

UCML Executive Committee

UCML Steering Group

Elections winter 2020



ROLE PROFILE: **Hon. Secretary**

The new Hon. Secretary will take up the role on 31 March 2020.

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 June 2018. 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 six Officers of UCML:

- The Chair
- Vice Chair, Research
- Vice Chair, Language and Intercultural Education
- Vice Chair, Engagement & 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.

The Hon. Secretary is responsible for:

- a. UCML's governance, including Constitution and Standing Orders;
- b. Liaison with UCML's administrative assistant in respect of adherence to the constitution and standing orders, including elections to the Steering Group and wider Executive;
- c. Liaison with UCML's administrative assistant in respect of servicing meetings of the Steering Group, wider Executive and General Council (plenary), and issues relating to UCML membership;
- a. Liaison with the Vice-chair, Engagement & External Communication and the administrative assistant to develop communications strategies including the use of new media (eg blogs, wikis, Facebook and LinkedIn) for enhanced communication with the membership;
- b. Overall, responsibility for the UCML website, mailbox and mailing lists;
- c. Promoting the benefits of membership to HE Institutions.

Officers (members of the Steering Group) shall be elected for three years in the first instance and may be re-elected for one further year, after which they relinquish their office. 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.