

BRITISH ACUPUNCTURE ACCREDITATION BOARD

63 Jeddo Road
London
W12 6HQ

CHAIR OF THE ACCREDITATION COMMITTEE

ROLE DESCRIPTION

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E: baab@acupuncture.org.uk

Title:	Chair of Accreditation Committee
Accountable to:	Chair of Board
Reports to:	Chair of Board
Responsible for:	Accreditation Officers
Relates to:	All Board officers, members of the Board and Accreditation Committee, Heads of Teaching Institutions and CHAC, British Acupuncture Council staff and committee members, officers of other professional and regulatory bodies as required
Hours:	Variable
Pay:	Negotiable but not less than £1500 per annum plus essential expenses, including travelling from home
Term:	As agreed with the Board
Location:	Home based, but able to travel to London and elsewhere in the UK

Main purpose of the role:

- To give strategic leadership, anticipate future policy needs for AC, and plan with and through the Board for the long-term future of the AC function.
- To chair the Accreditation Committee and ensure that the processes of accreditation are carried out to a high standard

Specifically the role involves:

- Working in accordance with the principles and procedures set out in the Board's Accreditation Handbook (2010/2013) and its amendments, and the Board's Code of Conduct for committee members and its Good Practice in the management of meetings.
- Monitoring and supporting the work of the Board's team of AOs and where necessary, in conjunction with the Chair of the Board, carrying out their performance appraisals.
- Managing the work of the Accreditation Committee (AC), specifically: checking the agenda drafted by the AC Secretary (ACSec) and reading papers in advance; chairing the meeting; checking the minutes; ensuring that follow up action is taken by AOs or AC Secretary or other Board/BAC staff.
- Liaising with the Chair of the Board about any institutional or other problem.
- Contributing to the Board's Executive Group.
- Undertaking other work as required by the Board.