

CISG Committee

Outline modus operandi

Introduction

This document seeks to detail the modus operandi of the UCISA CISG Committee. It has been drawn up following discussion and debate within the Committee and its purpose is to provide clarity around Committee membership, functioning and responsibilities.

Purpose of the CISG Committee

The purpose of the CISG Committee is to provide strategic leadership to the UCISA CIS community by

1. Organising the group's annual conference which takes place in November each year.
2. Liaising with bodies in the HE sector who have an impact on administrative computing, for example, SLC, UCAS, HESA, UKBA and JISC. to ensure that CIS concerns are taken into account when new developments or changes are proposed
3. Organising seminars of interest to the CIS community to spread good practise or share information.
4. Managing the CIS annual information systems survey.
5. Liaising with other UCISA groups on areas of mutual interest

Committee membership

The Committee has the following officer bearers , Chair , Vice-Chair and Secretary. Membership is drawn from UCISA CIS community The Committee will endeavour, as far as possible, to ensure it has representation from across types of eligible member institutions.

Including officer bearers the Committee aims to have a membership of 12.

Co-opted members are usually drawn from other sector wide bodies for example JISC.

Elections for Committee membership take place at the AGM which is held in November as part of the CISG conference.

If places on the Committee are available the Secretary will email round the CISG list a few weeks before the conference. Nominations must have a proposer and seconder. Contested places will be put to a vote at the AGM

The Chair will normally hold office for a period of three years with the possibility of a further two year term. The second term in office must be approved by a majority of the Committee.

To aid succession planning the Vice-Chair will normally become Chair as long as this is approved by the Committee. In circumstances where there is not agreement in the Committee, the Chair will be selected by a vote.

Once the Chair has completed their term of office they would normally cease to be a member of the Committee for a period of two years

Members, other than that of Chair and Vice-Chair, will normally hold a seat on the Committee for a maximum of 5 years. In the event that the Committee has insufficient members to function, a member can remain on the Committee beyond the limit of 5 years providing the continuing Committee members are in majority agreement.

Former Committee members may stand for re-election following an absence of 2 years.

Functioning of the Committee

The Committee meets on a rotating basis at members' home institutions four times a year January, April June, September and at the AGM in November . The January meeting is dedicated to welcoming new members and planning future activities and includes an overnight stay.

The meeting agenda is prepared by the Committee Secretary and the Chair and is structured around those items requiring discussions rather than report.

Members are expected to provide written reports to the Secretary at least one week in advance of the meeting. If this is not possible members should inform the Secretary at least a week in advance of the meeting'

In advance of each meeting Committee members will be asked to provide and rank details of top concerns at their institutions, at both local and Service level.

Notwithstanding exceptional circumstances and unavoidable institutional commitments members are expected to attend all meetings.

Attendance via tele or video conferencing is possible although, members should try to attend meeting face to face at least twice a year.

If members miss two or more meetings in any one year the Chair will discuss the matter with the relevant member.

The Secretary should be informed of non-attendance, as soon as possible, but at least a week before the meeting.

To avoid overnight stays, with the exception of the January meeting all meetings will commence at 11.00 am.

Committee members are expected to participate in one of the following ways :

1. Take on a liaison role with a sector body,
2. Take on a Committee role, for example, Secretary or organising the conference programme.
3. Organise a seminar on a topic relevant to the CIS community.