



NSEAD Practical Governance

November 2019 first Draft

nsead

supported by ←

beyond the circle...

influence

manage

Clarity of communication

Effective systems to support Governance of the Society

Terms of reference & guidance for Council , Forum and Special Interest Groups activity

Behaviour and actions of Council, forum and the wider membership who engage - 'NSEAD Conveners'

Behaviour & actions of those with a different focus or interest

Practical tools
resources & guidance

NSEAD Core Values
Be expansive,
collaborative, learned &
learning

NSEAD Constitution &
Rules
Objects, responsibilities
and processes

organising as a collective

Our members—active conveners of the NSEAD mission and vision

Terms of reference & guidance for Council and Forum activity

NSEAD Council

is the Executive of NSEAD, elected by the members in accordance with the Trade Union Act 1984. Term of office is for three years.

They have entire direction, management and control of all business of the Society and the disposition of its funds. They are responsible for ensuring that the objects of the Society are met, and ensuring that the finances are in order.

NSEAD Forum

are appointed by Council and report to them. They have the power to establish Special Interest Groups, working party and consultative groups. They are appointed for three years.

They debate, research prioritise and advise NSEAD Council.

NSEAD Officers

are the President, the immediate Past President (or President Elect), two Vice Presidents (elected by Council), Honorary Treasurer, the General Secretary and Assistant General Secretary.

They provide leadership and manage the affairs of the Society, reporting to Council. They meet together as **Finance & General Purposes Committee** as often as is required do this work.

NSEAD Special Interest Groups

Are established by Forum. They appoint a chair who reports to Council.

They work on specific areas identified by Forum, and deliver against the aims and objectives of the NSEAD aims and objectives, and strategic plan.

Terms of reference & guidance for Council and Forum activity –principles

NSEAD Officers and elected members work in line with the Nolan principles of Public life.

In our work for NSEAD We will:

1. SELFLESSNESS

1. when representing NSEAD, act solely in terms of the Society & it's members interests.

2. INTEGRITY

2. avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work for NSEAD. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our families, or our friends. We will declare and resolve any interests and relationships.

3. OBJECTIVITY

3. act and take decisions impartially, fairly and on merit, using the best evidence and striving to act without discrimination or bias.

4. ACCOUNTABILITY

4. be accountable to members for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

5. OPENNESS

5. act and take decisions in an open and transparent manner. Information will not be withheld from Members unless there are clear and constitutional reasons for so doing.

6. HONESTY

6. be truthful.

7. LEADERSHIP

7. exhibit these principles and the NSEAD values in our own behaviour. We will actively promote and robustly support the principles and are willing to challenge unprofessional behaviour wherever it occurs.

In addition, we commit to honour the NSEAD core values to be **EXPANSIVE, COLLABORATIVE, LEARNED** and **LEARNING** in all that we do. We will not bring the Society into disrepute, or compromise the independence of the Society through our actions when working for the Society.

Terms of Reference—Council

Membership:

Council is the Executive body of NSEAD, elected from the membership, by the members.

Tenure:

3 years, to begin in the January following election. Members of Council cannot serve consecutive terms; a year must pass between terms of office.

Remit:

The entire direction, management and control of all business of the Society and the disposition of its funds.

The work :

As set out in the constitution

Chair:

The serving President

Role of the Chair:

To manage all meetings of Council and ensure that the code of conduct is upheld

Meetings:

Full meetings of Council three times a year, plus optional attendance at an annual awayday to coincide with the AGM. Additional meetings where rapid response is required may be called at short notice. If a Council member is unable to attend three meetings in a row, (other than for extraordinary circumstance), it will be assumed that they wish to resign office.

Communication:

Submit agenda items via the chair and officers

Following NSEAD communication and social media guidelines

Reporting:

Council is the Executive, chaired by the President who has been elected by the membership. The General Secretary reports to Council. All constitutional decisions shall be tabled by Council for vote by the membership at the AGM.

Terms of Reference—Forum

Membership:

Forum are members of NSEAD nominated by other members. They are appointed by Council. Any member of NSEAD can apply to join Forum. Council aim to ensure that Forum represents all areas of the UK, all settings and phases of art, craft and design education. Council may also take part in Forum meetings and activities if they wish.

