

Chair's Report to AIUK GTF meeting 17 May 2014

SG1 have proposed running 2 workshops at this meeting on the Constitution/Articles, and General Meetings, splitting the GTF into 2 teams for each workshop. Conscious of time constraints on GTF meetings and assuming that there would need to be feedback from each workshop to the full meeting, putting further pressure on time, I would urge that we seek to have these workshops, but for the full GTF (rather than splitting up). There are also quite a large number of apologies which might make this more suitable. I have placed these items on the agenda and am happy to be persuaded.

As usual, all reports are attached and will be reviewed by the GTF but I have drawn out the specific recommendations below.

Sub-group 1. Governance Structures

3.2 Proposals for consultation with a range of stakeholders based on outcomes of GTF workshop.

4.1 Verbal report on recommendations re admission of Charitable Trust donors into AI membership.

Sub-group 2. Relations with the International movement

I have not found it easy to distil the actual recommendations from this lengthy and repetitive report (sorry to be so blunt). We will need to consider Section 4 Progress Report and each of the Appendices:-

- 1 (with additional Appendices A and B) recommendations on IS-AIUK accountability,
- 2 preliminary thoughts on benchmarking
- 3 recommendation to amend the Remit in line with work already being undertaken by the Board on what is called Plan B
- How Does it all Work is being re-written for future consideration.

Sub-group 3. Support for members holding elected posts

The report/recommendation is in the form of a paper to the Board. SG3 consider that this document, along with previous recommendations, fulfils their remit and therefore concludes their work.

4. a) There should be a permanent area of the AIUK website that contains information about the role of the board, the skills and experiences that are beneficial to members, the expectations of board members in terms of workload, etc. This information needs to be available year-round, not just during the period between the announcement of elections and the close of nominations. It also needs to be easy to find.

b) The board should review and strengthen its induction processes, especially with a view to ensuring that these processes fully inform new board members of their roles and responsibilities, sources of additional help and advice, and recent and contemporary international developments within AI.

c) The board should continue to monitor its training provision, especially to ensure that it assists all board members in dealing with new challenges in the board's role.

d) Board members should be clear about the opportunities available to them, both individually and collectively, for relevant training.

e) The lists of board skills, roles and responsibilities listed in the appendix to this report should be reviewed and finalized by the board, and then made available to anyone interested in a board role and to new board members.

f) The membership, particularly activists, should be informed of the board's acceptance of these recommendations. They should also be informed that, in the board's view these adequately address the concerns raised by the relevant parts of 2013 AGM decisions E4 and E5.

Appendix – Skills required by the Board – is an amended version of the earlier document and requires consideration and adoption.

Sub-group 4 Consultation, communication and transparency

1. Recommendation on the format of the Chair's email : It is recommended that a specific template is designed for the Chair's email so that it can be more easily identified and be more user friendly.

2. The terms of reference of Board subcommittees should be reviewed and include the following information:

- a. The role of the subcommittee and relationship with the Board, other representative bodies and the wider membership
- b. The method of appointment of members
- c. Any permanent features of its composition
- d. Method of communication (if any) with the Board, other representative bodies and the wider membership

3. Each representative body (STAN committee, Country Coordinator Steering committee, Regional Reps Forum, Trade Union Network Committee, Youth Advisory Group) should have terms of reference and these must include the following information:

- a. The role of the representative body and its relationship with the Board, other representative bodies and the members it represents
- b. The method of appointment of members to the representative body
- c. Any permanent features of its composition
- d. Method of communication (if any) with the Board, other representative bodies and the members it represents

4. A consistent procedure should be designed and agreed for the "sign-off" of the terms of reference for Board subcommittees and all representative bodies and this procedure should be set out in the terms of reference themselves

5. The following representative bodies should be re-designated as "forums": STAN committee, Country Coordinator Steering committee, Regional Reps Forum, Trade Union Network Committee, Youth Advisory Group. For example: the Student Action Network Forum, the Country Coordinator Forum, the Regional Reps Forum, the Trade Union Network Forum and the Youth Advisory Forum.

6. Current AI UK e-mail circulation lists should be reviewed and clear criteria agreed for the purpose of each list and the membership.
7. Each representative body (see recommendation 5) must always consider some reports from the Board at its regular meetings (eg could be Board agenda, minutes and/or supporting papers).
8. Each representative group should be given the explicit right to submit a report to the Board for its consideration and be entitled to receive a response from the Board.
9. There should be a standing item on every Board agenda “Reports from forums”
10. The Board should be required to make these reports and their response to them available for the wider membership e.g. on the website
11. A representative of the Board should come to a minimum of one representative forum meeting a year and to each one of the regional conferences each year
12. Sub-group 1 should review the terms of reference and “sign-off” arrangements for the committees of the AGM.
13. Sub-group 1 should review the current approach taken to recording decisions taken at the AGM.

Magazine dates

June 3	Contents meeting
July 4	Copy approval
August 27	Inserts to mailing house
September 3-8	Mailing

GTF-related content should be made prior to the contents meeting and if accepted, the copy needs to be written and submitted before the date for copy approval. GTF might want to produce an insert (e.g. if a questionnaire is envisaged), if so, copy would be required at least 3 weeks before date when inserts go to mailing house.