

## **Association for Learning Technology Copyright and Online Learning Special Interest Group**

### **Role Title:** Secretary

Support the Chair / Co-Chairs in the smooth functioning of the Committee.

### **Knowledge & Experience**

Experience of committee work and procedures.

Ability to take concise and accurate notes of meetings.

Excellent communication and organisation skills, including a high standard of written English.

### **Key responsibilities:**

1. Organise committee meetings and ensure arrangements are in place for the smooth running of the committee meetings: plan dates for meetings in advance, create and disseminate online meeting invitation or book rooms, equipment, catering etc.
2. Prepare agendas and minute the committee meetings:
  - a. Prepare and circulate agendas in advance in consultation with Co-Chair(s);
  - b. Receive agenda items and apologies from other committee members;
  - c. Minute the meetings and document and track action points;
  - d. Distribute minutes to committee members with action points shortly after each meeting.
3. Act as owner of the committee's Jiscmail (email) list ([COOLCOMMITTEE@Jiscmail.ac.uk](mailto:COOLCOMMITTEE@Jiscmail.ac.uk)) and liaise with the Marketing and Comms team to ensure this is up to date on the ALT website.
4. Prepare agendas and minute the AGM proceedings:
  - a. Prepare and circulate agenda in advance after consultation with Chair(s);
  - b. Receive agenda items and apologies from other committee members, ensuring the meeting is quorate;
  - c. Minute the meeting;
  - d. Distribute minutes to all members via the ALT CoOL SIG website shortly after the AGM.
5. If unable to attend the Committee meetings or AGM, assist in arranging someone to deputise.
6. Liaise with ALT to update committee membership contact details and roles held.
7. Contribute to the Group's Social Media outputs and newsletter, liaising with the Marketing and Comms team.

8. Liaise with the Chair(s) on responses to policy documents, consultations etc, contributing as required.
9. Any other reasonable secretarial duties as required.

#### **Key benefits of role**

- Contributing to the ALT copyright and online learning mission,
- Making connections, networking across the sector
- Developing awareness of copyright issues in the sector

#### **Estimated time commitment**

- Plan and organise meetings including agenda:  $\frac{1}{4}$  day 4xpa (1 day)
- Attendance at committee meetings: 2 days pa (up to 2 days – assumes meetings are online and do not involve travel but this may occasionally be required)
- Write up minutes and action points:  $\frac{1}{2}$  day 4xpa (2 days)
- Organise and minute the AGM:  $\frac{1}{2}$  day
- Other secretarial duties up to 1 day pa
- **Total:** 6  $\frac{1}{2}$  days pa

Person Specification (qualifications, skills, knowledge and experience)

<b>Job related knowledge, aptitude and skills</b>	<b>Requirements</b>	<b>Essential or desirable</b>
Qualification	Membership of ALT (must be an Associate Member).	E
Experience	Experience of writing and managing minutes.	D
Knowledge	Demonstrable awareness of current copyright issues.	E
Skills	Excellent oral and written communication skills.	E
Skills	Familiarity with common functions of Google Drive / Google Docs	E
Skills	Excellent organisation and time management skills.	E
Skills	Excellent interpersonal skills.	E