



AHUA REGIONAL CONVENOR ROLE

AHUA's five Regional Convenors play a vital role in the Association. They organise regular meetings in their regions and have a seat on the AHUA Executive, thus acting as a conduit for information between members and the Executive. They are often the first point of contact that a new member has with another AHUA member and thus have a key role to play in introducing the AHUA and engaging the member in the Association's activities.

AHUA's regions are:

- London
- South
- Midlands
- North
- Scotland (the Scottish Secretaries' Group is part of Universities Scotland and acts simultaneously as the AHUA's Scottish group. The arrangements for the appointment of its Convenor are managed by Universities Scotland).

Term of office

1. Regional Convenors may stand for two terms of three years each. After standing down, a Regional Convenor is eligible for election to the position after one year;
2. In the event of a mid-term vacancy, the Regional Convenor can appoint, with the consent of the AHUA Executive, a temporary replacement Convenor to serve the remainder of the term.

Specific responsibilities

3. To agree dates with members and the AHUA office for three meetings a year in Spring (February or March), Summer (June or July) and Autumn (November or December);
4. To liaise with the AHUA office over venues;
5. To canvas group members for agenda items and speakers;
6. To invite speakers to meetings with assistance from the AHUA office;
7. To create and circulate agendas;
8. To ensure that notes of meetings are taken where relevant (some groups do not minute meetings), and that these are circulated to members and sent to the AHUA office for inclusion in the Executive agenda papers.



9. To contact new members in the region (the AHUA office will send details) and encourage their participation at meetings, other AHUA events and in development activities, as appropriate.
10. To attend four AHUA Executive Committee meetings per year, one in London (March), two online (June and December) and one in the location of the Autumn conference (September).

Appointment process

11. The members in each Regional Group will elect or nominate one of their number as the Regional Group Convenor;
12. The AHUA office will issue a call for nominations approximately four months before the current Regional Convenor is due to demit office;
13. In the event of there being more than one nomination, an election will take place organised by the AHUA office. If there is only one nomination, that member will be appointed to the position.

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