

## SRHE Network Convenors

SRHE Networks represent one of the most important areas of the Society's activities, and are run under the guidance of the Research and Development Committee. The SRHE Networks provide the primary means of bringing together researchers in special interest groups, through facilitating events and meetings to share research issues, exchange ideas, and review current thinking and new developments in various areas of the Higher Education sector.

In providing a space for discussion and highlighting of research, networks also serve to support newer and early-career researchers, and provide a valuable opportunity for all in terms of networking, knowledge exchange, and collaboration.

Each network is overseen by a group of network convenors; normally a minimum of two and maximum of four convenors. SRHE's volunteer convenors are essential to the conduct of its networks, and their work is formally acknowledged through membership subsidy. An outline of expectations follows for those considering taking on this role.

### SRHE Convenor Expectations and Responsibilities

- Ensure the Network runs a minimum of three events per calendar year; the convenor is responsible for creating opportunities for the Network to come together online and in person.
- Ensure visibility and impactful promotion of the Society's programme of events in line with the Society's Strategic Plan
- Facilitate network advance planning by submitting a programme of network events one year in advance. This will allow the Society to better promote events with the aim of increased attendance, and will allow members to work events into their own calendars.
- Encourage submissions of papers, posters and symposia for the SRHE Annual Conference
- Review and moderate conference submissions

### Practical Considerations and Reporting:

- We are not prescriptive concerning the structure of network events, but the usual format is that of a multi-speaker event comprising a mix of formal speaker presentations and Q&As. Network events are scheduled variously as day-long events, half-day sessions, and hour-long "taster" sessions. Consult with the Manager: Events and Conference concerning the format that your event will take, and outline this clearly on the [Proposal form – SRHE events & workshops](#) for each event. Events run online or in-person – hybrid events are not normally held because of technical constraints, but we can make arrangements for remote participation from speakers if absolutely necessary.
- Effective communication with the executive team when planning an event is essential, particularly on arranging dates – please check with us first before confirming with speakers.
- We are not normally able to host network events during November; this is a busy period with conference preparation.
- Free attendance at network events is a membership benefit. There is a charge for non-members (£45 for online sessions/£75 in-person). Network events do not make a profit, but the charges contribute to covering the costs of events and it is hoped will act as a driver to membership. Speaker fees are not possible at this time, although we will cover speaker expenses for in-person events.
- Convenors who are conducting an event have their expenses covered, but if other convenors are attending an event outside of their network area, we would normally expect them to pay their own way, as would any other attendee.

- As part of the Society's annual report, the Research and Development Committee and the Society's CEO carries out an annual review of the activities of each network and the contributions of individual convenors.

The Society is acutely aware of the time and commitment involved in being a Network Convenor, and remains committed to offering all convenors a free 12 month SRHE membership in recognition of the work that they do. This will enable all convenors to participate in the 2025 online conference without further costs, and offers a discounted rate for the in-person conference in addition to other benefits listed at <https://srhe.ac.uk/individual-membership-benefits/>.