# Constitution

**CDN Quality Development Network Steering Group, April 2017**

**Purpose of the Quality Development Network Steering Group**

Provide a forum for staff operating in colleges across Scotland to meet on a formal and informal basis as professionals to exchange information, to network, to provide a specialist perspective and to undertake professional debate on a range of issues which impact on the themes of quality;

Encourage, devise and support continuing professional development activity for Members;

Act as a consultative body on agreed topics and provide formal responses on behalf of the colleges across Scotland to sector agencies when requested;

Establish links and strong working relationships with other *CDN Steering Groups* with an aim of sharing information and expertise and facilitating opportunities for joint activity;

Foster development of practice and greater awareness of the college sector through the augmentation of links with stakeholders, professional bodies and individuals in Scotland and across the UK and internationally, as appropriate.

**Membership of the Quality Steering Group:**

Membership of the Quality Steering Group is open to any member of staff working within one of Scotland's colleges or related stakeholder organisations in a cross college quality management role;

Should vacancies become available on the steering group the current membership will consider the case for a new member joining on an individual basis;

Membership of the Quality Steering Group may be extended to individuals or other stakeholder organisations at the discretion of the steering group;

The Quality Steering Group will have a chair and vice-chair elected by the members, with the vice-chair being the chair elect. The posts will be held for a minimum period of one year and a maximum period of four years and incumbent post holders are eligible for re-election;

The standard procedure for the election of the chair, vice-chair and members will be as follows:

- The Quality Steering Group will request nominations for steering group members from each college region (Appendix 1 shows the college regions at the time of this review)
- Nominations will be restricted to one nomination per college
- The chair and vice-chair will be elected from the steering group members who will nominate and vote for each of these posts
- In addition to the above there will be 5 non-voting memberships available for stakeholder organisations or individuals not operating in a college in Scotland.

**Operation of the Quality Development Network Steering Group:**

The Quality Steering Group, along with the CDN appointed lead, will decide on the annual programme of events. It is expected that the Quality Steering Group will work with any Quality Steering Group sponsors to accommodate their requests

Any requests for changes or amendments to this constitution will be routed through the steering group and considered at an appropriate time. This constitution will be formally reviewed and approved by the steering group every four years

Changes to the constitution will not render existing membership invalid but will take effect through natural turnover of future membership.

The steering group will aim to meet at least three times per year and hold one annual Conference

The chair, or appointed member, of the Quality Steering Group will represent the steering group on external committees/groups to enhance working relationships which contribute to the development of a quality culture throughout the college sector.

In all matters related to voting, there will be one vote per region.

College members who are unavailable to attend may be represented by a colleague only in cases where the member is going to be unavailable to attend for a prolonged period.

Non-voting members from stakeholder organisations or individuals not operating in a college in Scotland may be represented by substitutes as determined by operational priorities.

APPENDIX 1 – College regions (as at April 2017):

Aberdeen & Aberdeenshire

Ayrshire

Borders

Dumfries and Galloway

Edinburgh and Lothians

Fife

Forth Valley

Glasgow

Highlands and Islands

Lanarkshire

Tayside

West

West Lothian

In addition, the following specialist institutions are eligible for membership on the same basis as college regions above:

Scotland's Rural College

Newbattle Abbey College

Sabhal Mòr Ostaig UHI