

The Worshipful Company of Educators – Engagement Committee - Special Interest Groups - *Approved by Court 26 June 2020*

Roles responsibilities and tasks of key participants in Special Interest Groups (SIGs):

Overarching purpose - to increase the engagement of members in the Company's activities and affairs through effective operation of a range of special interest groups (SIGs) run by members.

Role of SIG Leads

Overarching purpose – to provide facilitation and offer thought leadership for the SIG, respond to the interests of members and the Company in developing and delivering activities of the SIG:

- To encourage SIG membership, respond to those interested in joining the SIG, support member engagement with the Company and deliver the Company's protocol on SIGs.
- To ensure on behalf of Engagement Committee that the SIG is working effectively, with good numbers and a range of activities that respond to Members' needs (*extract from 5 Yr Plan pg 39*).
- To work with the SIG Secretary/Core group and the SIG Co-ordinator to decide on and deliver the activities of the SIG.
- To maintain a list of SIG members, including those external to the Company, guests and guest members and past members.
- To provide core information material, calendar updates and reports on activities for the Engagement Committee, Company SIG web pages, "The Educator", and other IT facilities/media platforms used by the Company.
- To ensure the activities of the SIG are self-financing and, with the SIG Secretary/Core team, to budget and maintain as necessary accounts of income and expenditure as appropriate for the Company as a Charity.
- To use the IT facilities provided by the Company as appropriate for the activity of the SIG including databases, repositories, discussion "rooms", communications platforms, and web links.
- To undertake other SIG related tasks as agreed with the Chair of Engagement Committee.

Role of SIG Secretaries/Core group

Overarching purpose – to support the SIG Lead in the organisation of the activities of the SIG, the delivery of the Company's protocol on SIGs and in the liaison with SIG members:

- To organise the administration of the SIG and such events as the SIG may determine.
- To support the SIG Lead in budgeting and financial matters, use of relevant IT facilities, development of the SIG's programme of activities, and web presence etc.
- To prepare or curate SIG documents including as necessary agendas, minutes/notes, reports, presentations and web-based materials.
- To support the SIG Lead as required and liaise as necessary with the SIG Co-ordinator.

Role of Wardens or Court member as SIG Members

Overarching purpose – to provide support for the SIG and improve connectivity of officers with the membership of the Company:

- To provide a direct line of support between the SIG and the Court, the Master, the Chair of Engagement Committee, the SIG Lead and the SIG Co-ordinator.
- To advise on SIG related matters interfacing with other work of the Company – eg interface with the Master, the Education Committee.
- To support the SIG by attending meetings/activities where possible.
- To report on relevant SIG matters to the Court if necessary.
- To support member engagement by involvement in the SIG and increasing SIG and member connections.
- To undertake other SIG related tasks as agreed with the Chair of Engagement Committee.

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Role of SIG Co-ordinator

Overarching purpose – to support the liaison of SIGs with the Engagement Committee and the various SIG Leads in the activities of the SIG; and with interfacing with other functions within the Company:

- To liaise closely with the Chairman of Engagement, and with the Warden or Court member who will be linked to a specific SIG, and advise on all SIG-related matters.
- To keep a central list of the officers (SIG Leads SIG Secretaries/Core group) and number of members of each of the Special Interest Groups.
- To maintain a central record of any relevant papers produced by each of the SIGs, supported by the Clerk.
- To attend meetings of the Engagement Committee.
- To have close links with the Officers of each SIG and encourage their regular (online or face-to face) meetings or discussions.
- To promote the value of the SIGs within the Worshipful Company of Educators, encouraging SIG membership as appropriate.
- To encourage cross-sector membership of SIGs, i.e. open to all, not just for those within the specific SIG sector.
- To help foster awareness of and links with external specialist bodies that will form valuable contacts for each SIG.
- To promote the use of electronic communications to support SIGs operationally and put members in touch with each other.
- To facilitate the development of the individual SIGs and SIGs as a group, by supporting the SIG Lead and Secretary/Core group to connect the purposes and outcomes sought by the SIG with the work of the Company, the themes of the particular Master and the Educators 5 year Strategic Plan while maintaining the continuity of activities in the area of special interest.
- To support the development phase of new SIGs as established through the Engagement Committee and the Court.
- To undertake other SIG related tasks as agreed with the Chair of Engagement Committee.