



ALT Members and Special Interest Groups Policy

This document summarises ALT's policy for establishing and supporting Members Groups and Special Interest Groups (SIGs).

Members Groups

Members Groups bring together Members from across a particular geographical area. ALT has Members Groups in all parts of the UK and they form an important and permanent part of our Member network.

A list of [ALT's active Members Groups](#) is available on its website.

Members Group governance

Members Groups are governed as follows:

1. Group Officers run each Members Group as a Steering Committee;
2. Group Officers are Members of ALT in good-standing (Associate, Individual, Certified or Organisational) located in the geographic region;
3. Group Officers act as a point of contact with ALT;
4. Group Officers represent their Members Group in the ALT Assembly;
5. Group Officers must adhere to the [Members and Special Interest Groups Handbook](#).
6. ALT Members Groups have a common naming convention, i.e., ALT North West, ALT North East, and so on; but additional elements may be incorporated where these are significant or already in use;
7. Members Groups are open to all ALT Members in good-standing;
8. Members Groups should seek diverse representation in its Officers and Members, in line with [ALT's commitment to equality, diversity and inclusion](#);
9. Members Groups have a clearly defined remit aligned with ALT's strategy and commit not to bring ALT into disrepute;
10. Activities or events organised by Members Groups are open to all ALT Members in good-standing.



Members Group core remit

All Member Groups share this common remit to which they may add specific priorities relevant to their particular context, for example:

In common with all ALT Members Groups, ALT [region] will:

- support the activities of ALT Members in the [region] in line with ALT's strategic aims,
- share ALT's values of being participative, open, collaborative, innovative, inclusive and transparent,
- run activities including for ALT [region] events, discussions or social activities to help collaboration and networking in the [region] area,
- actively and regularly share information about it and ALT's activities,
- welcome and encourage new members from across the [region],
- where possible support each other in relation to CMALT,
- with participation from ALT Trustees and staff, represent ALT Members in policy matters in the [region].



Special Interest Groups

ALT Special Interest (SIGs) bring together individuals or organisations within ALT around a common theme.

Special Interest Groups are established for a limited period and are active as long as Members continue to pursue the special interest on which they are focused.

A list of [ALT's active Special Interest Groups](#) is available on its website.

Special Interest Group governance

Special Interest Groups are governed as follows:

1. Special Interest Group Officers run each Special Interest Group as a Steering Committee;
2. Special Interest Group Officers are ALT Members in good-standing (Associate, Individual, Certified or Organisational);
3. Special Interest Group Officers act as a point of contact with ALT;
4. Special Interest Group Officers have the option to attend the ALT Assembly;
5. Special Interest Group Officers must adhere to the [Members and Special Interest Groups Handbook](#).
6. Special Interest Groups are open to all;
7. Special Interest Groups should seek should seek diverse representation in its Officers and Members, in line with [ALT's commitment to equality, diversity and inclusion](#);
8. Special Interest Groups have a clearly defined remit aligned with ALT's strategy, and commit not to bring ALT into disrepute;
9. Activities or events organised by Special Interest Groups are open to all;
10. Special Interest Groups are reviewed annually and inactive Groups are dissolved with the agreement of their Officers;
11. New Special Interest Groups can be proposed by Members of ALT when proposals are invited. Proposals will be reviewed by ALT's CEO. The CEO will raise the new Group at the Assembly. If the Assembly approves, a recommendation regarding the proposal will be made to the Board of Trustees.

Please contact membership@alt.ac.uk to propose a new group.

Special Interest Group remit (example)

The [topic] SIG was constituted in [month year] to to establish a community of practitioners to:

- Share good practice, resources, examples and success stories;
- Brief each other on areas of new development and events;
- Discuss common issues and possible solutions;
- Identify common areas of interest for collaboration and research;
- Raise awareness of [topic] within the sector and help to inform the development of a strategic approach to [topic];
- Collaborate with other stakeholder groups involved with [topic].



Support for Members and Special Interest Groups

Members Groups and Special Interest Groups are led by ALT Members on a voluntary basis.

ALT provides practical support for Groups, which currently includes:

- A landing page at <https://www.alt.ac.uk/groups>;
- Dedicated space on the #ALTC Blog;
- Promotion on ALT's communications channels to help promote activities;
- Administrative support for event promotion and registrations;
- Access to ALT's online platform to host online events;
- A playlist on ALT's YouTube channel to host recordings;
- Up to £500 annually may be approved by Trustees for the use of individual groups to support activities such as face to face events.

Further detail is provided in the [Members and Special Interest Groups Handbook](#).

Last updated: 2023