

# Terms of Reference for the Regional Centre of Expertise in the East Midlands (RCE-EM):

Adopted 15 June 2018



- 1 **Term:** This 'Terms of Reference' is effective from 15 June 2017 and will be reviewed by members annually.
  
- 2 **The role of the RCE-EM:**
  - a. The RCE-EM will provide strategic direction and leadership to a network of members that facilitate learning in formal, non-formal and informal settings towards sustainable development in local and regional communities. RCE-EM is part of a worldwide network of RCE's that constitute the Global Learning Space for Sustainable Development.
  
  - b. RCE-EM sets out to achieve in the following 4 areas:

**Governance:** provide a clear structure, terms of reference, membership criteria and transparent decision making process to ensure good management and leadership of the RCE-EM;

**Collaboration:** enable opportunities for actors from formal, non-formal and informal education to engage with the RCE-EM and collaborate with other members;

**Research and Development:** address the role of research and it's inclusion in RCE-EM activities where possible. Contribute to the design of strategies for collaborative activities, including with other RCE's

**Transformative education:** contributing to the transformation of the current education and training systems to satisfy ambitions in the region regarding sustainable living and livelihoods.
  
- 3 **Membership criteria:** Membership of RCE-EM will comprise any individual or organisation within the East Midlands Region of the UK, who agrees with the direction, and who make an active contribution in the areas specified in 2. Membership is ongoing and allows the members to use the RCE logo [with approval from the Steering Group] to badge events and activities. Membership will be revoked by the Steering Group if members act contrary to 2.
  
- 4 **Steering Group:** The Steering Group shall comprise Chair, Vice Chair, Secretary and 2 Co-ordinators. They will be elected annually, and may stand for re-election. The Steering Group will have responsibility for overall leadership and direction of the RCE as set out in 2, to include providing secretariat for meetings, communication, and approving the use of the RCE logo.

The first elections were held on 15<sup>th</sup> June 2017, and the following were elected to the Steering Group:

  - Chair – Lee Jowett
  - Vice Chair – Claire Plumb
  - Secretary – Cathryn Gathercole
  - Co-ordinators – Margaret Fleming, Hugh Fenton
  
- 5 **Meetings:**

- a The Chair or Vice Chair will chair Steering Group meetings
- b A quorum of 3 out of the 5 Steering Group members will be needed for meetings to be held and decisions made
- c Meetings will be open to all members to attend and contribute to
- d Meeting agendas and supporting papers will be provided by the Secretary at least 7 days prior to meetings. All papers will be circulated to all members.
- e Meetings will be held at least 3 times per year.
- f Decisions will be made by a consensus of all participants where possible. If this is not possible, the Steering Group members will decide by a simple majority, with the Chair having a casting vote if required.
- g Working groups will be set up by the Steering Group as required for task and finish activities. The times, location, topics and frequency of Working Group meetings to be agreed by members of that group, and secretariat functions provided by them. They will report back to the Steering Group meetings on their activities.

6 **Amendment, modification or variation:** These TOR may be amended, varied or modified in writing after consultation and agreement with members annually.