

## Terms of Reference of Committees

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### Introduction

The governing documents give the Trustees power to set up and disband committees and working parties in the best interests of BASRT. This document sets out the terms of reference for active committees and working parties. All committee members will be asked to sign a code of conduct (see Appendix 1) and to abide by the policies and procedures of BASRT currently in force. An up-to-date list of committee membership will be held by the BASRT Administrator.

### A MANAGEMENT BOARD

Remit: to manage the overall governance of the organisation and to ensure that the necessary changes are made to enable BASRT to deliver its objectives.

Accountable to: the Trustee Board.

Membership: Chair and Vice Chair of Trustees, the Chief Executive (who chairs the meeting) and Administrator, the Chairs of PSB, MSC and PPRC.

Quorum: three people of whom one must be the Chair or CEO.

Delegated Authority and Responsibilities:

1. Working within the overall Strategic Plan, to draw up a business plan for BASRT for the trustees approval.
2. To ensure as far as possible that MB and all BASRT targets agreed by the trustees are achieved and to report back to the Trustees on progress as required.
3. To manage the annual budget for BASRT as agreed by the trustees and report back to them at each trustee meeting.
4. To manage the budget for the MB in accordance with the internal financial control procedures of BASRT.
5. To authorise one off or specific expenditure of up to £2000. To refer amounts above this to the Trustees for approval.

6. To ratify the appointment of members of all groups and committees accountable to the MB.
7. To approve all service and employment contracts.
8. To approve all revised policies and procedures for BASRT.
9. To manage urgent specific items delegated to MB by the trustee board.
10. To oversee the management of complaint and appeal processes in line with BASRT procedures and complete relevant audits on this area.
11. To oversee the establishment of working parties required by the Trustees.
12. To ensure effective coordination and communication of MB and BASRT business and provide members with information.

## **B PROFESSIONAL STANDARDS BOARD**

Remit: to ensure that professional standards are maintained and enhanced and that the public are well served and suitably protected.

Accountable to: the Management Board.

Membership: a Chair appointed by the MB and up to eight other people including the chairs of committees reporting to the PSB which currently are the Assessors Panel, Training Course Approval Pane, Ethics Committee, Research Group and UKCP Reps.

Quorum: three people, one of whom must be the PSB Chair or Vice-Chair.

Delegated Authority and Responsibilities:

1. Working within the agreed business plan, to draw up a workplan and targets for PSB and reporting committees as required.
2. To ensure as far as possible that PSB targets agreed by the trustees are achieved and to report back to MB and trustees on progress as required.
3. To manage the budget of the PSB, all reporting committees and working parties in accordance with the internal financial control procedures.
4. To approve the members of groups and panels accountable to the Professional Standards Board, subject to ratification by the MB.
5. To collect the appropriate fees on behalf of BASRT and process them in accordance with financial control procedures.
6. To oversee the regular process of accreditation and licensing, certification and course approval, to act on behalf of BASRT as the awarding body and to ensure information is publicised.
7. To identify and raise major professional issues, internal and external, affecting the profession.

8. To ensure effective communication of PSB business and provide members with information.

## **B1 Assessors Panel**

Remit: to assess and recommend individuals for BASRT accreditation, certification or supervisor accreditation and if so directed, any other approval process required by the Board of Trustees. To advise the Professional Standards Board of any changes to or development of procedures required to ensure safe and accountable practice.

Accountable to: the Professional Standards Board.

Membership: a Chair and Vice Chair appointed by the PSB. Pairs of assessors who must be Accredited members as agreed by the PSB. In addition a maximum of three assessors drawn from past assessors who can be consulted in an advisory capacity. Maximum number eight, all to be approved by the PSB.

Quorum: three, one of whom must be the Chair.

Delegated Authority and Responsibilities:

1. To draw up a workplan and targets as required.
2. To ensure as far as possible that the targets are achieved and to report back to PSB on progress as required.
3. To work within the committee budget in accordance with the internal financial control procedures.
4. Assess applications for Accreditation and recommend for Accreditation as appropriate.
5. Assess applications for supervisor recognition, and any other form of certification, and recommend as appropriate.
6. Report annually on numbers and trends.
7. Advise on appropriate changes and or development of procedures to ensure safe and accountable practice.
8. To make recommendations to the PSB on the accreditation or supervision recognition of BASRT members.

## **B2 Ethics Committee**

Remit: to act in an advisory and consultative capacity on ethical issues to the PSB and the trustees as required.

Accountable to: the Professional Standards Board.

Membership: a Chair jointly appointed by the Management Board and PSB plus a maximum of six others. Individuals with special legal and ethical expertise may be co-opted.

Quorum: three members one of whom must be the chair.

Delegated Authority and Responsibilities:

1. To draw up a workplan and targets as required.
2. To ensure as far as possible that the targets are achieved and to report back to PSB on progress as required.
3. To work within the committee budget in accordance with the internal financial control procedures.
4. Offer advice and information on ethical matters as requested, to the trustees, other committees and to the membership and all other committees across the organisation.
5. Review the Codes of Ethics and Practice of the Association on a regular basis and make recommendations for change.
6. Provide direct liaison with UKCP on ethical issues.
7. Make recommendations, as appropriate, on equal opportunity and fair practice in the conduct of the Association's business.
8. Provide a consultative role within complaint management as outlined by procedure.
9. Make recommendations to the Board of Trustees on such matters through the Professional Standards Board.

**B3 Training Course Approval Panel (co-opted as required)**

Remit: to assess and recommend approval of courses leading to BASRT accreditation or certification.

Accountable to: the Professional Standards Board.

Membership: a Chair and team appointed by the PSB.

