

Structure

UKCPA is a member organisation, and it is managed on behalf of its members through the General Committee, the Business Management Group, the Education Planning Committee, Group committees and the Trustees, all of which are supported by the UKCPA Office. More information about the governance of UKCPA can be found on our website, including our Constitution.

Many people join UKCPA to access our Group networks. These bring together members working in specific clinical areas and include recognised experts. Members can join as many Groups as they like. Groups facilitate the exchange of information, and develop and share specialist practice. Several Groups share policies and protocols to avoid duplication of effort. Groups have their own welcome pack of useful information relevant to each speciality.

We currently have specialist Groups in the following areas:

- Cardiology
- Care of the elderly
- Community
- Critical care
- Dermatology
- Diabetes
- Education and training
- Emergency care
- Gastroenterology/Hepatology
- Haemostasis, Anticoagulation and Thrombosis
- Infection management
- IT*
- Leadership Development*
- Medicines Safety and Quality
- Neurosciences
- Pain Management
- Respiratory
- Surgery and theatres

*Joint Group with Guild of Healthcare Pharmacists

The General Committee (GC) is responsible for the management and direction of UKCPA including setting standards, policies and procedures and ensuring all agreed are implemented and maintained. It is held accountable for all that is done in the Association's name. The GC must be strategic, focusing mainly on the following year but also monitoring progress in the current year. Its members must guard standards and be forward-looking and creative. The operational aspects must be conducted by individual members and groups working within the authority delegated from the GC, within the framework of the Business Plan, agreed by the GC. GC members are 12 elected people and no more than three co-optees, and meetings are held approximately four times a year. The Chairs of the UKCPA Groups are also invited to attend the General Committee meetings.

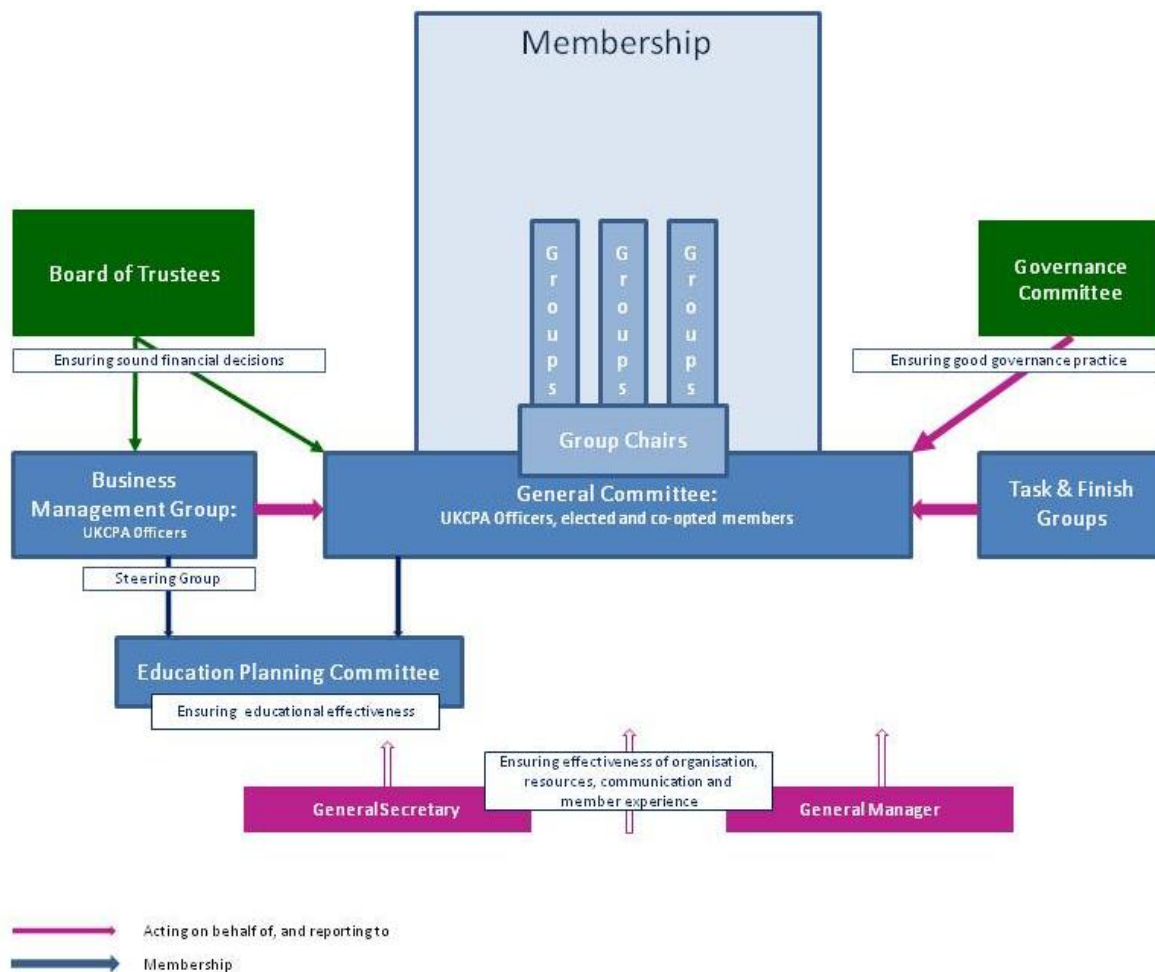
Between General Committee meetings, the **Business Management Group** makes day-to-day executive decisions on behalf of the General Committee. This Group consists of the Chairman, Vice-Chairman, General Secretary, General Manager and Treasurer, and reports back to the GC.

