

Chair of the British Acupuncture Accreditation Board

The British Acupuncture Accreditation Board is a not-for-profit company focusing on acupuncture education in the UK, and formally constituted through the Memorandum and Articles of Association of the Company. The Board is responsible to the acupuncture profession for the accreditation of the pre-registration acupuncture education courses and for implementing the standards set by the Board and by the British Acupuncture Council.

Chair's Role description

The Chair of the Company is a lay person

Accountable to: Company Members/Directors

Time: Variable as required

Honorarium: Negotiable plus payment of expenses including travel from home.

Main Role:

To be responsible and accountable for the Leadership and Management of the Company.

Specifically, the role includes:

- chairing meetings of the Board of Directors and the Executive Committee
- ensuring the Company operates according to the Memorandum and Articles of Association as detailed in the Composition, Objects, Powers and Procedures of the Company and in the Companies Act 2006
- ensuring the British Acupuncture Accreditation Board Handbook includes the principles and procedures of acupuncture accreditation as defined in the Standards of Training and Education for Acupuncture Programmes (SETAP) and is maintained and updated as required
- upholding the Principles of Public Life (The Nolan Principles) and adhering to the Code of Conduct, Conflicts of Interest and Good Practice in the Management of meetings policies
- preparing the Annual Report to be received at the Annual General Meeting
- maintaining a good working relationship with the British Acupuncture Council whilst respecting the independence of both organisations
- preparing for meetings of the Company and making sure accurate records are made of all meetings held, and appropriate follow up action taken, including correspondence with the course providers and signing Letters and Certificates of Accreditation

- work closely with the Chair of the Accreditation Committee whilst respecting the separation of the detailed accreditation work of the Committee. This includes supporting both employed and contracted staff and assisting with performance reviews and development as required
- ensuring the Lead Accreditation Officer brings any emerging policy issues to the attention of the Accreditation Committee and the Board of Directors and that appropriate papers are prepared for relevant consideration and decision, particularly about issues in acupuncture and higher education
- ensuring the Company works effectively and efficiently, and that finance is monitored frequently to maintain financial probity in cooperation with the Treasurer, the Company Executive Secretary and Lead Accreditation Officer
- overseeing responsibility, with the Board of Directors, for all employed staff, contractors and people working for the Company, to ensure that they are supported to undertake their respective functions and are treated with respect and perform to the best of their ability.

It is desirable that the Chair has the following experience and understanding:

Experience

- chairing Boards or committees
- working in or with public engagement organisations or working to represent communities
- senior management in higher education, particularly the health professions
- an interest in the acupuncture profession

Understanding

- good governance
- health services and professions and an appreciation of the broad social, political and economic trends
- higher education, particularly in the health professions
- the confidence to question information and explanations supplied by others, who may be experts in their field
- the ability to influence and persuade others articulating a balanced, not personal, view and to engage in constructive debate without being adversarial or losing respect and goodwill
- the ability to take an objective view, seeing issues from all perspectives, especially external and user perspectives
- the ability to communicate effectively, listening to others and actively sharing information

Further information about the Board is available on our website If you are interested in the role please e-mail your CV together with a letter indicating why you are interested in the role to baab@acupuncture.org.uk by 30th of August 2019.