

## **CISG Committee Information sheet**

### **What is the CISG and the CISG committee?**

CISG is the corporate information's systems group of UCISA ,and represents the interests of those involved in the support of corporate business systems in UCISA membership institutions The CISG Committee is dynamic and forward looking it is made-up of representatives from across the CIS community, it is responsible for :

- Organising the group's annual conference which takes place in November each year.
- Liaising with bodies in the HE sector who have an impact on administrative computing, for example, SLC UCAS, HESA, UKBA and JISC .
- Organising seminars of interest to the CIS community to spread good practise or share information.
- Managing the CIS annual information systems survey.
- Liaising with other UCISA groups on areas of mutual interest.

The committee has a Chair, Vice-Chair and a Secretary and normally has an elected membership of 12 plus co-opted members from others bodies.

See (<http://www.ucisa.ac.uk/groups/cisg/committee.aspx> for more information on the committee membership and the events it organises.

### **How do I become a member of the CISG committee and what will it involve?**

Elections for committee membership take place at the AGM which is held in November as part of the CISG conference. To get elected you must have a proposer and seconder from the CISG community who must be either be present at the AGM or have informed the committee secretary beforehand. If places on the committee are available the Secretary will email round the CISG list a few weeks before the conference, but you can also put yourself forward for election at the conference or at the AGM. If there is competition for places a vote will take place at the AGM.

The committee meets on a rotating basis at members' home institutions 4 times a year January, April , June , September and at the conference in November. The January meeting involves a dinner the night beforehand to introduce new members and begin planning the The committee meetings are usually timed to fit in with CISG organised seminars. ***The expectation is that you will be able to attend most if not all the meetings in person or by video conference so it is vital that you have the support of your institution before you put yourself forward.***

As a committee member you will be expected to:

1. Take on either a liaison role with say HESA or SLC or another UCISA group
2. Take on a committee role, for example, Secretary or organising the conference programme
3. Organise a seminar
4. Contribute to discussion on the committee about issues that effect the sector and what the CISG can do about them

Membership is usually for a term of 5 years but you can of course serve for less time than this.

### **What's in it for me?**

The CISG committee is a group of like minded people who are interested in taking a proactive role in the development of administrative computing at a strategic level across the sector . 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.

Heidi Fraser-Krauss CISG Chair Oct 09

CISG Committee New Members info sheet  
HFK Oct 2009