

## **BRITISH ACUPUNCTURE ACCREDITATION BOARD**

### **BOARD OBJECTS AND TERMS OF REFERENCE**

#### **Introduction and background**

All Board members are issued with the Board's Memorandum and Articles of Association on becoming a Board member. This is clearly a legal document and contains sections that are complex and not easy to comprehend without detailed study. It relates in the main to the Board as an organisation and describes the rules of membership and voting. Whilst it is our legal constitution, and therefore provides the legal framework for the Board's operation, this additional document has been produced in order to inform and guide Board members as to the day to day functions of the Board.

#### **Objects (as in 3A Memorandum of Association p1)**

The objects of the Board are to promote such one or more of the following purposes as the Board from time to time thinks fit:-

1. To foster high standards of professional acupuncture education throughout the United Kingdom through the development of appropriate criteria and guidelines.
2. To deploy these criteria in a continuous programme of accreditation or validation of such institutions or courses in acupuncture as shall apply to the Board for this purpose
3. To assure thereby the higher education community, the general public and other agencies or organisations that any accredited or validated institution or course has clearly defined and appropriate objectives, which include those providing for the safety and competence of its graduates; has the resources for a reasonable assurance of the attainment of such objectives; and can provide evidence that it is attaining them.
4. To encourage institutional self-improvement through continuous self-study and assessment, and to encourage diversity, experimentation and innovation within the boundaries of generally accepted standards and guidelines of academic quality.
5. To protect institutions against encroachment which might jeopardise educational effectiveness or academic freedom.

#### **Membership, attendees and observers, participation and entitlement to vote.**

As per Board paper on membership.

#### **Quorum (Articles of Association 12 A and B pages 16 and 19)**

The quorum for ordinary business is one third of the membership, including at least one acupuncturist and one non-acupuncturist. There being 11 members, the quorum for ordinary business is 4)

The quorum for all decisions regarding the accreditation status of any institution is at least two-thirds of the acupuncturist members and at least two-thirds of the non-acupuncturist members. On the basis that there are normally 5 acupuncturist members and 6 non-acupuncturist members, the quorum for all decisions about the accreditation status of any institution is normally 3 acupuncturists and 4 non-acupuncturists. However, should a member not be entitled to vote, s/he will not be counted in the quorum. In practice this means that if one of the acupuncturists were not entitled to vote, the quorum for acupuncturists would be 2.

## **Terms of reference**

The Board will:

1. Ensure that the Board meets its obligations as a Registered Company Limited by Guarantee.
2. Ensure that the Board complies with all relevant statutory requirements.
3. Ensure through development and regular review that all Board processes are transparent, equitable and fair.
4. Develop and implement a strategy that reflects the Objects of the Board and is translated into an annual action plan to guide the work of the Board in a planned but responsive way.
5. Review financial information, including the annual budget, and the proposed contributions from the BAcC and the teaching institutions to ensure that the Board is financially sound.
6. Review membership annually and ensure new members are appointed as required.
7. Approve roles and posts to enable Board work to be undertaken, and ensure that the role/job descriptions, person specifications and processes for appointment are transparent, equitable and fair.
8. Continually review and develop the principles, standards and processes of accreditation expressed in the Board's Accreditation Handbook.
9. Consider the reports and recommendations from the Accreditation Committee and Accreditation visit teams, including the Board's Observer when appropriate, relating to the award of New Programme Proposal – Acceptance; Provisional Accreditation; Full Accreditation; Major Review.
  - reviewing the evidence presented in these reports that the institution meets (or, where appropriate is committed to and starting to meet) the Board's Standards for Education and Training of Acupuncturists
  - reviewing the reports for clarity, internal consistency and evidence that the Board's processes have been followed
  - agreeing amendments where a report is not clear
  - considering the appropriateness of the conditions and recommendations in the light of the body of the report, the Board Observer's report where relevant, and the Board's guidelines
  - formally proposing amendments to these if necessary
  - making a decision through formal voting on the outcome.
10. Receive written and verbal reports from the Accreditation Committee or Board officers on any institution that is not maintaining the expected level of development and advise further action when required.
11. At any time, at the request of the Accreditation Committee, re-consider the accreditation status of any teaching institution in a formal relationship with the Board where there is substantial evidence that the institution is not meeting the requirements of the Board.
12. Respond to requests and reports from the BAcC and other organisations.
13. Carry out an annual review of the work of the Board and its sub-committees.
14. Publish an annual report for the information of the profession and appropriate others.
15. Undertake other work that the Board decides from time to time.