



## Terms of Reference

The Assembly is the overarching committee of Members actively engaged in the Association advising the Board of Trustees. The Assembly is chaired by the President.

### The work of the Assembly

**The role of the Assembly is to:**

1. Advise the Board of Trustees from a membership perspective;
2. Provide a forum for communication and collaboration for all Groups and Committees within the Association;
3. Provide input from the membership to the work of the Association including to policy consultation responses, surveys, the development of services such as the CMALT scheme and ALT's strategy.

**More specifically, the remit of the Assembly will:**

**Cross-Sector Engagement**

- Contribute to the development of improved ways for the community to network, share and collaborate;
- Promote and share the work of ALT across wider networks;
- Encourage participation across all education and training contexts in ALT activities;

**Membership and CMALT**

- Share updates on activities from groups and committees with each other;
- Support the development (national and international) of the accreditation scheme, CMALT and activities for candidates and CMALT Holders;
- Review proposals for new Special Interest Groups and advise the Board of Trustees regarding their establishment;

**Publications and Communications**

- Advise on the development of ALT's online services for members across different platforms including social media;
- Lead on Member input to consultations/policy work;
- Report to/from ALT's publications including the blog;

**Research**

- Represent ALT as Members at events and lead sessions about ALT;
- Promote and support research including via the Journal's Editorial Board;
- Advise the Board of Trustees on ethics relating to Learning Technology.

### The work of the Assembly will be supported through:

- Minutes from meetings including recommendations from the Assembly will be reported to the Board of Trustees and published online;
- Minutes from the Board of Trustees are available to the Assembly and published online;
- Updates from the Assembly will be included in the Annual Report;
- The President will usually chair the Assembly for the duration of their term of office, being deputised for by another Trustee if required;
- The Assembly is serviced by the Membership Manager and senior staff are ex officio members of the Assembly.

## Who is a Member of the Assembly?

Existing groups and the Operational Committees will thus come together to form the new ALT Assembly, allowing for a greater degree of cohesion, collaboration and cross-fertilization across ALT's operations. The Assembly includes all Members currently involved in:

- Operational Committees
- ALT Conference Committees
- the #altc Blog Editorial Team
- the journal's Editorial Board, Editorial Team and Strategy Group
- any Member Group and Special Interest Group
- CMALT Assessors and Lead Assessors

Members can join the Assembly at any time. Usually membership of the Assembly is for as long as the member retains their active role in the relevant group or committee. All Members of the Assembly have to be in good standing as a Member of ALT.

<b>ALT Assembly - chaired by the President of ALT</b> <i>The Assembly advises ALT's Board of Trustees and is made up of individual active Members involved in all of ALT's activities such as events, publications, cpd and local networks</i>				
Members from:	Members from former Operational Committees:	Members representing:	Members involved in CMALT:	Members who lead on ALT's events:
Blog Editorial Team	Membership Development	Special Interest Groups	CMALT Lead Assessors	Annual Conference Committee
Journal Editorial Team	Further Education and Cross-sector engagement	Member Groups	CMALT Pathways group	OER Conference Committee
Journal Editorial Board	Publications	Honorary Life Members		

## About the Assembly

The establishment of the Assembly was approved by Members at ALT's Annual General Meeting in September 2018. Most of the work of the Assembly will be carried out throughout the year either as a virtual group or by the groups and committees that form parts of it. The Assembly will meet face to face twice a year, in February and September, at ALT's Annual Conference.

- Assembly page <https://www.alt.ac.uk/about-alt/how-we-are-governed/alt-assembly>
- How we are governed <https://www.alt.ac.uk/about-alt/how-we-are-governed>
- Annual General Meetings <https://www.alt.ac.uk/about-alt/how-we-are-governed/agm>