

Guidelines for SEDA Committee Chairs

Introduction

First of all thank you for agreeing to chair a SEDA committee. The commitment and contribution of SEDA's committee members and particularly the chairs is not something that is taken for granted. SEDA relies upon the effective work of committees for its growth and for its credibility with members. In exchange you receive a valuable professional development opportunity, networking across the sector and the chance to raise your profile and that of your college or university.

Other committee members have said this about what they gain from work on SEDA committees:

I need SEDA to help me retain a sense of value in the role and work I do. Educational Development is on the periphery of day to day teaching and research and it is easy to feel marginalised and undervalued (doesn't bring in monies). SEDA offers the support and network to ensure that we stay aligned within the sector.

It's not just opportunities for dissemination but critical friendship. I see our role as to interrogate what we do and why we do it in a collegial spirit

SEDA's independent and charitable status makes it special; we are not beholden to anyone other than our members

More generally, SEDA helps me develop and feel reassured by my practice. I can access and share with like-minded people who understand and share my interests and concerns. It also provides significant support in the form of discussion, a critical perspective on Academic Development

These guidelines aim to provide you with framework for operating as a SEDA chair. The co-chairs will review these on a regular basis and comments are welcome at any time.

Working with the SEDA Office

Either Roz or Joseph will service your committee. This means that they will attend, take notes, produce minutes and provide papers for each meeting. They will also book the room when the meeting is held at Woburn House and arrange teas and coffees. They will post papers to your SEDA JISCmail list around two weeks before each meeting. Because they know SEDA so well they will also provide an invaluable source of information for you the chair. However they are also serving all the other committees and the events and conferences and so they may not always be able to respond instantly to e-mails and phone calls. They also understand that you have a day job and so they won't badger you with queries. Being organised and planning in advance is the best tip for working with the SEDA office.

The Budget

The SEDA Treasurer is Maurice Teasdale. Maurice has produced a costing model for SEDA activities which aims to provide a realistic costing for all of SEDA's work. This model includes a notional cost for servicing each committee (paying for a room in Woburn House for example, committee members' travel costs, teas and coffees, admin services) and any costs

attributed to the activity of the committee (producing leaflets, paying for speakers, printing costs etc.). Annually Maurice will report on SEDA's income and expenditure. Travel costs can be claimed back from SEDA and the form is on the website. Any events will have to be cleared with Maurice too and the costing form for events is also available from the SEDA office or from the website.

Given the current climate, please consider limiting costs where possible by:

- **Holding meetings at each others' universities**
- **Piggy backing on other activities such as launching a publication at a conference**
- **Committee members paying their own travel costs where possible**
- **Exploring opportunities to meet members needs while increasing income**
- **Holding events at members' institutions.**

Organising and running meetings and planning activities

It is entirely up to you how you decide to run your meetings and activities however we'd encourage you to work in line with SEDA values and aid your committee members in getting the most out of their time on the committee. This means that people may need time to share ideas and concerns as well as working through the agenda and you may have to take a range of members' needs into consideration when agreeing times and venues. Consider having a deputy chair/co-chair to build capacity and do contact the SEDA co-chairs for advice. It's really important that Roz or Joseph are clear about the work of the committee and that dates are agreed as far in advance as possible. Within your budget and capacity your committee is free to plan whatever it feels fit. Any events need to be agreed with the SEDA Treasurer so please complete the form from the SEDA office before moving ahead with any plans. This also ensures that dates don't clash and that the office is able to service the activity fully. Each committee has a SEDA JISCmail account and new members will need to join. Use this account to talk to committee members in between meetings.

Advice and support

Important sources of advice include the outgoing chair (who hopefully will remain on the committee for a year), the SEDA office, the website and members of the SEDA exec. Please do ask.

Responding to and contributing to SEDA Strategy

Every committee chair is a member of SEDA executive and provides a brief report of activity at each meeting. We also welcome papers to exec from committees. Papers commonly suggest a new way of doing something or report a new intervention for exec agreement. Occasionally exec requests a committee to do some work and report to the next meeting. This might involve evaluating a new initiative or seeking members' views. Any papers for the exec will need to be with the SEDA office three weeks before the meeting. Being on SEDA exec also means that committee chairs can report back to their committees on exec decisions, finance decisions and strategic plans. This also ensures that any possible synergies across committee activity are co-ordinated. Annually committee chairs are asked

to write a short report for the annual report. The SEDA exec JISCmail can be helpful for communicating with other committee chairs.

Most info can be found on SEDA website!

http://www.seda.ac.uk/about.html?p=2_5