

UKCPA (Group) Committees play a central and significant role within UKCPA. They lead on developing education and training, production of standards, guidelines and other professional materials, and providing expertise to other national organisations. In addition, they provide views and opinions which help shape the strategies and policies of UKCPA, and they represent members' views across specialisms, roles and sectors of practice.

UKCPA (Group) Committees refers to the collection of highly engaged and committed group of volunteers that lead and deliver activities under UKCPA. These Committees are distinct from the *strategic* committees of UKCPA but are interrelated.

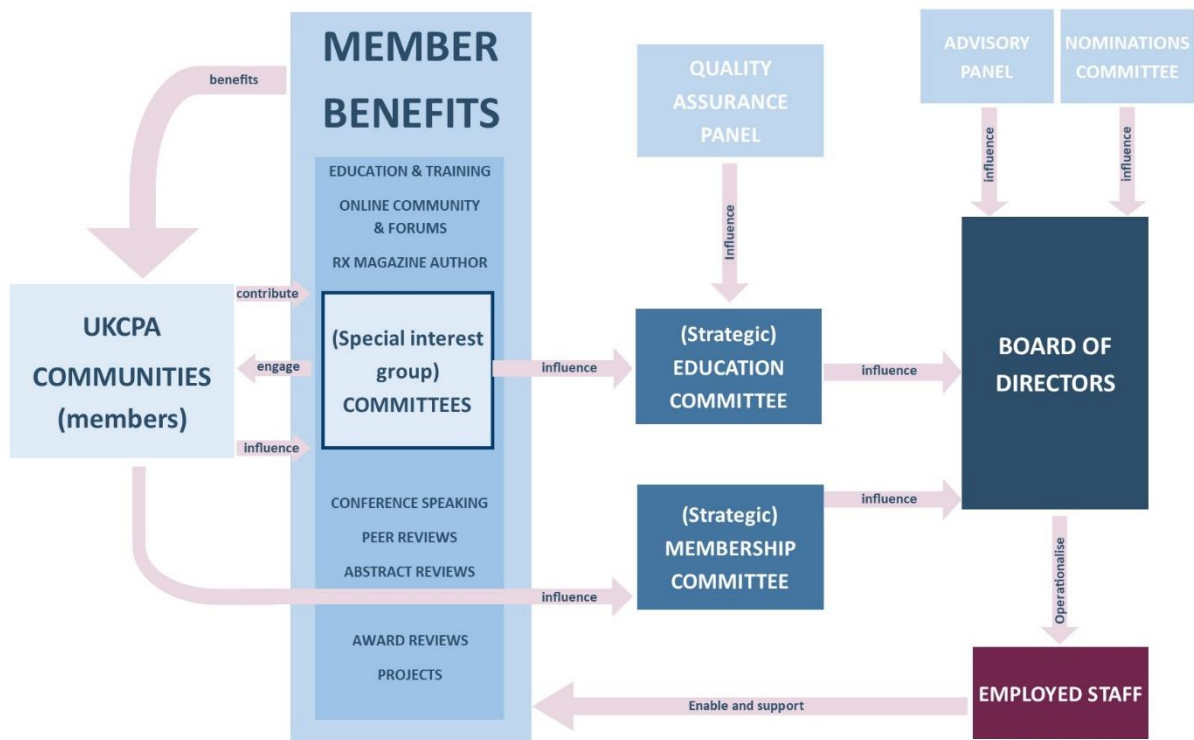


Committees and their community

Each Committee can be said to have a wider *community* within the UKCPA membership. Any UKCPA member who has an interest in a particular area of practice (demonstrated, for example, by subscribing to the online forum in that practice area) can be said to be part of that community. A Committee, therefore, may consist of a handful of active individuals, but the wider community may be in the hundreds.

Committees are encouraged to communicate with their wider communities in order to build the community, share best practice, and inspire further engagement. Examples of this could be to gather intelligence on education needs, invite contributors for projects, or invite interest in Committee membership. The additional benefits of increased communication between the Committee and its community is that the wider community feels more engaged with the Committee and UKCPA as a whole, feels that their opinions are being sought and their voices heard, and provides opportunities for them to get more involved in UKCPA activities, if they so wish.

UKCPA communities, Committees and Strategic Committees





The role and you

ROLE: (Group) Committee Secretary

TERM OF OFFICE: Two years, with a maximum of two terms.

Note: This term is for the role. Individuals can apply for a different role within the Committee after their term has ended.

ROLES & RESPONSIBILITIES:

- To maintain a record of Committee activities, actions and deadlines
- To prepare the Annual Report
- To liaise with UKCPA office to maintain Committee member data
- To deputise for the Chair

SKILLS & QUALITIES REQUIRED:

- Understanding of the requirements of the role
- A commitment to be active, engaged and responsive whilst in the role
- Understanding of and commitment to the organisation's mission and values
- Excellent communication and interpersonal skills
- Excellent organisational skills

EXPERIENCE:

- All Committee members must be UKCPA members.



Time commitment

Time commitment will inevitably vary between roles and Committees but will involve attending meetings and engaging with activities. We suggest that to gauge a better estimate of time commitment, interested individuals should contact the current Chair of the Committee to discuss.



Committee meetings

Each Committee should aim to hold at least three meetings per year, which can be face-to-face or virtual. Committees are able to use their committee budgets to cover meeting room hire, refreshments and travel expenses for these meetings.



How the role can benefit you

Our past and current Committee members tell us that they have benefited greatly from being involved in UKCPA at a Committee level. Here are some of the benefits that you could gain:

- Leadership experience
- Project management and team working skills
- Communication, negotiation and persuasion skills
- Growing in confidence in your versatility and existing abilities
- Develop ability to constructively challenge ideas
- Develop sound judgement and interpersonal skills
- Learn to negotiate, empathise, listen and clearly communicate your ideas and concerns
- Strategic planning and management experience
- Critical thinking, analytical and problem-solving skills.



How to apply

- If you are interested, please provide a CV and short statement outlining your interest in the role and how your skills and experiences meet the needs of that role.
- Please email your application to the UKCPA office (marie.matthews@ukcpa.com) within the deadline stated for the vacancy (if applicable). Spontaneous applications of interest are also encouraged.
- The UKCPA office will verify your UKCPA membership and forward your details to the Chair of the relevant Committee.
- The Committee will review all applications for the vacant role(s) and decide on the outcome.
- The Chair of the Committee will notify the UKCPA office of the outcome of their decision. The UKCPA office and the Chair of the Committee will decide on a case-by-case basis who is most appropriate to notify the successful and unsuccessful applicants.
- Successful and unsuccessful applicants will be notified.
- The UKCPA office will request relevant documents and information from the successful applicant, and will send relevant documents to the successful applicant.
- An application for a consecutive term in a role would also need to be reviewed by the Committee, alongside additional applications for that role.

For more details on UKCPA Committees, please see [\(Group\) Committees Terms of Reference](#).