The National Life Members Committee (NLMC)
organisation, roles and responsibilities

The NLMC is currently attended by one elected regional retired Life Member representative from each of the NAHT regions with the addition of one place each for Northern Ireland and Wales. See Terms of Reference document for more information.

The NLMC officer roles are as follows -
- Chair
- Vice Chair

Elections for officer posts are held annually at the first meeting after the NAHT annual conference.

The committee is supported by a servicing officer from HQ in Haywards Heath.

With effect from June 2016 the NAHT NLMC will meet four times a year to coincide with the meetings of the NEC but prior to the meeting of MSC which enables the NLMC to develop effective working links with the members of the NEC.

As a member of the NLMC, elected to represent a particular NAHT Region of the membership, you have the following responsibilities on behalf of life members:

- To participate in the strategic oversight of the NLMC affairs and to advise / inform the NAHT National Executive Committee on Life Member issues during periods between annual conferences.
- Providing the committee with a written or verbal report identifying activity, relevant issues and good practice from branches and regions based on a local model for determining this using the agreed NAHT/NLMC format as appropriate. This is essentially a report from the relevant region or nation on Life Member related activity or issues compiled by NLMC representatives. Reports are discussed and an overview and outcomes compiled in a report by the Vice Chair. This report should also be shared with the regional executive by the NLMC regional representatives at the appropriate Regional Executive meeting.
- To represent the views of the NAHT Life Members in the region you have been elected to serve asserting Life Members interests, lobbying on their behalf with NAHT and beyond and acting as a channel of communication between the NEC, HQ and Life Members when required to do so.
- To offer support to local NAHT branches as appropriate by means of personal contact with local officials and attendance at selected meetings as required or to help in sourcing a replacement.
- To work with other NAHT Life Members in your region, and with local officials, to promote the business of the region, including local initiatives to recruit new members, local NAHT campaigns and the pastoral care and well-being of NAHT members.
- Where required, to represent the NAHT position in the media and to respond to media enquiries, particularly at a local level or in relation to your special areas of expertise.

National Life Member Committee roles and responsibilities – June 2019
To contribute your personal expertise to the NAHT through participation in relevant Life Member committees, attendance at appropriate conferences, training and events, and contributing to NAHT digital and social communications.

Where required, to represent Life Members views at appropriate government departments and agencies, the LGA and other national bodies and associations and equivalent organisations in Wales and Northern Ireland.

To be available to offer advice and guidance to members requiring support, where necessary referring them to the appropriate staff in headquarters (and always in cases where a member’s employment may be at risk).

To coordinate with NLMC officers and the Reference Group appropriate Life Member related content for the NAHT Leadership Focus magazine and newsletter.

**NLMC Officer Roles and Responsibilities**

**Committee Chairperson** - Is expected to act in accordance with the aims, policies and administrative procedures of the NAHT participating in appropriate NAHT meetings at agreed dates, times and venues which relate to NAHT life member issues.

The responsibilities of the Chairperson can be summarised as follows:

- **To provide leadership** - The overarching role of the Chairperson is to provide leadership; they must be an effective strategist and a good networker.

- **To ensure the NLMC functions effectively** the Chairperson is responsible for making sure that each meeting is planned effectively in partnership with the servicing officer, secretary and vice chair, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his / her committee members, building and leading the team. This also involves regularly reviewing the committee's performance and impact and identifying and managing the process for renewal of the committee through recruitment of new members.

- **Providing support on Life Member related issues** communicating with the NAHT National President, Officers, the General Secretary and the HQ senior team as appropriate.

- **The Chairperson may from time to time be called upon to represent the NAHT organisation and sometimes be its spokesperson** at for example, functions or meetings.

- **To lead on providing a written and verbal report to the NEC Membership Services Committee** focusing on key recommendations and outcomes, supported by the Vice Chair, HQ Servicing Officer. The Chairperson will also attend NEC Membership Services committee meetings 4 times a year to represent the NLMC.

- **To support the development of the website and other forms of social media** as agreed by the committee providing appropriate content and updates in partnership with **NLMC Reference Group**.
Committee Vice Chairperson - Is expected to act in accordance with the aims, policies and administrative procedures of the NAHT participating in appropriate NAHT meetings at agreed dates, times and venues which relate to NAHT retired member issues.

The responsibilities of the Vice Chairperson can be summarised as follows:

- To support the NLMC Chairperson in the delivery of their role and to act on behalf of the Chairperson when he / she is unavailable. This could include leading meetings or reporting to the NEC etc.

- To undertake identified roles as agreed with the chairperson and committee members.

- To be responsible for the collation of the NLMC annual report to the NAHT annual conference and AGM supported by the servicing officer.

- To support the Chairperson, and HQ Servicing Officer, providing a written report to the NEC focusing on key recommendations and outcomes from each NLMC meeting.

- To support the development of the website and other forms of social media as agreed by the committee providing appropriate content and updates in partnership with the NLMC Reference Group.