Delegated Authority and Responsibilities:

1. To draw up a workplan and targets as required.
2. To ensure as far as possible that the targets are achieved and to report back to PSB on progress as required.
3. To work within the committee budget in accordance with the internal financial control procedures.
4. Identify and recommend appropriate training courses for BASRT approval, which comply with BASRT course criteria, and /or with UKCP criteria and other criteria agreed from time to time by BASRT.
5. Set standards for approval of, and monitor performance of, the courses as agreed by the Professional Standards Board.

6. To provide feedback and support to course providers.
7. Monitor course anti-discriminatory practice, and provision of equality of access and opportunity.
8. Provide timely reports in response to approval visits.
9. To make recommendations to the PSB on the approval of courses.

#### **B4 UKCP Representatives**

Role: to act as a representative of BASRT to the Family, Couple, Sexual and Systemic Therapy Section of the United Kingdom Council for Psychotherapy.

Accountable to: the Professional Standards Board.

Membership: there will be two representatives to the FCSST Section appointed by PSB.

Delegated Authority and Responsibilities:

1. Represent BASRT at Section Meetings and attend AGMs, EGM's as delegates.
2. Make regular reports to the Professional Standards Board and the Board of Trustees on matters concerning BASRT and UKCP.
3. Report to UKCP registrants via Update and internal communication networks
4. Represent the views of BASRT, its Trustees and registrant members at UKCP.

#### **C PUBLIC AND PROFESSIONAL RELATIONS COMMITTEE**

Remit: to develop BASRT's role as a provider of reliable and accurate information for the general public, the Government and the media and to raise the profile of sexual and relationship therapy amongst related professions and throughout the NHS.

Accountable to: the Management Board.

Membership: a Chair appointed by MB and up to eight others including the Editor of the Journal and the Chair of the Conference Committee.

Quorum: three people one of whom must be the Chair or Vice Chair.

Delegated Authority and Responsibilities:

1. Working within the agreed business plan, to draw up a workplan and targets for PPRC and reporting committees as required.
2. To ensure as far as possible that PPRC targets agreed by the trustees are achieved and to report back to MB and the Trustees on progress as required.
3. To manage the budget for the PPRC and all reporting committees, working parties and individuals in accordance with the internal financial control procedures.
4. To approve members of all groups and committees accountable to the PPRC subject to ratification by MB.

5. To support the Training Manager to meet strategic objectives agreed by trustees.
6. To support the Editor to meet the strategic objectives agreed by trustees.
7. To support the conference committee to meet the strategic objectives agreed by the trustees.
8. To respond to media enquiries as appropriate.
9. To ensure effective communication of PPRC business and provide members with information.

## **C1 Conference Committee**

Remit: to plan and oversee BASRT conferences.

Accountable to: the PPRC.

Membership: a Chair as appointed by PPRC, and up to five other appointed members with relevant experience.

Quorum: two people, of whom one must be a member of the PPRC.

Delegated Authority and Responsibilities:

1. To draw up a workplan and targets as required.
2. To ensure as far as possible that the targets are achieved and to report back to PPRC on progress as required.
3. To work within the committee budget in accordance with the internal financial control procedures.
4. Devise a three year plan of conferences for the organisation in liaison with the PPRC.
5. Manage the administration, budgeting and organisation of conferences.
6. Liaise with the Editor in Chief of the BASRT Journal to ensure, where appropriate, that Conference themes are linked to special editions of the journal.
7. Liaise with the CPD Training Manager to ensure coordination of events and topics.
8. To organise and run approved events within agreed budget parameters.

## **C2. Editorial Board**

Remit: to plan and manage the regular publication of the academic journal.

Accountable to: the PPRC.

Membership: an Editor in Chief as appointed by Trustees, and other editors with relevant experience as agreed by the Editorial Board and endorsed by the PPRC.

Quorum: three people one of whom must be the Editor in Chief.

Delegated Authority and Responsibilities:

1. To draw up a workplan and targets as required.

2. To ensure as far as possible that the targets are achieved and to report back to PSB on progress as required.
3. To work within the committee budget in accordance with the internal financial control procedures.
4. To ensure that as far as possible the Journal targets agreed by the Trustees are achieved and report back to the PPRC on progress as required.
5. To work within the terms and conditions of the contract with the Journal publishers.
6. Appoint editors and seek endorsement from PPRC.
7. Seek to extend the standing, influence and sales of the journal.
8. Report regularly as required on journal affairs and issues.
9. Liaise with Conference Committee and Training Manager to ensure effective coordination.

## **D MEMBERSHIP SERVICES COMMITTEE**

Remit: to continue to improve the services offered to our members and to welcome more members from a wider range of disciplines.

Accountable to: the Management Board.

Membership: a Chair appointed by the MB and up to eight other people.

Quorum: three people, one of whom must be the Chair or Vice-Chair.

Delegated Authority and Responsibilities:

1. Working within the agreed business plan, to draw up a workplan and targets for MSC and reporting committees as required.
2. To ensure as far as possible that MSC targets agreed by the trustees are achieved and to report back to MB and the Trustees on progress as required.
3. To manage the budget for the MSC, all reporting committees and working parties in accordance with the internal financial control procedures.
4. To manage matters relating to membership.
5. To approve members of all groups and committees accountable to the MSC subject to ratification by the MB.
6. To approve new membership applications.
7. To recommend the levels of subscription and methods of collection of subscriptions.
8. To manage the student of year award.
9. To follow agreed procedure for recommending fellowship awards.
10. To ensure effective communication of MSC business and provide members with information.

## **E      WORKING PARTIES**

From time to time Trustees may seek to set up working parties to complete specific tasks under special circumstances. A budget, named chair, lines of accountability will form part of the specific ToRs drawn up for each Working Party.