

General Committee Terms of Reference

1. Members

The General Committee consists of 12 ordinary members, elected by postal ballot, based on a simple majority of votes cast, for a three year term with one third retiring annually. There are not more than three co-opted members (for a one year term). The procedure is described further in the Constitution.

UKCPA Honorary Officers (Chair, vice-Chair and Treasurer) and the General Secretary and General Manager report to, and are invited to attend, General Committee meetings.

The Chair of UKCPA chairs the General Committee meetings. In the absence of the Chair, the vice-Chair or other member of General Committee as appointed by the Chair will chair the General Committee meeting.

Members are expected to participate in UKCPA projects and business, as requested by the Committee or the Chair on behalf of the Committee, providing they are deemed to involve a reasonable and achievable amount of time and effort

2. Minutes

The Secretary of the Committee, or nominated person, will record the minute of the proceedings of all meetings. Minutes will be circulated promptly to all members of the Committee, once agreed by the Chair.

3. Quorum

The quorum for General Committee meetings is a majority (that is, 7).

4. Frequency of meetings

General Committee meetings are scheduled on the Thursday immediately prior to the Spring Conference and the Autumn Symposia each year. In exceptional circumstances, an extraordinary General Committee meeting may be called.

5. Notice of meetings

General Committee members will be given at least 10 working days notice of a meeting. The Chair has the authority to call an extraordinary meeting at any time.

6. Reporting and accountability

The General Committee is responsible for the management and direction of UKCPA. It is held accountable for all that is done in the Association's name. The GC is strategic, focusing mainly on the following year but also monitoring progress in the current year. The GC therefore represents, and is accountable to, the UKCPA membership.

The following committees, groups and Officers report to General Committee:

- Business Management Group
- Education Planning Committee
- Governance Committee
- UKPCA Groups
- Chair
- Vice-Chair
- Treasurer
- General Secretary
- General Manager

7. Roles

- To contribute ideas and views on promoting and advancing the work of UKCPA
- To set standards, policies, procedures and strategies for the Association, and ensure all are implemented and maintained
- To provide a Business Plan and Strategy each year for the following year at the Business Planning meeting, held in first quarter of every year
- To delegate the actions of the Business Plan to appropriate groups and/or committee members
- To monitor and review current Business Plans for the Association to ensure that the Association remains on target to meet its objectives
- To contribute (via the Education Planning Committee [EPC]) to the educational content for symposia, Masterclasses and any other educational event delivered by UKCPA
- To review and approve Group Business Plans
- To review and approve all proposed expenditure relating to the Association, where not already approved on behalf of GC by the Business Management Group
- To authorise, review and monitor budgets for the Association which have been recommended by the Business Management Group
- To approve new awards and prizes
- To review the interest in current awards and prizes
- To be responsive to the needs of the profession and the membership
- To make responsible decisions on behalf of UKCPA members which ensure the continued growth and success of the organisation for the benefit of its members and the profession
- To approve changes to the standard format of the Association's proceedings
- To proactively represent the Association in response to initiatives or requests, or select a suitable representative, to ensure that UKCPA is at the forefront of professional developments.

8. Time commitment

As a guide only, time commitment for each General Committee member is expected to be a minimum of 52 hours per year made up as follows (excluding travel time):

Spring General Committee meeting:	6 hours
Autumn General Committee meeting:	6 hours
Business Planning Meeting:	14 hours (over 2 days)
Projects, reports and input, usually communicated by email or teleconference:	26 hours

General Committee members will be reimbursed for travel expenses incurred (as per the UKCPA Travel Expense Policy) for attending all UKCPA meetings or activities, including representing the Association at previously agreed external organisations/events.