

Election of AULC Secretary Spring 2025 (Subject to approval of the new constitution)

Role Descriptor for the 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 duties of the Secretary are:

- a. to call general and committee meetings of the Association;
- b. to ensure that minutes of those meetings are kept and in line with legal requirements;
- c. to organise membership circulations as the committee deems necessary;
- d. to arrange notification of elections and ensure they are in line with the Association's Constitution;
- e. to ensure elections are fair and in line with the Association's Constitution;
- f. to receive votes and communicate the results to the Executive Committee and wider membership;
- g. to ensure any revision of the Association's Constitution complies with legal requirements and are in line with the Association's mission;
- h. to receive new requests for membership and communicate any decision on behalf of the Executive Committee;
- i. and to perform such other duties as are laid on the Secretary by any rule or as decided by the Executive Committee. In the absence of the Secretary, the Secretary's

duties will be performed by another member of the Executive Committee as the Executive Committee decides.

The 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 Dr Christine O'Leary
(c.t.oleary@shu.ac.uk)