

## **Cenhadon Role Profile**

(Formally 'University Representative of the Learned Society')

This role is filled by a Fellow or Fellows at a Welsh University. They undertake to deliver a representative role to act as the local contact between LSW staff and their University, helping to promote the society and the benefits of being a Fellow.

Their responsibilities include;

### **Core**

The Cenhadon will act as the local contact between LSW staff and their University, helping to promote the society and the benefits of being a Fellow by;

- Supporting LSW in the organisation of local events for Fellows and stakeholders at their institution – this may include helping identify appropriate dates or venues and input into invitation lists.
- Locally promoting key LSW activities within their University – including the Fellowship and Medals Nominations windows and inviting applications to committee roles.
- Highlighting issues or events specific to their University that may affect Fellows.
- Supporting LSW to help identify Fellows who may be able to contribute to policy consultations and other LSW activities where appropriate.
- Attending LSW meetings from time to time (online and/or in person) where appropriate.

### **Supplementary**

In addition, Cenhadon may choose to further develop the links between their institution and the LSW (as agreed by both) by;

Liaising with other Fellows employed by or linked to the University with a view to establishing a locally run, collegial network of Fellows

### **Expenses:**

A small budget is available to cover any events or activities undertaken on behalf of the LSW as well as any travel undertaken by Cenhadon in pursuit of the role. Consideration will be given to ensuring a proportionate share across all the Welsh Institutions. Cenhadon are requested to discuss and pre-agree with LSW's Strategic Engagement Manager where travel or events expenses are expected to be incurred to ensure they can be covered by this budget.

### **Engagement:**

LSW offers 2 collective meetings a year for Cenhadon to come together – one with the General Secretary and Strategic Engagement Manager to review and plan activities and gather feedback (usually in the Autumn). Plus one invitation each year to join the full Council meeting (at the invitation of the President) to present individual (or joint) feedback from the Cenhadon perspective as the primary contact of their institution – usually in the Spring.

### **Visibility of the role:**

- A section outlining the work of our Cenhadon to highlight the activities they have actioned will be included at each AGM.
- LSW staff and Executive Officers will highlight the contribution of Cenhadon during any LSW direct engagement with the institution – namely the annual meeting with VCs.
- LSW's Strategic Engagement Manager will work with each Cenhadon to identify what they would find most useful in promoting their role and the society.

**Terms and tenure:**

- LSW will seek to have a minimum of one and a maximum of three Fellows nominated as Cenhadon for each Welsh University that employs Fellows.
- Ordinarily, the LSW will seek to appoint Fellows from both HASS and STEMM disciplines.
- Tenure will begin at the start of the Society year and it shall last 3 years.
- Fellows will be eligible to re-stand for election if they choose to do so at the end of their 3 years.
- Should a Cenhadon step down before their tenure ends, that role will remain vacant until the election process at the start of the Society year. Staff who retire may remain as the designated Cenhadon until the end of their Tenure if they wish.
- Election to the role will be as follows:
  - Self-nomination to each vacant/soon to be vacant role will be invited 3 months before the end of the current incumbent's tenure and elections held to appoint in time for the start of the Society year.
  - In order to apply, we will require all nominees to state their intent in the role – outlining how they would propose to help the Society achieve its strategic aims and ambitions, including the focus on inclusiveness.
  - All Fellows listed as staff at that University will be contacted and invited to apply when a role is vacant. The desire to appoint either HASS or STEMM related staff will be made clear depending on which role is open.
  - In the case of more than one nomination per role, LSW will arrange for a ballot of the Fellows based at the relevant University to select their Cenhadon.
  - Should any appointed Cenhadon cease to be an employee of the University or a Fellow, the appointment shall be terminated and the role filled via the annual elections process.