

# UCFL Executive Committee

## Elections Summer 2024



### **ROLE PROFILE:**     **Honorary Secretary**

The Honorary Secretary will take up the role on **1<sup>st</sup> September, 2024**.

UCFL 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 2023. 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
- Membership Secretary

**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 Honorary Secretary is responsible for**

- a. UCFL's governance, including Constitution and Standing Orders;
- b. Liaison with UCFL's project coordinator in respect of adherence to the constitution and standing orders, including elections to the Steering Group and wider Executive;
- c. Liaison with UCFL's project coordinator in respect of servicing meetings of the Steering Group, wider Executive and General Council (plenary), and issues relating to UCFL membership;

- d. Developing communications strategies including the use of new media (eg blogs, wikis, Facebook and LinkedIn) for enhanced communication with the membership;
- e. Overall, responsibility for the UCFL website and mailing lists;
- f. Promoting the benefits of membership to HE Institutions.

**To fulfil this role, the elected representative should**

- Endeavour to organise and 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 UCFL;
- 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 UCFL 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 UCFL;
- Actively canvass opinions within the constituency on issues being championed by UCFL;
- Promote the benefits of membership of UCFL 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. Those taking up office part way through the year will be deemed to have begun their term of office in the September subsequent to their election.