

Constitution of the Learning Liaison Forum

1. Group Name

The Group shall be called The Learning Liaison Forum, hereafter referred to as LLF.

2. The Aims of LLF

- 2.1 To be a point of contact for organisations with an interest in learning in heritage settings across Surrey, East Sussex, West Sussex (SEWS), and Brighton & Hove.
- 2.2 To be a structured and collaborative forum for museum and heritage learning staff to share ideas, resources and development opportunities.
- 2.3 To raise professional standards and promote professional codes of practice among its members and across the South East Region.

3. Objectives of LLF

- 3.1 To provide continuous professional development for members of LLF, responding as necessary to members' needs and local, regional and national developments and policies.
- 3.2 To promote and advocate on behalf of LLF to raise its profile and increase its membership and influence.
- 3.3 To represent, promote and advocate on behalf of its members to external bodies.
- 3.4 To provide a strategic response to local, regional and national issues to support education staff throughout South East region.
- 3.5 To undertake any activity that furthers the interests of learning in museums and heritage organisations throughout the South East region.

4. Membership

The LLF is open to all staff and volunteers working in museums, heritage and learning organisations throughout the Surrey, East Sussex, West Sussex, and Brighton & Hove sub-region and neighbouring areas.

5. Management Committee

- 5.1 The Management committee will consist of a core group of elected members with the responsibilities to make decisions on behalf of LLF.
- 5.2 All members of the group are eligible to stand for the Management committee.
- 5.3 The Management Committee should be comprised of the following roles:
 - Chairperson
 - Vice Chairperson
 - Treasurer
 - Secretary
- 5.4 The positions of Chairman, Vice Chairman, Secretary and Treasurer shall be elected bi-annually at the Annual General Meeting
- 5.5 Members may nominate themselves for a position on the Management Committee. This nomination should be supported by two other members.
- 5.6 In the event that two members are nominated for the same role on the Management Committee, the matter will be decided by a simple majority vote of those members present at the meeting.
- 5.7 Each officer may be elected for a further two years but can only serve for a maximum of four consecutive years.
- 5.8 In addition there will be a steering committee consisting of representatives of the membership across the SEWS region who support the direction and development of LLF.

6. Duties of Management Committee

6.1 Chairperson

- Chairs LLF meetings and prepares the agenda
- Principal point of contact for LLF members
- Represent LLF as a Co-opted member of SMG (Sussex Museums Group) Executive Committee.
- Disseminates information to the membership.

6.2 Vice Chairperson

- Deputize for Chairman
- Liaison with other learning networks.

6.3 Secretary

- Organizes the database of members' details.
- Takes and distributes the minutes of LLF meetings.
- Distributes information to members.

6.4 Treasurer

- Keeps a clear record of income and expenditure.
- Keeps the Management Committee updated about current financial status.
- Prepares a financial report for each LLF meeting and presents final accounts at AGM meeting.

7. Meetings

7.1 Meetings of LLF shall be held at least four times a year.

7.2 Meetings shall be held at different venues throughout the area.

7.3 Aim to hold a meeting at the end of the calendar year to host the groups AGM, review/assess progress and to plan for the future aims and requirements of the following academic year, in response to local, regional and national developments.

7.4 Any expenditure for meetings must be agreed and confirmed by the Management Committee on behalf of the LLF.

8. Finance

- 8.1 A bank account will be maintained by the Treasurer on behalf of the LLF
- 8.2 Signatories to the account will be Chairman, Vice-Chairman, Secretary and Treasurer
- 8.3 Two signatures will be required for all cheques, one of which will normally be the Treasurer.
- 8.4 No signatory may sign a cheque payable to himself/herself.
- 8.5 Records of income, expenditure assets, commitments and liabilities will be maintained by the Treasurer and a financial statement is given to each meeting of the LLF
- 8.6 All financial decisions must be discussed and agreed by at least three members of the Management Committee.

9. Amendments to the Constitution

- 9.1 If any amendments to the constitution are proposed, these must be made known to all members in writing before the AGM meeting, when the proposals will be discussed and an action will be agreed.
- 9.2 Proposed amendments should be approved by a simple majority of the members attending the AGM meeting.

10. Dissolution

- 10.1 The decision to dissolve the LLF requires a vote in favour of 70% of the membership.
- 10.2 A proposal to dissolve the LLF should be communicated to all members and a Special General Meeting organised specifically to discuss the proposal.
- 10.3 At least three weeks' notice of a Special General Meeting will be given to members.

- 10.4 If it is agreed to dissolve the LLF, any monies held in the account, once outstanding debts or commitments have been paid or provided for, will be returned to all appropriate funding bodies.
- 10.5 Where the funding bodies cannot be traced or the monies cannot be returned, the remaining monies will be passed to another appropriate organisation, to be confirmed at the Special General Meeting.

Date 26 February, 2015