# ALT Members Groups Policy

This policy summarises ALT's policy and procedure for setting up a Members Group.

## What is an ALT Members Group?

1. An ALT Members Group brings together members in a particular geographic area.
2. ALT Members Group Officers. The Chair or Co-chairs and Secretary of a group, who are between them responsible for the day-to-day running of the group. The Chair or one of the co-Chairs will be the primary point of contact between ALT and the group.
3. Decision-making Committee. The grouping with a Members Group which steers the group and decides upon the its activities and policy.

## Requirements for ALT Members Groups

4. All ALT Members Groups have a clearly defined remit, with shared priorities in common with all Member Groups.
5. A Members Group's remit will be in line with (and will not undermine) the ALT Strategy.
6. Joining a Members Groups is only open to Members of ALT. However Members Groups are free to run events or activities open also to non-members.
7. Members Groups will keep brief written minutes of their decisions, and will ensure that a copy of these minutes is shared with ALT.
8. Members Groups will have their own online space on ALT's infrastructure and will actively and regularly contribute information about their activities.
9. Members Groups will not bring ALT into disrepute.
10. Participation in an ALT Members Groups will be encouraged from across different educational and commercial sectors and should reflect the diversity of ALT's community of members in the UK and internationally.

## Support for Member Groups

All ALT Members Groups will be supported through:

- sign up/joining mechanism via alt.ac.uk that is administrated by ALT staff;
- dedicated space on ALT's online infrastructure including the main alt.ac.uk site;
- access to ALT's communication channels to help promote their activities;
- a dedicated division within the ALT Open Access Repository;
- access to ALT's online conferencing service to set up online events within the limitations set by other ALT activities;
- dedicated time within event programmes including the Annual Conference;
- a yearly allocation of £500 (approved by Trustees annually) to be used for agreed purposes to further the aims of the Members Group;
- participation and support from ALT Trustees and staff where appropriate, e.g. representation in policy matters.

# How to set up a Members Group

11. There are a limited number of Members Groups at any one time and setting up new Members Groups is currently limited to the following areas: North East, West Midlands, South West, South East, East or Northern Ireland

12. Where a Special Interest Group (SIG) or a Regional Special Interest Group (former RIGS) already exists (ALT Scotland, ALT Wales, M25 Learning Technology Group, ALT North West England SIG, The East Midlands Learning Technologists' Group, White Rose Learning Technologists' SIG) groups will be encouraged, and supported during transition to become Members Groups until 31 January 2017 in the first instance. In this case our main objective is to ensure that the existing community is supported effectively.

13. The Membership Development Committee will consider all proposals to set up a Members Group. The Membership Development Committee will decide whether or not to recommend to the ALT Central Executive that the Members Group should be established, and whether any conditions should be set. The Members Group will have the right of appeal against the Membership Development Committee's recommendation to the ALT Central Executive, whose decision will be final.

14. ALT Members Groups are established permanently.

# Information for new ALT Members Groups

All proposals to set up a new ALT Member Group should use the template provided below. Completed proposals should be send to enquiries@alt.ac.uk for the attention of the Membership Development Manager.

Note: ALT Members Groups have a common naming convention, for example ALT Members Wales or ALT Members North East. However, groups can also include additional names that have significance to them or which are already in use, for example ALT Members West: Sunset Learning Technologists Group.

## Proposal to set up an ALT Members Group

1 Name of the ALT Members Group:
*Please indicate if this is an existing group transitioning to become an ALT Members Group.*

2 Name and contact details of ALT Member Group Officers (min 3):
Chair/Co-Chairs:        primary contacts for running the group
Secretary:                primary contacts for communicating activities
*Please check that every named individual is currently a member of ALT before submitting the proposal.*

3 Remit of the ALT Members Group:
In common with all ALT Members Group, example new group will:
● support the activities of ALT Members in example area in line with ALT's strategic aims;
● share ALT's values of being participative, open, collaborative, innovative, inclusive and transparent;
● run activities including for example events, discussions or social activities to help collaboration and networking in example area;
● actively and regularly share information about its activities;
● welcome and encourage new members from across example area;
● where possible to support each other in relation to CMALT;
● with participation from ALT Trustees and staff represent ALT Members in policy matters in example area.

Specifically in the context of its work in example area, this group's aims further include;
● to work with the local example network/group …;
● to influence policy in relation to a particular interest…;
● … .

Planned arrangements for a decision-making committee or equivalent:
Each group should decide on meeting min 2 times/year to organise its running/make decisions. These meetings should be led by the Chair/Co-Chairs and brief minutes of the meetings should be taken and shared with ALT by the groups' Secretary.

Confirmation: (signed by all ALT Members Group Officers)
To confirm that this group will be established and run according to the requirements set out in the ALT Members Group Policy.