



Operational Committees Terms of Reference

Communications and Publications Committee (CPX)

Role:

- ◇ To support and develop all communication and publications activities for the ALT community;
- ◇ To raise the profile of ALT through wider distribution of ALT publications and communications;
- ◇ To increase the potential accessibility and openness of ALT publications and communications.

Remit:

- 1 To support the development of ALT's communications and publications and to ensure they are in line with the ALT strategy.
- 2 To lead, with the relevant editors, editorial board, staff and publishers (where applicable) ALT's Journal, Research in Learning Technology.
- 3 To lead, with the relevant editors, staff and publishers (where applicable) on the #ALTC Blog.
- 4 To lead, with the relevant editors, the conference programme committee, staff and publishers (where applicable), and in liaison with the conference programme committee, the support for the annual conference.
- 5 To contribute to or advise on communication and publications as and when necessary.
- 6 To promote and support research.
- 7 To take a leading role in the development of ALT's communications services including its use of social media.
- 8 To advise on the development of ALT's online publication platforms, including its use of different media.
- 9 To contribute to the development of improved ways for the community to network, share and collaborate.

Workings:

- 1 CPX will establish and maintain a plan of activities against which the work of the committee can be judged.
- 2 CPX will submit minutes for consideration by the Central Executive Committee.
- 3 CPX will consider matters referred to it by the Central Executive Committee and/or by other ALT Operational Committees.
- 4 CPX will submit an annual report for inclusion in the ALT Annual Report.
- 5 CPX will have a chair appointed by the Central Executive Committee and usually co-opted thereunto (unless an elected member of the Central Executive Committee in his or her own right), and a Vice Chair appointed by the committee, whose role will be to deputise for the Chair when the latter is unavailable.
- 6 CPX will be serviced by the ALT Chief Innovation, Community and Technology Officer. The ALT Chief Executive will be an ex-officio member.

- 7 CPX will have links through membership with the editors of RLT and the #ALTC Blog. There will also normally be a number of CPX members on the editorial board of RLT.
- 8 CPX will normally meet three times a year in advance of the Central Executive Committee meetings so that minutes can reach the latter in a timely fashion. Two of these meetings are likely to be virtual and the third will normally facilitate access for those at some distance for at least some of the time.
- 9 In line with standard agreed ALT procedures (principally <http://repository.alt.ac.uk/628/>), members of CPX are appointed for a three year term starting in September at the AGM. Casual vacancies are left until the end of a year to be filled. After completion of one three year term members are eligible for reappointment for a further three year term.
- 10 After six years members must stand down for a minimum of one year (unless CPX rule otherwise in exceptional circumstances).
- 11 Members who are inactive for more than three consecutive meeting (do not attend and do not do anything else relevant to the committee) lapse as members.
- 12 When there are vacancies at the end of the year the number will be notified to the ALT Chief Executive for advertising widely. In addition to the number of vacancies some indications of areas of especial interest will normally be given.
- 13 The Chair will consider the resulting expressions of interest and recommend to the Central Executive Committee a set of appointments.

Last reviewed: Revised: by CPX Committee Oct 2015; Oct 2012 (Revised: by PX Committee 29/04/04; name changed to Publications Committee by SS, 15/7/2008)