specific constituencies. Elected representatives have responsibility for ensuring regular two-way communications between the Executive and all relevant institutional/associate members within their area of representation, particularly (but not exclusively) those listed in the Standing Orders.

The Area Studies representative is responsible for liaising with Cultural Institutes and Embassies as relevant, as well as:

- UK Council for Area Studies Associations (UKCASA)
- University Association for Contemporary European Studies (UACES)

and other area studies associations which do not have a direct representation through other members of the Executive.

To fulfil this role, the elected representative should

- Endeavour to attend all meetings, or send apologies to the Chair for absences;
- Prepare for the meeting by reading the agenda, papers and any emails in advance;
- Submit reports to the Honorary Secretary and Project Coordinator by the deadline indicated;
- Establish active and effective communications with key individuals within the bodies represented, ensuring that they are aware of who their representative is and their role within UCML;
- Ensure that the Executive Committee is aware of issues of interest to the constituency;

- Regularly report back to their constituency on pertinent issues discussed at UCML meetings, sharing with them minutes and reports;
- Build contacts and foster relationships within Higher Education Institutions which have active departments/research clusters/programmes within the fields covered by UCML;
- Actively canvass opinions within the constituency on issues being championed by UCML;
- Promote the benefits of membership of UCML by ensuring active representation of issues and perspectives conveyed by individuals and associations in the constituency discipline.

Ordinary Members of the Executive Committee shall be elected for three years and may be elected for a further year, after which they shall relinquish membership of the Executive Committee for no less than one year. No member may serve on the Steering Group/Executive Committee for more than a total of eight consecutive years. Terms of office will begin at the date specified in the advertisement.