

# CONSERVATOIRE USER GROUP

## TERMS OF REFERENCE

### JULY 2021

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#### Purpose

To represent users of the conservatoires scheme and to provide input and expert advice on operational and day to day issues associated with the conservatoires scheme and to provide user input into specific developments.

The Conservatoires User Group will:

- > Work with UCAS to review changes to products and services.
- > Provide UCAS with the user perspective of issues and concerns with the scheme.
- > Provide UCAS with the conservatoire user perspective about wider changes that may affect the scheme.
- > Work with UCAS to identify and outline possible development solutions to issues.
- > Provide input regarding the most appropriate communications and messaging.
- > Provide input into the development of information and advice and training and support relevant to conservatoires.
- > Act as representatives of conservatoires users acting as a channel of consultation and communication.

#### Membership

The membership of the Conservatoires User Group will ideally include representation from each conservatoire user. Membership will be limited to two representatives per conservatoire institution. Additional attendees will be permitted to attend the meeting dependent on the agenda item.

The term held by Conservatoires User Group members will be reviewed annually but will normally be renewable for up to 3 years. Members will be permitted to continue on the group beyond 3 years if there is not a suitable alternative member to join the group.

The Group will be chaired by a nominated representative from a conservatoire institution. The Chair's term of service shall be two years.

The Conservatoire User Group elects its own Chair from among the representatives that have served a minimum of one year.

The process for election of a new Chair will start at least one meeting prior to the incumbent Chair's last meeting. Nominations for Chair will be proposed and seconded by user group members and the nominee should indicate willingness to serve. Elections can take place virtually.

The incumbent Chair will be able to sit on the group for the remainder of their 3 year term.

The term of membership of this group and will normally be renewable for up to 3 years.

The Chair of the Conservatoires User Group will be expected to have an operational knowledge and understanding of the scheme.

Members of the group and their Chair will be listed on the Groups and Forums section of the UCAS website, and on the conservatoire web pages, along with terms of reference, meeting minutes and papers.

There will be a minimum of two physical or virtual meetings a year, likely to be held in March/April and October.

#### Responsibilities

- > Members are expected to act as representatives of the sector and to reflect views of the community.
- > Members are expected to feedback to the sector through their own networks and user groups.
- > If members are unable to attend a meeting they must seek permission from the Chair before sending an alternative representative.
- > UCAS will provide the secretariat to support this meeting who shall endeavour to ensure that:
  - Minutes are circulated four weeks after each meeting
  - Agendas and papers are received five working days prior to meetings
  - Events are calendared six months in advance