

Learning for Sustainability Scotland (LfS Scotland):

Scotland's United Nations Recognised Regional Centre of Expertise (RCE) in Education for Sustainable Development

Roles and Responsibilities

Members

The role of LfS Scotland Members is to contribute to Learning for Sustainability in Scotland, adhering to LfS Scotland's Vision, Mission and Objectives. Members are responsible for:

- Joining the organisation by completing an application form and paying an annual membership subscription
- adhering to LfS Scotland's ways of working/Code of Conduct
- attending, contributing to and promoting LfS Scotland's events
- sharing their LfS knowledge and expertise with other members
- participating in and initiating Task Groups where appropriate
- voting in the decision-making processes of LfS Scotland including the Annual Meeting of members at which the Steering Group will be elected.

Steering Group members

The role of the LfS Steering Group members is to represent the wider membership, providing strategic advice and direction to support Learning for Sustainability Scotland's Vision, Mission and Objectives. The Steering Group members are responsible to LfS Scotland members for

- Ensuring that activities undertaken by Learning for Sustainability Scotland meet with its agreed Vision, Mission and Objectives
- Providing expertise, advice and support to the Secretariat in delivering the Vision, Mission and Objectives
- Contributing to the development of the Strategic Plan and Annual Work Plans
- Signing off the Strategic Plan and Annual Work Plans on behalf of members
- Encouraging and approving Task Group initiation and receiving Task Group reports
- Receiving and reviewing progress and financial reports as appropriate
- Helping to strengthen and extend the membership of LfS Scotland
- Helping to build the profile of LfS Scotland nationally and internationally
- Providing expertise, advice and support to secure the organisational and financial sustainability of LfS Scotland
- Providing leadership in key areas of their own expertise (e.g. schools, HE, FE, Community) in association with appropriate members of LfS Scotland and the LfSS Secretariat as required.

Steering Group Chair

The role of the LfS Scotland Steering Group Chair is to act as principal contact between the Steering Group and the Secretariat and to Chair meetings of the Steering Group, LfS Scotland Conference and other appropriate meetings. In addition to the responsibilities of all members the Chair is responsible for:

- Having regular contact with members of the Secretariat
- Creating meeting agendas, in association with the Secretariat
- Signing off draft minutes of Steering Group meetings before circulation
- Signing off communications, statements and decisions such as policy consultation responses, briefings and statements to the media, made by LfS Scotland on behalf of its members.
- Signing letters on behalf of LfS Scotland as appropriate
- Acting as a primary media spokesperson for LfS Scotland.
- Providing leadership in key areas of their own expertise (e.g. schools, HE, FE, Community) in association with appropriate members of LfS Scotland and the LfS Scotland Secretariat as required.

Steering Group Vice - Chair(s)

The role of the LfS Scotland Vice- Chair(s) is to support and where appropriate represent the Steering Group Chair in this role.

Task Group Convenor

The role of the Task Group convenor is to co-ordinate the work of the Task Group and to represent them on the Steering Group and attend LfS Scotland Steering Group meetings. The Task Group Convenor is responsible for

- Convening and chairing meetings with members and the Secretariat to develop a Task Group proposal outlining the Group's objectives, activities, resources required and a communications protocol (setting out how general communications between group members and external communications will take place and who will take responsibility to be approved by the Steering Group)
- Arranging for a member of the Group to take and distribute minutes at each meeting.
- Reporting on the work of the Task Group to other Steering Group members and at the AGM to ensure continued alignment with the vision, mission and objectives of LfS Scotland
- In liaison with the Secretariat, developing funding proposals and funding applications to secure resources required and reporting to funders where required.
- Ensuring the proposed activities are carried out to the agreed budget and timescale
- Providing quarterly financial and progress reports for LfS Scotland Steering Group meetings
- Contributing to the LfS Scotland Annual Work Plan and Report

Secretariat

The role of the Secretariat is to enable Learning for Sustainability Scotland to achieve its vision, mission and objectives.

LfS Scotland Director

The role of the Director of LfS Scotland, who will be drawn from the host organisation staff, is to represent LfS Scotland in the host organisation and to manage LfS Scotland staff. The Director of LfS Scotland is responsible for:

- ensuring that the running of LfS Scotland complies with the legal, financial and charitable standards of the host organisation.
- Overseeing budgeting and budgetary control of LfS Scotland's work plans and projects.
- Undertaking performance and development reviews of staff
- Representing LfS Scotland in engagement and advocacy with Government and other external organisations where appropriate.

LfS Scotland Staff

The role of LfS Scotland's staff is to work for and with LfS Scotland's members to support, develop and coordinate LfS Scotland's core activities and partnership programmes. The LfS Scotland staff are responsible for:

- Setting up a LfS Scotland office as a hub for LfS Scotland members' activities
- Recruiting new members
- Dealing with enquiries and regularly communicating with members and the UN RCE Network e.g. by email, website, social media and bulletins
- Planning and delivering the AGM and events e.g. conferences and seminars
- Organising and providing secretarial support for Steering Group meetings in association with the Chair
- Liaising with Task Groups to produce work plans, funding proposals, and communications strategies and to support their implementation
- Coordinating the production of LfS Scotland's Strategic Plan and Annual Workplans and reports
- Providing monitoring and evaluation reports for the Steering Group
- Liaising with members to identify, plan and budget for appropriate LfS Scotland projects; fundraise and coordinate project management and delivery
- Representing LfS Scotland in engagement and advocacy with Government and other external organisations where appropriate.