

Terms of Reference

Portfolio:	Specialist Groups and Sections
Name of Group:	Archives for Learning and Education Section (ALES)
Purpose of group:	<p>Advocate for the use of archives in formal education and informal learning activities</p> <p>Support our members' continuing professional development in the area of archives, education and learning</p> <p>Foster and maintain links with other ARA Sections/Nations/Regions and related external groups</p>
Aims and Objectives:	<p>Provide CPD opportunities for our members</p> <p>Share resources and examples of good practice with our members using a range of channels</p> <p>Monitor the education landscape, including policy and legislation and where appropriate, collaborate with ARA central to respond</p> <p>Foster and maintain links with other ARA Sections/Nations/Regions and related external groups</p>

Strategic Plan Deliverables:	<p>Deliver annual blended programme of training and guidance, including webinars, themed vlog series, remotely accessible resources and face to face events as appropriate</p> <p>Promote events and resources offered by other groups which may be of interest to our members using our communication channels</p> <p>Share examples of best practice and reflective pieces on the ARA Learning blog</p> <p>Maintain an active ALES Twitter account and encourage discussion on the platform around archive learning</p> <p>Maintain list of useful resources updated and disseminated to members annually</p> <p>Contribute and coordinate education and learning related articles to ARC Magazine</p> <p>Maintain subscriptions to relevant education agencies across the ARA Nations</p> <p>Foster and maintain links with other ARA Sections/Nations/Regions and related external groups</p>
Scope/Jurisdiction:	UK and Ireland
Relationship to other ARA groups:	<p>Liaise with relevant national/regional group when planning in person events</p> <p>Explore opportunities for joint events with special interest sections</p>
Fixed-term (end date)/Open ended	Open ended
Roles within the group:	<p>Chair</p> <p>Secretary</p> <p>Treasurer</p> <p>Training Officer (x2)</p> <p>Social Media Officer</p> <p>Publications Officer</p>
Subgroups reporting to group:	None

Method of working and activities:	Collaborative working using Office 365 Email Remote meetings using Microsoft Teams held quarterly at a minimum. Annual AGM held remotely or in person, as appropriate
Date agreed by board	October 2021
Review date	October 2024
Additional Notes:	
<p>This Terms of Reference was created while the effects of the COVID 19 pandemic were still heavily influencing operations and wider society. Sections of this document, particularly relating to events, is therefore necessarily vague.</p> <p>The ALES Chair has already served a three year term but an attempt to recruit a new chair in spring 2021 was unsuccessful. There is a risk that the current Chair may have to step down due to other commitments during the next three years. If this occurs and recruitment is unsuccessful again, the future of the section is uncertain.</p> <p>The group maintain links with The UK National Archives' head of Education and Outreach, the Group for Education in Museums (GEM) and the Scottish Council on Archives (SCA).</p>	