

## BRITISH ACUPUNCTURE ACCREDITATION BOARD

63 Jeddo Road  
London  
W12 6HQ

### CHAIR OF THE BOARD

### ROLE DESCRIPTION

**T:** +44 (0)20 8735 0466  
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**E:** baab@acupuncture.org.uk

Title: Chair of the British Acupuncture Accreditation Board  
Accountable to: Board members  
Hours: Variable  
Honorarium: Negotiable with the post holder but no less than £1,500 per annum, plus essential expenses, including travelling from home

#### Main purpose of the role:

- To take responsibility for the overall leadership and management of the Board

#### Specifically the role involves:

- Chairing Board and Executive Group meetings
- Monitoring and supporting the work of the Board's team of AOs and where necessary, in conjunction with the Chair of the AC, carrying out their performance appraisals.
- Amending and approving Board agendas
- Amending draft minutes
- Ensuring that follow up action is taken, including personally checking and signing letters of Accreditation and Accreditation Certificates
- Liaising with the Board's Accreditation Officers about emerging policy issues and ensuring that relevant papers are prepared and discussed at Board meetings, especially about complementary therapy issues and regulation
- Liaising with the Chair of the Accreditation Committee or Accreditation Officers about teaching institution matters and outstanding issues
- Ensuring that the Board works in accordance with their Memorandum and Articles and the principles and procedures set out in the Board's Accreditation Handbook (2010 version amended in 2013) and its amendments, and the Board's Code of Conduct for committee members and its Good Practice in the management of meetings
- Maintaining a close working relationship with the British Acupuncture Council and initiating joint working when needed
- Maintaining an overview of the Board's budget
- Ensuring with the assistance of the Chair of the Accreditation Committee that the Board's remunerated staff are being supported, working effectively on the Board's behalf and having performance reviews as often as necessary.
- Undertaking other work as required.