

## **BRITISH ACUPUNCTURE ACCREDITATION BOARD**

### **EXECUTIVE GROUP: MEMBERSHIP AND FUNCTION**

The Board's Executive Group comprises the Chair and officers of the Board. Its primary function is to ensure that the Board's business is progressing in accordance with its Objects and Terms of Reference.

#### **Membership**

Chair of the Board who chairs the meetings  
Vice-Chair of the Board  
Chair of the Accreditation Committee  
Executive Secretary/Company Secretary  
Accreditation Officer(s)  
Treasurer/Finance Officer

#### **Functions**

To formulate, monitor and review the draft strategic plan and update annually  
To formulate, monitor and review the draft annual action plan  
To develop the agenda for Board meetings, ensure papers are prepared as required and that action is followed up  
To enable discussion of relevant issues and identify courses of action at an early stage  
To advise any of its members on action related to new, complex or contentious issues that may arise  
To ensure that those in key roles within the Board are informed about all Board matters and issues affecting the Board  
Monitor and Review membership of the Board and Subcommittees.

#### **Scope of Authority**

The Executive Group will ensure that all issues discussed are reported to the Board. Normally the Executive Group cannot make Board decisions except with the prior approval of the Board. Exceptionally the Group may make a decision on an issue that requires urgent action, but must report this decision at the first opportunity to the Board and seek the Board's formal approval.

#### **Meetings**

The Executive Group normally communicates via email and post, especially prior to, and if necessary subsequent to, Board meetings. The group normally meets once a year near the end of October to discuss the drafts of the annual review, strategic plan and annual action plan and discuss issues related to the Annual General Meeting held in December