

sigma Network Steering Group

Terms of Reference

1. Purpose of the Steering Group

1.1 Day-to-day management of the **sigma** Network shall be vested in a Steering Group, which shall be the only body authorised to conduct (or delegate) the **sigma** Network's business, in line with the Constitution.

2. Membership of the Steering Group

2.1 The Steering Group membership is as specified in the Constitution. Additional (non-voting) members may be co-opted for specific purposes within any one year. Co-opted memberships cease at the AGM. The Steering Group may or may not co-opt the same additional members post-AGM.

2.2 Membership of the Steering Group is on the basis of self-nomination together with institutional endorsement (optional). Membership is ratified each year at the Annual General Meeting, with elections if necessary. Membership is anticipated to be for a minimum of two years, although people are free to stand down at any time.

2.3 Steering Group members will be a member of the **sigma** Network and as part of their self-nomination will outline their association with a higher education institution, their direct involvement/interest in mathematics or statistics support, their engagement with the **sigma** Network and any support from their institution to serve on the Steering Group (for example as recognised professional development or academic citizenship). Historically, the **sigma** Network was situated and served England and Wales. All members may self-nominate; however, in the support of the associated national networks, the Steering Group will encourage members to also join their local associated network and, if self-nominating, to outline their engagement with both the **sigma** Network *and* their local network as part of self-nomination.

2.4 The Steering Group will include a Chair, Vice-Chair, Secretary and Treasurer, in line with the Constitution. Each of these roles may be shared if required.

2.5 Steering Group members receive no payment from the **sigma** Network. It is anticipated that their institutions will be willing to support them (for example allowing attendance at online meetings, covering occasional travel expenses, use of telephone or email).

3. Tasks and responsibilities of Steering Group members

3.1 Steering Group members will attend regular meetings (online or in-person) of around 1.5 hours duration, at least four times per year, in order to plan and discuss the business of the **sigma** Network. These meetings may be followed up with email or phone contact between members.

- 3.2 Steering Group members will actively encourage networking and the sharing of experiences.
- 3.3 The Steering Group will, collectively, ensure that a programme of networking meetings and professional development events for maths support practitioners is offered each year responsive to interest/demand. Typically this will be between 6 – 12 such events each year. Steering Group members will not be expected to deliver and host all of these themselves but will work collaboratively with their “contacts” across the sector in a coordinating/advisory capacity as appropriate to ensure that events take place.
- 3.4 As per the Constitution, only the Steering Group is authorised to conduct (or delegate) the **sigma** Network’s business. The Steering Group may set up and disband Working Groups (WGs) of the **sigma** Network with each WG led by at least one (voting) Steering Group member. The Steering Group may delegate limited decision making to a WG but will be responsible for, direct and oversee all work.
- 3.5 The Steering Group will support and encourage the work of Special Interest Groups (SIGs) within the **sigma** Network, and receive updates from them.
- 3.6 The Steering Group will, collectively, ensure that the work of the **sigma** Network is appropriately publicised and disseminated (eg via website, Jiscmail, newsletter, social media).
- 3.7 The Steering Group will keep up to date with research and developments in the field of mathematics and statistics support in higher education, and work with other sector bodies as appropriate to further the work of the **sigma** Network, nationally and internationally.

4. Indicative time commitment

- 4.1 It is anticipated that the work of the Steering Group should take members no more than 1 or 2 hours per week, on average.
- 4.2 The Steering Group Officers (Chair, Secretary, Treasurer) will have additional tasks which may require an average of 1-2 additional hours in some weeks:
- The Chair will set meeting agendas, co-ordinate the work of SG members, and ensure external representation of the Association.
 - The Secretary will arrange minutes of SG meetings; and receive, forward and respond to external communication as appropriate.
 - 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 financial governance requirements of the constitution.

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