Format, content and design of all educational events is decided by the **Education Planning Committee**, which consists of the Chairs of the Groups and other General Committee members, and is Chaired by the General Secretary. The Business Management Group acts as a steering group for the Education Planning Committee.

The **Trustees** of UKCPA ensure that the organisation is making sound financial decisions, and making decisions which do not place the organisation at financial risk.

The Terms of Reference for all UKCPA Committees and Groups, and roles for all UKCPA Officers are available on our website.

We are keen to encourage our members to be part of our General Committee and Group Committees. If you are interested please contact the relevant Group Chair or Marie Matthews (see website for all contact details). You can also find a pack of information about being involved in the General Committee on our website.



Governance

Good governance of UKCPA is ensured by the Governance Committee which has input from each of the key areas of UKCPA: the General Committee, the Trustees, the UKCPA Office, the General Secretary and the core membership. This committee was set up in 2010 and aims to meet annually.

The Governance Committee ensures strategic effectiveness by:

- Making accessible to members the mission, vision, strategy, business plan and corporate objectives of UKCPA, and ensuring that the links between these are clear;
- Outlining key strategic decisions and reporting on the progress of the business plan, and promoting these to the members;
- Making available clear Terms of Reference for each UKCPA Committee or Group, and its Officers;
- Ensuring an effective communication strategy between Groups, Committees and with members.

The Governance Committee ensures communication effectiveness by:

- A quarterly newsletter and regular e-bulletin to members describing the activities of the association;
- Monitoring the activity on the website to ensure maximum effectiveness of communication;
- Monitoring and using where appropriate new media as a communication tool;
- Regularly conducting surveys of members to gather feedback;
- Making minutes of meetings available on the website to members.

The Governance Committee ensures resource effectiveness by:

- Implementing a business plan process to allow Groups to apply for financial support, and making these applications available to members;
- Having travel and expenses policies publicly accessible.

The Governance Committee ensures organisational effectiveness by:

- Reviewing the annual activity of each Group and making this information available to members;
- Setting up task and finish groups that draw on expertise and resources throughout the whole membership;
- Encouraging new members to General Committee and Group Committees;
- Having a formal appraisal process for all UKCPA employees.

The Governance Committee ensures educational effectiveness by:

- Monitoring and reviewing feedback from attendees at educational events;
- Monitoring and reviewing the appropriateness and effectiveness of education delivery methods, such as new media;
- Mapping events against the Advanced and Consultant Level Framework competencies.