

Determining the membership of ALT Committees

Purpose

1. This policy summarises the process for appointing people to serve on ALT Committees. There is also an appendix covering the process (approved by Trustees in November 2008) for appointing chairs of ALT's main operational committees.

Overarching principles

2. The overarching principles governing the process are:
 - openness and transparency;
 - the probity, competence, and relevant expertise of the individuals concerned;
 - inclusion and balance, particularly in respect of representation from different parts of the UK, the different educational sectors, the private sector, and funding/umbrella bodies.

Definitions

3. An ALT Committee is any formally established Committee within ALT that conducts business on behalf of the Association including:
 - Main Committees – currently Further Education, Membership Services, Publications, and Research;
 - Advisory Committees;
 - Conference Committees;
 - ALT-J Editorial Board.

Authority to appoint

4. Recommendation of members for appointment to ALT by the Central Executive Committee (CX) is normally the responsibility of the committee concerned, according to the terms of reference for that committee.
5. With the exception of the Chairs of the Further Education, Membership Services, Publications, and Research Committees (who are appointed annually by the elected Trustees and co-opted as Trustees for the subsequent 12 months) the ALT Central Executive Committee (CX) is responsible for approving recommendations for people to serve on committees.
6. Between CX meetings, the ALT General Purposes Committee has authority to approve recommendations.
7. In the case of a newly established committee, the whole appointment process will be handled by CX.

Composition of committees

8. Committee sizes vary depending on their function. As a guide, committees are expected restrict their membership to a maximum of around 12 for budgetary purposes (additional "associate" or "corresponding" members may be included providing they are financially neutral).
9. Two exceptions to this are the ALT-C Conference Committee, and the ALT-J Editorial Board, which are larger than 12, but which meet infrequently, and which conduct their business mainly online.
10. Depending on the committee's function, ALT will strive to ensure an appropriate balance of membership.

Process for selection

11. The process for identifying individuals for membership of committees varies, with some appointments being to specific roles (see 'Specific roles' below), and some being to general vacancies.
12. Vacancies will be advertised annually, using ALT's jiscmail lists, with an outline profile of each vacancy, and, in the case of an appointment to a specific role, a role-description. Those interested in filling vacancies will complete a brief expression of interest form, and may be invited for interview or may present themselves for election, depending on the terms of reference of the committee.
13. Casual vacancies will be filled according to the same process, or from the "back list" of expressions of interest.

Period of appointment

14. Specific roles and general vacancies will be filled for a defined period, not normally more than 3 years.
15. Committees will work to ensure that roughly one third of members, including co-optees, and "associate" or "corresponding" members, retire and are replaced each year.
16. The maximum period of membership of a committee is 6 years, except in the case of the ALT employees who have ex-officio memberships.

Eligibility for committee membership

17. With the exception of ALT employees, committee members are required to be individual members of ALT.

Termination of membership

18. Committee members are expected to be active. Any member of an ALT Committee who does not contribute to the Committee's work for 3 consecutive meetings shall be deemed to have resigned, with a right of appeal to CX.

Appendix - Process for identifying the chairs of ALT's main operational committees

1. ALT currently has four main operational committees, namely the Further Education Committee, the Membership Services Committee, the Publications Committee, and the Research Committee. (ALT has other committees, but these fall outside the provisions of this document.)
2. This policy covers two broad circumstances.
 - a. **New committee being formed.** When a new main operational committee is being established, Trustees will appoint a chair at an early stage, who will play a part in the formation of the committee. **By custom and not by right** the appointed chair will be co-opted as a Trustee, unless he or she already a Trustee, or debarred from Trusteeship under the constitution.
 - b. **Committee already established.** When there is a vacancy for a chair of a main operational committee, then the committee will elect a member whose name will be considered by Trustees for appointment as chair. **By custom and not by right** the person appointed by Trustees will be co-opted as a Trustee, unless he or she is already a Trustee, or is debarred from Trusteeship under the constitution. If no member is put forward by a committee for appointment by Trustees as chair, or **if Trustees decide not to appoint the person put forward**, Trustees will identify and appoint the chair from elsewhere. Normally the person appointed will be co-opted as a Trustee, unless he or she is already a Trustee, or is debarred from Trusteeship under the constitution.
3. Election process
 - a. The election process will be administered by the ALT Office. Committee members will be invited to stand for election. Candidates will require nominating and seconding from within the committee. Candidates will be asked to produce a 100 word (maximum) statement on their candidature for circulation to the committee. If there is more than one nomination, a secret ballot of all members of the committee will be held, in which all members are given a proper opportunity to vote.
 - b. In the event of a tied vote, both or all tying candidates will be considered for appointment by Trustees as Chair.
 - c. If there is one candidate only, then that individual will be declared elected unopposed for consideration for appointment by Trustees as Chair.
4. Trustees strongly recommend that candidates should be eligible for trusteeship under the constitution, and be willing, if not already serving as an elected trustee, to be co-opted as a trustee of ALT. The policy will be incorporated into ALT's policy for determining the membership of committees.