# ALN Group Chairs – Roles & Responsibilities

**Chair(s) or Chair & Vice-Chair**

It is recommended that 2 people are responsible for chairing the group, either as co-Chairs or as Chair and Vice-Chair.  The chairs serve a minimum of 12 months, maximum of 3 years to allow other staff to gain experience of chairing a group. If more than one person wishes to be Chair (and co-chairing is not appropriate), then there should be an anonymous election within the group.

**Chairs / Vice Chair responsibilities**

These duties can be shared between the 2 Chairs / Chair & Vice-Chair:

- Organise meetings - group members to take it in turns to help organise and host meetings. Organising includes nominating a minute-taker; developing the agenda for the meeting based on suggestions from the group; identifying a suitable date for meetings via a doodle poll; setting up the meeting (online or physical); circulating details of the meeting to the group and distributing summary notes of the meeting to the mailing list.

- Maintain communication with ALN Steering Group via a designated lead partner.

- Lead on formation of annual work plan and annual report to the October meeting of the ALN Board. Templates are provided.

- Liaise with ALN Development Managers for development of staff development events.

- Work with ALN Development Managers to set up then manage a JISC Mail group and development of a Teams site.

- First contact with new group members, extend invitation to meetings.

- Maintain a list of members that attend meetings.

- Discuss and agree with members the set-up of any smaller sub-groups or topic-based strands to lead on specific themes.

- Meet once or twice a year with other ALN Group Chairs (online meeting) to share experience and best practice.