



National Association of Language Advisers

Guidelines for NALA regional convenors

(These guidelines are intended to be helpful to regional convenors but should not be regarded as absolute requirements. Convenors should feel free to develop practices that work well and with which they and members in their region are comfortable.)

- **Keeping in touch with *NALA* members in your region**

All members are allocated to a region and this information is included on the members' database. It may be more convenient for a member to choose a different region, and they are free to do so but should ensure that their database entry is accurate so that they receive messages from the appropriate regional convenor. The members' database is maintained by the Treasurer.

From this central members' database, a list of members in each region is compiled by the Treasurer and sent to the regional convenor. This includes the contact details provided by members. The regional convenor should create and maintain a mailing list for their region as the main means of disseminating information and keeping in touch. Regional convenors need to check with each member that the email they have is the most up to date one.

Additionally, on the NALA website www.nala.org.uk, the section 'NALA in the regions' has a page for each region. This is for the use of regional convenors who should post agendas, regional meeting minutes, information, messages or documents for their region (via the Communications Officer).

A **summary** of regional activity between executive meeting dates should be sent to the Secretary a week prior to the three executive meetings for inclusion on the executive meeting agenda.

- **Regional meetings**

Members are encouraged to participate in their regional group meetings. These are an opportunity for members to meet in person and are perhaps the most important way of creating a sense of 'belonging' to the association.

Arranging regional meetings is a key responsibility for regional convenors and financial support is provided. There is no standard template for a regional meeting.



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Convenors and members can decide what format they prefer. However, the following indicative guidelines provide some suggestions.

Dates of meetings: These should be decided locally in consultation with members. Aim to convene two or three meetings a year.

Venue - The location should be as convenient as possible for the majority of members in the region. Convenors may be able to find a suitable venue at no cost, but it may be necessary to hire a meeting room. While providing a venue of a reasonable standard, convenors should aim to keep the cost as low as possible. The Treasurer can advise on finance for meeting venues if you are in doubt.

Refreshments - Tea, coffee, biscuits and water should be provided free of charge. Depending on the timing of the meeting, sandwiches can also be paid for by *NALA*. Anything more substantial (e.g. a meal) should be paid for by individual members.

Agenda - This should be decided locally, but should include opportunities for members to share news and information and to discuss current issues. A brief update from the most recent Executive meeting and any language meetings attended is also useful. (Convenors may be asked specifically to feedback members' views on a specific issue to the national executive.) A visiting speaker can provide an invaluable input, if it is possible to invite someone suitable. Alternatively, one of the regional members could be asked to talk about an area of personal expertise or experience. In the case of invited visiting speakers, travel expenses should be paid. (A claim form should be requested from, and returned to, the Treasurer.)

Attendees

NALA regional meetings should be exclusively for NALA members with the following exceptions:

- non-members providing a specific input to a meeting (eg as a visiting speaker)
- potential new members (invited for a single "taster" meeting)

If possible, a member of the Executive Committee will attend regional meetings.

The up-to-date membership list is on the website. Consult this if necessary.

Website

Convenors should send date/s of regional meetings as soon as they are decided to the Communications Officer for posting on the website.



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They should email minutes of the meetings to the CO as soon after the meeting as possible for posting.

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