

Business Management Group Terms of Reference

1. Members

The UKCPA Business Management Group (BMG) consists of the Chair, Vice-Chair, Treasurer, Chair of Trustees, General Secretary and General Manager (Executives).

2. Minutes

The General Secretary, or the General Manager in the absence of the General Secretary, will write a brief summary of the discussions, outcomes and decisions of each meeting and report immediately to General Committee members.

3. Frequency of meetings

Members of the BMG will attend all General Committee meetings (see General Committee Terms of Reference).

In addition, the BMG is expected to attend additional business meetings which will be approximately three per year.¹ This will be either face-to-face or via teleconference.

As the Education Planning Committee Steering Group, the BMG will attend at least four meetings (two per annual conference) relating to this business.¹ This will be either face-to-face or via teleconference.

Business can also be discussed and agreed over email.

4. Reporting and accountability

The BMG acts on behalf of the General Committee and all decisions will be reported to the General Committee. Decisions which are strategic in nature will be forwarded to the General Committee for discussion.

5. Roles

- To make responsive executive decisions on behalf of General Committee, in line with the strategic aims of the Association.
- To authorise projects, tasks and expenditure which are either unplanned and/or require immediate attention. These must be in line with UKCPA aims and reported to General Committee immediately.
- To act as the main point of contact for professional issues.
- To act as an advisory group for new projects and ideas from the General Secretary and General Manager, and to advise on further investigation of such ideas and/or reporting to General Committee.

¹ This is a guide and may be more or less depending on amount of business.

- To act as a Steering Group for the Education Planning Committee (see Education Planning Committee Terms of Reference)
- To set and allocate budgets and report to General Committee for authorisation.
- To approve membership fees and event prices recommended by the Treasurer and General Manager, and report to General Committee.
- To review and approve administrative systems, including financial costs and implications, and make financial decisions on office and IT equipment, in consultation with the Chair of Trustees.
- To attend the Annual General Meeting, and meetings of the General Committee.
- To proactively represent the organisation in response to future initiatives or requests, or select a suitable representative, to ensure UKCPA is at the forefront of professional developments.

6. Time commitment

As a guide only, time commitment for each BMG member is expected to be a minimum of 40 hours per year made up as follows (excluding travel time):

BMG business:	4 hours
BMG business in the form of Education Planning Committee Steering Group	
EPC meeting at Spring conference:	3 hours
EPC meeting at Autumn conference:	3 hours
Teleconferences (two per annual conference, at one hour each):	4 hours
Spring General Committee meeting:	6 hours
Autumn General Committee meeting:	6 hours
Business Planning Meeting (over 2 days):	14 hours