- To coordinate with NLMC officers and the NLMC Reference Group appropriate Life Member related content for the NAHT Leadership Focus magazine and newsletter.

NLMC Life Member Reference Group Role and Responsibilities

The NLMC Reference Group - Members are expected to act in accordance with the aims, policies and administrative procedures of the NAHT participating in appropriate NAHT meetings at agreed dates, times and venues which relate to NAHT Life Member issues. Membership of the NLMC Reference Group listed in Appendix 1.

Roles and responsibilities can be summarised as follows -

- To monitor, provide advice, feedback and suggestions for developments to the appropriate HQ staff on the NAHT Life Member web pages. To report on Life Member web page developments at each NLMC meeting. Named individuals from the Reference Group can be identified for this role.

- Working with and providing feedback to the NAHT Membership Services marketing team and web design team, to increase the use of digital marketing for member awareness, communications, training and events for NAHT Life Members and to be a source for testing and advising on new resource materials. Feedback will be via email and may be required at short notice with a quick response rate.
To play a leading role with the NLMC officers in the coordination and delivery of the quarterly NAHT Life member newsletter and the Life Member content of the NAHT Leadership Focus magazine. This may include producing, sourcing and collating content from colleagues and other potential sources. Named individuals from the Reference Group can be identified for this role.

Keeping a watching brief on the content of social media posts. Names of those running our Twitter account to be minuted accordingly.

Appendix 1 – Added June 2019

Life Member Reference Group Membership 2019-20

<table>
<thead>
<tr>
<th>Name</th>
<th>Region</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Wilson</td>
<td>North West Region</td>
<td><a href="mailto:michael.wilson@nahtofficials.org.uk">michael.wilson@nahtofficials.org.uk</a></td>
</tr>
<tr>
<td>David Allen</td>
<td>East Midlands</td>
<td><a href="mailto:david.allen@nahtofficials.org.uk">david.allen@nahtofficials.org.uk</a></td>
</tr>
<tr>
<td>Eugene Symonds</td>
<td>South Central</td>
<td><a href="mailto:eugene.symonds@nahtofficials.org.uk">eugene.symonds@nahtofficials.org.uk</a></td>
</tr>
<tr>
<td>Marilyn Downs</td>
<td>North West Region</td>
<td><a href="mailto:marilyn.downs@nahtofficials.org.uk">marilyn.downs@nahtofficials.org.uk</a></td>
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</tbody>
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Appendix 2 - Added June 2019

Links between the NLMC, national (in the case of Wales and NI) and regional executives

At the meeting of the National Life Members Committee held in Birmingham on 19th June 2019 it was agreed that the chair would write a letter on behalf of the NLMC to all Regional Secretaries to clarify the roles and responsibilities etc of Life Member representatives elected to serve both the regions and countries, in the case of Wales and Northern Ireland.

The following key points were referenced.

1. Officer posts exist within the NLMC. Chair, Vice Chair. These post holders are not classed as regional representatives.
2. Each region (or country as above) is requested to elect 2 Life Member representatives who will also be members of the appropriate Regional / Devolved Nation Executives.
3. One of the two elected representatives will be expected to attend each NLMC meeting which is now aligned with the NAHT National Executive. It is a local decision as to which of the two representatives attend.
4. The Life Member Representative Link role should be added to Regional and Branch AGM Personnel Audit forms that are completed and emailed to NAHT HQ Director Democracy & Governance magnus.gorham@naht.org.uk
5. If neither of the two is available to attend the NLMC each region/country is requested to try to identify a replacement.

National Life Member Committee roles and responsibilities – June 2019
6. NLMC consider it to be vital that all regions/countries are represented at every NLMC meeting.

7. Each Life Member representative attending the NLMC is expected to forward a written report on issues relating to Life Members from their region/branches using the format and timescales agreed. In order to facilitate this having a specific Life Member agenda item on Regional Executives would be helpful. NLMC know this already the case in most regions/countries.

8. The report can contain any issues relating to Life Members or any thoughts from the executive about life member development or activity. It is expected to be brief!

9. In addition NLMC representatives are expected to report back from the previous NLMC meeting to their region/country about issues at a national level. The minutes of the last meeting and report to the Membership Services Committee produced by the NLMC will hopefully assist them.

10. Welsh language translation related to life member documentation or the NAHT Cymru Website will be referred to the NAHT Cymru HQ, 9 Rhodfa Columbus, Maes Brigantîn, Caerdydd, CF10 4BY cymru@naht.org.uk T:029 2048 4546 by the NAHT NLMC Cymru representative(s).

NLMC recognise that Regional Executive Committee meetings do not all coincide with the NLMC/NAHT NEC meeting pattern making reporting on some occasions more challenging. NAHT are also very aware that the current makeup of the NLMC does not reflect issues of diversity and are very keen to see this develop in the future.

07.06.19