



AELP Special Interest Groups

Terms of Reference (TOR)

April 2025

Purpose:

AELP Special Interest Groups (SIGs) are activity and programme level based groups, covering a range of topics relevant to providers. These groups are opportunity for members to come together to collaborate and network on a peer-to-peer basis to talk through issues, share best practice and celebrate successes around a particular activity and/or programme. The groups also act as a two way street to give AELP key activity and programme level insights that are extremely useful to support policy, lobbying and research activities.

Structure:

Some SIGs are led by a Chair from an AELP member organisation whereas others may led by AELP staff with specific expertise in the relevant topic area. External chairs are elected by the membership and are subject to maximum terms of two years, after which a re-election process will be triggered (see Chair TOR and nomination process). The meetings follow an agenda that is drafted in partnership between the chair and AELP representative to ensure that they are informative, with key updates, and provide the opportunity for meaningful discussion through a dedicated Q&A agenda slot.

Target Audience:

Senior/Management level staff (decision makers) from AELP member organisations.

Meeting schedule:

Groups generally meet online, three times a year. There is also the option for groups to meet face to face once per year should this be specifically requested by the Chair and group members.

Responsibilities:

Chair:	Creating meaningful agendas and facilitating meaningful discussions
AELP Rep:	Creating meaningful agendas and facilitating meaningful discussions
Delegates:	Attend the meeting and input into discussions
AELP Admin:	Meeting co-ordination, registration, joining instructions, technical support and note taking. The AELP representative will also feed any relevant discussion points to the relevant team at AELP and signpost members to other sources of support.

Resources:

Any staff from AELP membership organisations can also access the range of member benefits relevant to the membership type. A list of all membership benefits can be viewed on the AELP website or click [here](#). Signposting to conferences, webinars and CPD relevant to group members.