

Group membership requirements brief

Group description

Corporate Information Systems Group (CISG)

provides a forum for the discussion of management and administrative information services within the sector.

Infrastructure Group (IG)

is the focal point for activities relating to all elements that sit between the hardware and application programs including operating systems; authentication and authorisation; system management tools; licensing; middleware; web services; and business continuity.

Networking Group (NG)

tracks developments in electronic networking and provides advice to UCISA members on such matters. The Group monitors and promotes all academic and research communications networks and the services provided by them.

Procurement Group (PG)

is an advisory body to promote and develop value for money in the procurement and maintenance of computing hardware, software and services to the sector and to UK Research Councils.

Staff Development Group (SDG)

is responsible for facilitating and delivering high quality information services training to enhance the personal development of information services staff working in member institutions, either as part of a central service or distributed group.

Support Services Group (SSG)

assists UCISA members with development and provision of user support services and the use of information systems and technology in teaching and learning.

The XXG Committee is focussed, dynamic and forward looking. It is made up of representatives from across the HE community, and is responsible for:

- Organising the Group's events (single and multiple day events).
- Liaising with bodies in the HE sector.
- Assist in the dissemination of good practice through case studies, articles on the web etc.
- Liaising with other UCISA groups on areas of mutual interest.
- Maintain the Group's website.
- Help shape UCISA's programme of activities and events.

Where these areas overlap (and interface) with activities of other UCISA groups and committees the Group will work with these other Groups to provide more effective support for the UCISA membership.

The committee has a Chair, Vice-Chair and a Secretary and normally has an elected membership of xx. It may also have co-opted members from others bodies.

Go to the [Groups webpage](#) and follow the link for more information on the committee membership and the events it organises.

How do I become a member of the xxxG committee and what will it involve?

If places on the committee are available the Group will email round the Group correspondents mailing lists inviting applications or approach people who have shown an interest by completed their contact details on event feedback surveys. (*To be elected to the CISG Committee you need a proposer and seconder from the CISG community who*

must be either present at the AGM or have informed the committee Secretary beforehand. You can you can put yourself forward for election before the conference by informing the Secretary or at the AGM. If there is competition for places a vote will take place at the AGM).

There are 3/4 meeting per annum which usually includes a 2-day planning meeting (early in the year) plus an annual 2-3 day event during the year. The expectation is that ordinary Group meetings will be hosted free of charge from within the membership.

The expectation is that you will be able to attend most if not all the committee meetings in person or by video conference and Group events in person so it is vital that you have the support and financial commitment of your institution to attend these meetings/events and take part in the work of the committee before you put yourself forward.

As a committee member you will be expected to do one or more of the following:

- Take on a liaison role with a sector body or other UCISA Group.
- Take on a committee role, for example, Secretary or organising the conference programme.
- Organise a seminar on a topic relevant to the community.
- Contribute to discussion on the committee about issues that affect the sector and what the Group can do about them.

Membership is usually for a maximum of five years but you can of course serve for less time than this.

What's in it for me?

The xxSG committee is a group of like minded people who are interested in taking a proactive role in the development of their area of expertise/interest. By joining the committee you will be able to play your part in taking this agenda forward. You will also have the opportunity to network closely with others at different institutions and get the inside view on how they are tackling the problems we all face.

Please send a brief summary of your skills and experience by email to xxxxxx
In particular, could you please tell us your:

Position/Job Title

A brief description of your role

Why you would like to join

Please note that before joining a Group Committee, we will ask for confirmation from your line manager that you have the support and financial commitment of your institution to attend committee meetings and attend Group organised events. This may include attending events as a paying delegate.

Appendix 1

Sample email inviting new Group members

Dear [Director]

The UCISA xx Group is seeking to recruit new members and your support is sought. Normally a member will serve for a period of 5 years during which time they will be expected to contribute to aspects of the Group's Workplan. Each member must have the support of their Director and they will need a modest relaxation from duties to attend meetings of the Group, (normally 3/4 annually, one being a 2-day planning meeting plus occasional events organised by the Group), and to pursue aspects of their responsibilities between each meeting. The Group is keen to identify persons with substantial experience in xxxxxx. If you have a colleague who could assist and if you are willing to support their involvement with xxG do please let us know.