

Election of AULC Deputy Treasurer/Membership Secretary – Spring 2025 (Subject to approval of the new Constitution)

Role Descriptor for the Deputy Treasurer/Membership Secretary of AULC

AULC is run by an Executive Committee as detailed in the Constitution approved at the AGM in 2019 and updated and approved at an extraordinary AGM vote in 2025. This role profile should be read in conjunction with the Constitution available to download from:

<https://aulc.org/constitution/>

The **Executive Committee** is made up of

- Chair (from an institution that is a Cercles member)
- Vice-Chair (Ireland)
- Vice-Chair (United Kingdom)
- Treasurer
- Deputy Treasurer
- Secretary
- Attainment Lead
- Outreach Lead
- Scholarship Lead
- Social Media Lead
- Scotland Representative
- Wales Representative
- Teaching Representative
- Teaching Representative
- UCFL Representative (co-opted)
- Annual conference organiser (co-opted for one year)

The **Deputy Treasurer/Membership Secretary of AULC** is responsible for:

- a. overseeing the list of paid-up member organisations (HEIs, Individual and partner associations);
- b. assisting the Treasurer in collecting membership fees;
- c. supplying membership reports to regular meetings of the Executive Committee and AGM;
- d. liaising with Annual conference organiser, in particular regarding financial support provided by AULC for the Annual conference;
- e. managing the process of providing supported places at the Annual conference;
- f. liaising with SIGS regarding potential financial support provided by AULC.

The **Deputy Treasurer /Membership Secretary of AULC** shall be elected for three years, and may be elected for a further year, after which further nominations will be sought. No AULC member may serve on Executive Committee in the same role for more than a total of eight consecutive years. Terms of office will begin at the date specified in the advertisement.

Further information on the role may be obtained from (ana.de.medeiros@kcl.ac.uk) or (thomas.chaurin@ed.ac.uk)