

**1 Improve communication between CILIP, the National Committee and CoFHE membership to ensure that the views of FE practitioners are fully represented.**

- Ensure all regions have a CoFHE National Committee representative
- Regional representatives to fully engage with practitioners in their region – where possible regional representatives should try to attend one meeting of each Circle/sub-group (official or otherwise) once a year. Where a single circle exists the regional representative must attend a meeting of that group at least once a year. Secretaries of local groupings to be given regular updates on National Committee issues.
- Regional representative must have their position ratified by the AGM or at least one of the official circles in the regions each year, where one exists.
- Respond promptly to all CILIP, Government and home nations calls for consultation, ensuring that the interests of CoFHE members and FE practitioners are represented.

**2 CoFHE Bulletin**

- Compile the Bulletin in electronic format 3 times per year. This will be hosted on the CoFHE website and will be promoted via email lists.

**3 Continue to build on the strong links with other special interest groups (SIGs) and professional bodies (eg, Regional Support Centres)**

- Hold a biannual joint conference with UC&R. Start to plan for the joint conference in 2012(also see item 4).
- Encourage regional groups to develop closer links and hold joint meetings and events with other local SIGs.
- Continue to work with UC&R and CILIP on piloting a merged SIG.

**4 Promote best practice and professional development of members**

- Hold a biannual conference for CoFHE members to promote best practice. Start to plan the joint conference in 2012.

- Use Umbrella as a platform to host professional development sessions. Continue with plans for 2011.

## **5 Revised CoFHE Guidelines**

- Promote the availability of the 7<sup>th</sup> edition of the Guidelines.
- Seek a partner organisation to conduct a survey of FE College Libraries to provide up-to-date benchmarking data for information and to inform future editions of the guidelines.
- Continue to plan the production of the 8<sup>th</sup> edition of the Guidelines.

## **6 Web developments**

- Ensure that the post of Web Officer continues as at least a co-opted member of the national committee.
- Continue to promote the CoFHE jiscmail list.
- Continue to develop the online content of the web pages e.g. by having a bank of case studies, model job descriptions etc.
- Evaluate how successful the inclusion of longer articles in the website has been.

## **7 Guidelines on the provision of Learning Resource Services to 14-16 year olds**

- Finalise guidelines to support staff dealing with 14-16 year olds in a Learning Resource Centre context, and ensure these are published on the website and via the CoFHE jiscmail list.

## **8 Membership**

- Promote the benefits of CoFHE membership to both CILIP and non-CILIP members.

## **9 Income**

- To continue to investigate other income streams to ensure the long term financial viability of the group.