

## **BRITISH ACUPUNCTURE ACCREDITATION BOARD BOARD MEMBERSHIP, ATTENDEES AND OBSERVERS POLICY**

### **1.0 The Board's Memorandum and Articles**

The Board's Memorandum and Articles remain unchanged. The policy outlined below emerged through thorough debate and through consultation with both the BAcC's Executive Committee and the Council of Heads of Acupuncture Courses. A review in 2006 of the size of the Board resulted in a reduction in member numbers from 17 to 13 members. Another review in 2012 resulted in a further reduction to 11 members

### **2.0 Size and membership within categories**

2.1 The size of the Board 5 acupuncturists, 5 non-acupuncturists and a non-acupuncturist Chair, making a total of 11 members.

2.2 Of the 5 acupuncturists the BAcC will nominate three. The Board considers it to be desirable that those nominated have a specific interest or experience in education. BAcC nominees will be valued by the Board particularly for their expertise in the practice of acupuncture, their knowledge of the profession of acupuncture and interest in acupuncture education, and their input to BAcC policy formulation.

2.3 The remaining 2 acupuncturists will be under the membership category of 'such persons that the Board shall ...elect' and will be nominated by the Council of Heads of Acupuncture Courses and will be accepted under a Special Resolution (Article 12(D)). These nominees will be drawn from teaching institutions with fully accredited courses and will be valued by the Board for their wide practical experience within the acupuncture profession and in particular for their expertise in acupuncture education. They will represent the Council rather than their own institutions.

2.4 The non-acupuncturists will comprise:

- 1 person representing the public interest (also represented by the non-acupuncturist Chair)
- 1 person who comes from a conventional medical background
- 1 person drawn from another complementary therapy
- 2 persons who are experienced in education particularly of adults and health care professionals.

2.5 The Board reserves the right to appoint additional individuals to the Board for a specific purpose and for a limited time as the need arises. Such appointments should not make the balance of acupuncturists and non-acupuncturist unequal for more than six months in accordance with the Board's Memorandum and Articles.

2.6 The Treasurer will normally be a full member of the Board, and may be drawn from any category of membership.

2.7 Whilst recognising that many members are nominated or representative of specific constituent groups or categories, all Board members are there as individuals and are free to express individual points of view. Those who have been nominated are nevertheless accountable to their nominating body for their input to the Board discussions and decision making. They are also responsible for seeking their organisation's views on issues under discussion, for raising issues to be discussed and for feeding back from the Board meetings to their organisation on non-confidential issues.

### **3.0 Length in membership**

The term of office of all members is three years. Members will not normally be expected to remain on the Board after completing two terms of office. It would be helpful if the BAcC and the Council of Heads of Acupuncture Courses make some provision for continuity of membership.

#### **4.0 Duplication of membership between accreditation visit team membership, Accreditation Committee and the Board**

The Board considers that it is helpful to have informed and expert opinion arising from involvement in accreditation visits and/or the Accreditation Committee feeding into the Board discussions. Such involvement however, will be made explicit in Board discussions by declaration and in the minutes. Such individuals may vote both at the Accreditation Committee and at the Board, and may change their vote if the debate gives them reasons for doing so.

#### **5.0 In attendance**

The following will be 'in attendance' at Board meetings

- The Secretary to the Board and Company Secretary
- The Board's Treasurer Financial Advisor
- The Board's Accreditation Officers
- The Chair of the BAAC alternating with the BAAC's Chief Executive Officer
- The Board's Consultant
- The Accreditation Committee Secretary
- The Accreditation Committee Chair
- The BAAC's Education Officer
- The representative from the BAAC's student committee
- Representatives from accredited Teaching Institutions

Those in attendance may fully contribute to all Board discussions, but are not entitled to vote.

#### **6.0 Teaching institution representatives**

All accredited teaching institutions are entitled to send one representative to each Board meeting. Should the institutions have a senior member of their staff already on the Board as a member, it would be helpful if this person could act also as their institutional representative. Representatives other than Board members are observers; they may fully participate in the debate about policies in the Board but are not entitled to vote.

#### **7.0 Other observers**

From time to time the Board may invite others to observe or attend Board meetings. The invitation will be at the discretion of the Chair of the Board.

#### **8.0 Structure of and participation in meetings**

The Board meetings will be divided into two sections; that related to policy and non-institutional information and issues and that related to teaching institutions and their accreditation status and development.

The first part of the meeting dealing with policy issues will be 'open' and all may participate including those in attendance and observers. Members only are entitled to vote.

The second part of the meeting will be 'closed'. All observers will be expected to leave the meeting for this second part. Members and those in attendance will remain.

Members will be temporarily excluded when any teaching institution with which they are closely associated is under discussion. This includes being a member of management or teaching staff, on the Board of Governors or having current external examinerships.

All members, those in attendance and observers will be expected to follow the Board's Code of Conduct for Committee members.

All those attending both sections of the meeting will be circulated with the full agenda, minutes and papers. Observers will be circulated only with the agenda, minutes and papers of the first 'open' section of the meeting.