

ARMA Working Group HEI Recruitment



TERMS OF REFERENCE
February 2021

The HEI Recruitment Working Group has been established by the Member Engagement Committee to put forward ideas and recommendations to increase the size of our membership in UK universities, further contributing to our vibrant and inclusive community. Its primary goal is to improve recruitment and retention of ARMA members in UK universities.

The Group will report progress and outcomes, and make recommendations, to the Member Engagement Committee, at the intervals specified below.

Scope of the Recruitment Working Group

The objective of this Working Group is to grow our membership, specifically focussing on UK universities.

To achieve this, the Group will:

- Review the current membership statistics, with a view to identifying opportunities and anomalies, and establishing realistic growth targets.
- Engage with stakeholders in order to understand opportunities for improved recruitment and retention of members.
- Identify opportunities and suggest initiatives to increase ARMA membership in UK universities
- Test the value for money proposition of the Group and individual membership offer with stakeholders and recommend improvements.
- Work alongside and cooperate with other Committees and working groups, specifically the Funder Recruitment Working Group to ensure synergy, complementarity and efficiency.

Authority

The Member Engagement Committee will specify what it would like the Group to achieve, and associated delegated authority.

Membership

To deliver the objective/s, the Group will consist of the following members:

- A representative of the Member Engagement Committee, who will act as Chair

- 6 individuals, selected based on the skills and experience required for the Working Group to be able to implement its stated objectives under Scope. Such persons are not necessarily required to have ARMA membership.
- The Chief Operating Officer
- Delivery Officer- Member Engagement and Training

The ordinary members will be appointed following an open call to ARMA members and an evaluation of the areas of expertise required. This is likely to be a short-life working group, with a maximum lifespan of 12 months.

Additional support may be secured from the Executive Office, and individuals may be co-opted as appropriate.

Meetings arrangements

The Recruitment Working Group will meet as required. The expected commitment per month for members is approximately one meeting and additional time to read material in advance of meetings. Until further notice, no travel is required as all meetings will be held virtually.

Reporting

The Group will report to the Member Engagement Committee each quarter, and on completion.

Budget

The Member Engagement Committee will specify appropriate budgets for each working group. For the Recruitment Working Group, it is expected that most meetings will take place using MS Teams.

Review

Terms of Reference for all ARMA committees and working groups, and the effectiveness of each, will be reviewed on an annual basis. The date for the next review of this document and this Working Group will be February 2022.