SEFDEY

Sector Endorsed Foundation Degrees in Early Years Professional Association

**to be known as**

**SEFDEY Professional Association**

**Constitution**

**The Aim of the Group is: -**

**To provide a strong voice for the Early Years sector.**

**This will be achieved by: -**

* Sharing expertise and research
* Providing opportunities for collaborative research and continuing professional development
* Giving mutual support to members
* Supporting colleagues to develop new qualifications Endorsing the quality of Foundation and Top-Up Degrees in Early Years
* Promoting the recognition of FDEY as a professional qualification
* Maintaining employers’ recognition and awareness of the FDEY as a qualification in its own right and as a progression route to further studies
* Promoting collaboration and understanding between HEIs, FEIs, employers and other Early Years organisations
* Promoting widening participation and anti-racist pedagogy

**Membership of the Committee**

A maximum of 12 full members, to include the regional chairs, and 6 associate members

* Members would be elected each year and stand for a maximum of three years, with the option to stand for further election.
* Elections to the committee will take place based on the availability of vacant committee places. Parties interested in joining the committee will be nominated and seconded by network members at the Annual General Meeting
* Roles and responsibilities of the committee would be decided within the committee following election at the AGM and thereafter.
* Committee members are expected to attend 2 committee meetings each year. If unable to attend, to send apologies.
* The Chair, supported by vice-chair, to be appointed for a nominal term of three years at a time.

**Organisation of Meetings**

* Administrator, to be offered financial reimbursement for expenses
* A minimum of one national meeting per year, linked to one committee meeting and the AGM, to be held in a central location or virtually if necessary
* At least one regional meeting, to be held virtually or face to face within each region, between each national meeting, with an identified regional chair who will report back to the national meeting on any regional issues.

**Committee Structure**

Chair of SEFDEY committee

Vice Chair

Administrator

Treasurer

SEFDEY committee members

**Roles and Responsibilities**

**Chair of SEFDEY committee**

* Chair national and committee meetings
* Field enquiries
* National events representation
* Liaise with administrator
* Agree agenda and approve minutes
* Prepare reports as necessary

**Vice Chair**

* Support and deputise for Chair.
* Coordinate sector endorsement

**Administrator**

* Minute meetings
* Field enquiries as appropriate
* Maintain committee membership contact details in line with GDPR requirements
* Circulate minutes/agenda of committee meetings
* Communicate with committee members in collaboration with Chair
* Liaise with Treasurer
* Manage subscriptions
* Any other reasonable duties as requested by the committee

**Treasurer**

* Liaise with the Chair on financial matters.
* Prepare and present interim and annual Treasurer’s reports. Itemise all transactions

**All Committee Members**

* Participate in sub committees as appropriate
* Take shared responsibility for the expenditure of the committee
* Participate in decision-making at meetings and when quorate with at least four members present on behalf of the Association, providing that there are sufficient members present to be quorate, that is four committee members.

**Regional Chairs**

* Co-ordinate regional groups
* Hold at least one meeting, virtually or face to face, each year
* Send minutes to SEFDEY administrator
* Represent region on the national committee

**Early Childhood Studies Degree Network Representative** is anassociate member

**Lifelong members**

* With agreement from the whole of the association’s membership

**Funding of SEFDEY and National Meetings (as from Sept 2013)**

* Subscriptions will be paid directly to the SEFDEY bank account and processed by the administrator and the treasurer.

**Association members**

* Respond to consultations and participate in SEFDEY events and meetings
* Pay annual subscription
* Inform administrator of any changes in contact details
* Disseminate information from SEFDEY regional and national meetings to colleagues and key stakeholders

The SEFDEY Professional Association Constitution will be reviewed annually and presented at the AGM for approval.

**Signed by Chair: Signed by Vice Chair:**

**Date: November 2020**