

sigma Network Steering Group - Terms of Reference - Draft 2, 13 Feb 2016

The purpose of these terms of reference is to inform potential Steering Group members (and their institutions) of the likely commitments involved.

Membership of the Steering Group

- Up to 10 members. One from each regional hub (the “Hub Coordinator”), and up to 4 further members. Additional members may be co-opted for specific purposes.

All Steering Group members

- Meet approximately every 2 months, usually online:
 - Sept (at conference); Nov; Jan; March; May; July (away day)
- BUSINESS: Steering Group members will collectively:
 - Facilitate a programme of **tutor training**, covering all regions.
 - Be aware of centres that expect to have training needs,
 - Help identify host institutions,
 - Support presenter(s), run “train the trainers” meetings, make shared resources available
 - Promote (website update, jiscmail, regional contacts)
 - Plan programme of **networking meetings** for maths/stats support practitioners, at least 1 per region.
 - Agree theme, discuss with other regions
 - Identify host institution,
 - Identify and support presenters and programme
 - Promote (website update, jiscmail, regional contacts)
 - Support special interest groups (SIGs)
 - Identify SIG topics, and people to co-ordinate
 - Help identify contributors,
 - Receive and evaluate updates from SIG co-ordinators
 - [see: SIG terms of reference, to be produced]

- Keep abreast of developments and policy relevant to maths support
 - Respond to policy initiatives
 - Promote discussion among the maths support community
 - Receive invitations to work with other bodies

- Indicative time commitment
 - Members of the Steering Group will not necessarily be expected themselves to carry out tutor training, deliver events, or lead SIGs. However, members of the SG will ensure that such activities take place, by identifying, expanding and coordinating their networks of local “activists” to host and deliver them, thus getting more people engaged with the **sigma** Network. The Steering Group will support and guide, by sharing experience to save re-inventing the wheel, and overseeing & promoting the overall programme of activity. The SG meetings will be coordinating and planning in nature. This core business of the SG would require an average of 2 hours per week, plus an annual away day meeting and conference attendance.

Steering Group Officers (Chair, Secretary, Treasurer) will have additional tasks which may require an average of 1-2 additional hour per week.

- The Chair will set meeting agendas, co-ordinate the work of SG members, and ensure external representation of the Association.
- The Secretary will take minutes of SG meetings, and maintain the membership list.
- The initial tasks of the Treasurer will be minimal, since it is not initially planned to levy subscriptions or charge for events, nor to provide payments or grants. The post is required to meet the (theoretical) financial governance requirements of the constitution.

*The above is indicative only, and will be revised and refined on advice from the current **sigma** Directors and Hub Coordinators.*