Tenure:

Members of Forum serve for three years.

Remit:

To explore policy and practice to steer and inform the work of the Society. Forum lead research and development activity.

The work:

As directed by Council. Forum might work within Special Interest Groups, working parties or project teams. They might be called upon to develop resources or materials for members.

Chair: The serving President

Role of the Chair:

To prepare the agenda and chair meetings

Meetings:

Forum meet twice a year as a full group online. Their work takes place in small groups, meeting as often as required. Once a year Forum join Council for the annual awayday and AGM. All Forum members are encouraged to attend the NSEAD annual conference. If a Council member is unable to attend three meetings in a row, (other than for extraordinary circumstance), it will be assumed that they wish to resign office.

Communicate:

Through SIG chairs, submit items for the Forum agenda via the chair and officers.

Reporting:

Short updates on the work of the SIGs are presented at Forum meetings, with sharing of progress and outcomes at the annual awayday.

Terms of Reference—Special Interest Groups

Membership:

Members of Forum and Council, and others

Remit:

To be set by Forum during annual strategy days .

The work :

Debate and define remit and scope of the work

Agree a plan with clear aims, targets, assigned tasks and timescale

Liaison with consultants and organisations

Partnerships and communications with new and existing organisations

Chair:

Appointed by NSEAD officers, agreed by F&GP

Administraton:

NSEAD officers and staff provide support for SIGs, delegating some of those duties to the chair. The NSEAD office will:

- Produce and send any formal correspondence.
- Table reports from the SIG for Council meetings.
- Provide technical advice and support for use of online tools

Meetings

As frequently as required to do the work—can be face to face or online

Communicate

Use the NSEAD SIG platforms to share activity and progress with the wider membership

Prepare press releases, letters, media campaigns, with approval from NSEAD Officers before release.

Use NSEAD logo and follow communications policy guidelines

Reporting and Management:

Agree intent and focus of inquiry, and an action plan .

Present progress report at each Council meeting, and a summary report when the work is completed.

Each SIG will have a nominated representative from F&GP

Tenure:

Task and finish, reviewed annually

Role of the Chair

Convene meetings, assign responsibilities within the group, ensure that notes are taken and shared. Report to Forum and Council. Ensure that all communications adhere to NSEAD guidelines.

Tools and Resources - Effective systems to support our Council and Forum

Meetings that everyone can get to, wherever they live in the UK

NSEAD officers will:

Provide written notes and guidance and an 'onboarding' session for new Council & Forum

Set dates for meetings with plenty of advance warning

Hold most meetings by video conference, using user friendly applications

Confirm and send the agenda and make practical arrangements for for all meetings of Council, the F&GP and Forum

Council/forum members will:

Attend at meetings three times a year, sending apologies if unable to attend for any reason. One of those to be the September awayday.

Not miss more than three consecutive meetings without exceptional cause.

Submit items for the agenda to be tabled under AOB two weeks before each meeting.

Ensuring that informed, democratic decisions are made

NSEAD officers will:

Ensure that all meetings are chaired in a fair and efficient way, ensuring that all have the opportunity to be heard

Compile and send all papers for meetings one week ahead of time.

Record all key decisions made at Council, by majority vote and report back on actions.

Council/forum members will:

Abide by the direction of the chair, listen with care and make active contribution.

Set aside time to read papers in advance, and have any questions/ comments prepared.

Abide by decisions made and be active in their support

Sharing information, guidance, research

NSEAD officers will:

Alert Council and Forum to any key issues that impact or influence Society business

Post regular updates on Council and Forum activity and decisions across various platforms

Council/forum members will:

Share information, ideas and updates using the dedicated platforms provided.

Keep updated via NSEAD news posts and newsletters

Tools and Resources—practical support

Practical Tools

Zoom login to set up meetings

Website—Council, Forum and SIGs public areas

Website—Internal forums and administrator rights

Resources

Support to seek funding where necessary

NSEAD Secretariat support—admin

Policy guidance and research materials

Advocacy toolkit

Communications

Comms policy—social media, branding

Comms toolkit for recruitment of members

