



## Operational Committees Terms of Reference

### Committee for Further Education and Cross Sector Engagement (FEC)

#### Role:

To help ALT strengthen and extend its services across the different learning and training contexts, including FE colleges, adult and community learning providers, specialist colleges, LEAs, voluntary sector providers, schools and Work-based training providers, within a framework provided by: the ALT Constitution and Strategy; policies decided from time to time by the Central Executive Committee; and the ALT budget.

#### Remit:

- 1 To advise ALT on developments in the learning and skills and other sectors that have an impact on the adoption and implementation of new technologies for learning.
- 2 To advise ALT on its range of services (and their promotion) across learning and training contexts.
- 3 To make recommendations to the Central Executive Committee on actions which ALT should take and policies ALT should adopt pertaining to the learning and skills sector and to the widening of participation.
- 4 To work to ensure that ALT members from across contexts are encouraged to participate in ALT activities (eg contributing to ALT publications, workshops, ALT's annual conference etc).
- 5 To promote ALT across learning and training contexts.
- 6 To liaise with ALT's Membership Development Committee to inform ALT's annual events calendar.
- 7 To liaise and collaborate with other ALT Operational Committees on relevant matters.
- 8 To act as a sounding board for ALT in relation to ALT consultation responses that are relevant to learning and training contexts including FE.
- 9 To promote and support research, including action research, through its activities.
- 10 To contribute to the maintenance and development of the ALT three year strategy.

#### Workings:

- 1 FEC will establish and maintain a plan of activities against which the work of the committee can be judged.
- 2 FEC will submit minutes for consideration by the Central Executive Committee.
- 3 FEC will consider matters referred to it by the Central Executive Committee and/or by other ALT Operational Committees.
- 4 FEC will submit an annual report for inclusion in the ALT Annual Report.
- 5 FEC 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 FEC will be serviced by the ALT Events Manager. The ALT Chief Executive will be an ex-officio member.
- 7 FEC 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.
- 8 In line with standard agreed ALT procedures (principally <http://repository.alt.ac.uk/628/>), members of FEC 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.
- 9 After six years members must stand down for a minimum of one year (unless CX rule otherwise in exceptional circumstances).
- 10 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.
- 11 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.
- 12 The Chair will consider the resulting expressions of interest and recommend to the Central Executive Committee a set of appointments.

Last reviewed: Jan 2014 (Approved originally by the ALT Central Executive Committee in March 2006)