

## UCML Executive Committee/Steering Group

### Election of UCML Chair - Spring 2021



#### A Role Profile for the Chair of UCML

NB While the Chair has overall responsibility for the duties listed below, s/he works with an Hon. Secretary and an Hon. Treasurer, as well as three dedicated Vice-Chairs (for Research; Engagement and External Communication; and Language and Intercultural Education), who take a lead in their respective areas. For details of the current Steering Group and UCML Constitution & Standing Orders, see <https://university-council-modern-languages.org/about-ucml/steering-group-and-executive-committee/> and <https://university-council-modern-languages.org/constitution-and-standing-orders/>.

*(Numbering does not imply priority.)*

1. To take the lead in pursuing UCML's role as overarching national organisation representing the interests of modern languages, linguistics, and cultural and area studies in Higher Education throughout the United Kingdom;
2. To consult UCML's membership across these disciplines in order to represent the views of scholars and professionals in modern languages to the Government, the funding councils, the media and relevant national bodies;
3. To act at all times in the interests of UCML and its membership by working effectively through the Steering Group, the Executive Committee and biannual Plenary meetings of the General Council;
4. Alongside the Hon. Treasurer, to be a signatory on the UCML account;
5. To ensure effective representation of all UCML's constituencies across the UK, liaising particularly with UCML's local organisation in and representatives of Northern Ireland, Scotland and Wales;
6. To promote the benefits of UCML membership in order to recruit new members and increase the impact of UCML's voice and the influence of its activities;
7. To provide effective chairing of the meetings of the Steering Group, the Executive Committee and the General Council (biannual Plenary meetings), to ensure appropriate consultation with the membership, balanced discussion of business, timely action in response to the Council's decisions, and communication to the membership;
8. To provide support for initiatives and projects within the sector whose purpose is aligned with those of UCML in making the case for language study;
9. To represent UCML's membership of the European Language Council / Conseil Européen des Langues and relevant bodies in other countries.

#### B Illustrative activities drawn from recent experience

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10. Ca. 50 days per annum, including chairing two meetings each of the Steering Group, Executive Committee and the General Council (biannual Plenary meetings);

11. Representing UCML at meetings and consultations with other bodies, e.g. Government departments, British Academy, British Council, UUK International, APPG for Languages, EC, etc; at national Embassies and Cultural Representations; at such bodies as IMLR, AHRC, ESRC, AHA, *Speak to the Future*, etc.; and at the major subject associations in language-based disciplines (all these actions may be delegated to other members of the Executive Committee as appropriate);
12. Liaison with Vice Chairs and Executive Committee members to respond on behalf of UCML to national consultations;
13. Where requested, liaison with individual member Schools/Departments, providing confidential advice and support (e.g. letters to senior management teams);
14. Speaking at both public and closed events, conferences, round tables, etc.;
15. Responding to requests for interviews from the press, writing opinion pieces, commenting actively on relevant press stories online, to put forward UCML's viewpoints;
16. Participating in national conferences and, by invitation, the meetings of member organisations and associations;
17. In liaison with the Vice Chair for Engagement and External Communication, posting statements/comments on developments of relevance to the sector on the UCML website and/or Facebook pages;
18. Keeping abreast of trends, policies, events and publications related to languages in higher, secondary and primary education and ensuring that members are kept informed both of the evolving context and of UCML actions.

**The Chair of UCML** shall be elected for three years and may be elected for a further year, after which further nominations will be sought. No UCML 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.

revised 15 February 2018