UKCPA (Group) Committees
Terms of Reference

BACKGROUND

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 (see figure 1).

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 six 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.

Figure 1: UKCPA communities, Committees and Strategic Committees
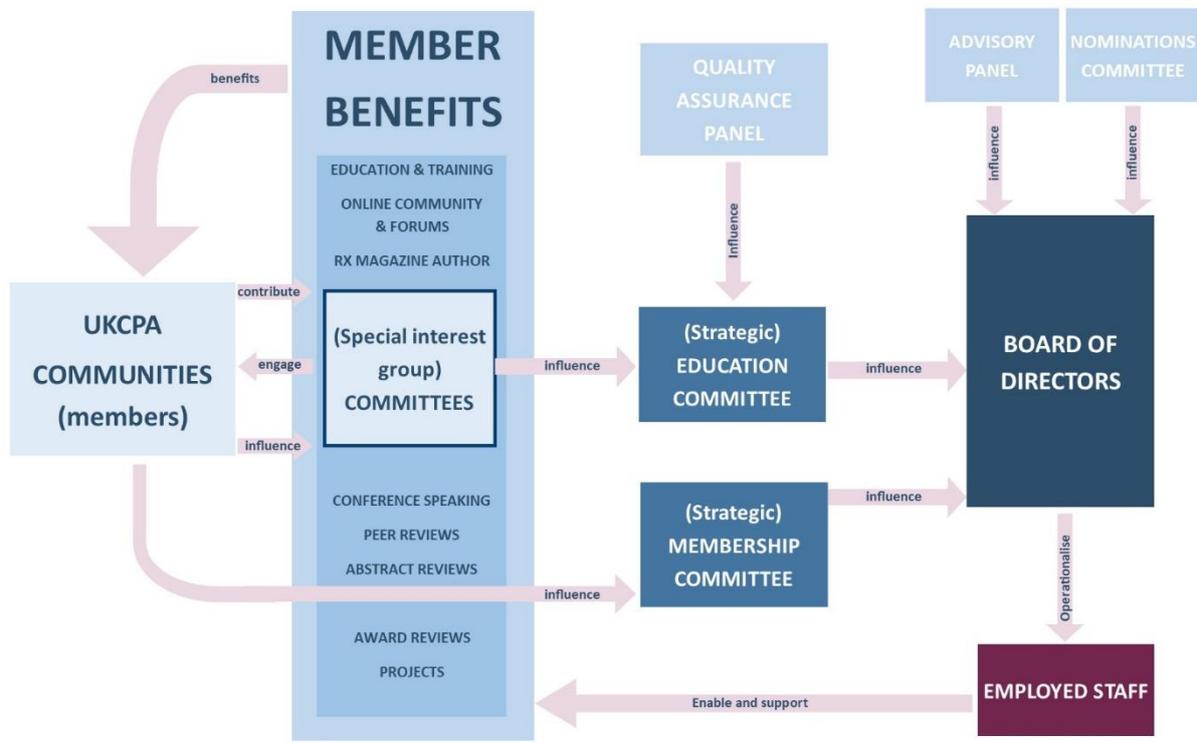
COMMITTEE ACTIVITIES

UKCPA Committees have an activity structure which is flexible to accommodate Committees of varying sizes and resources and to accommodate newly formed Committees as they grow.

Each Committee commits to a **'base' level of activity** as a minimum:

- **Forums**: encouraging and maintaining activity within the online forums and extended online community platform
- **Rx magazine**: contributing at least four articles per year to Rx magazine
- **Social media activity**: Regular use of Committee-specific Twitter account, tagging main @UKCPA account within each post.

These activities are mandatory across all Committees.

Each year, during the Annual Report process, Committees will be asked to select **additional (optional) activities** they would like to commit to in the coming 12 months. These should be chosen by the Committees, according to their current resources and areas of interest.

Each year the Committee will review their activities and have the opportunity to scale up or down if they wish, depending on their individual circumstances. These activities include, but are not limited to:

- Education development (face-to-face and online learning)
- Conference speaking
- Curricula development and review
- Peer reviews
- Mentoring
- Awards adjudication
- Developing or reviewing standards & guidelines
- Responding to national consultations
- Credentialing
- Research
- Social media (such as guest authorship on main @UKCPA Twitter account)
- (Other/project related)

COMMITTEE MEMBERSHIP

The membership of Committees provides a flexible and scalable structure linked to the specific activities undertaken and aligned with the overarching UKCPA strategic committees. Dedicated roles allow individual committee members to have ownership over their area of responsibility, allowing the Chair of the Committee to effectively delegate and share workload.

COMMITTEE ROLES & RESPONSIBILITIES	
PAST CHAIR **OPTIONAL ROLE**	- To provide the current Chair with historical context - To support the Chair in his/her transition - To provide the Committee with a sense of continuity
CHAIR or Co-CHAIRS **MANDATORY ROLE**	- To act as a point of contact and to coordinate the work of the Committee - To ensure the work of the Committee is in line with broader UKCPA strategy and policy - To maintain regular communication with the UKCPA office regarding activities - To delegate tasks to Committee members - To chair Committee meetings
SECRETARY **OPTIONAL ROLE** *Chair(s) to take on the following roles if no Secretary is appointed*	- 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

EDUCATION **ROLE REQUIRED IF THIS ACTIVITY IS UNDERTAKEN** *May be split into two roles if desired*	**EDUCATION** • To represent Committee on UKCPA (strategic) Education Committee • To coordinate education events and online learning • To coordinate contribution and maintenance of professional curricula **SPONSORSHIP** • To assist and advise UKCPA office with securing sponsorship for events and activities
MEMBERSHIP **MANDATORY ROLE** *May be split into up to three roles if desired*	**PUBLICATIONS** • To write and/or coordinate submission of articles from Committee members and wider UKCPA membership to Rx magazine **ONLINE** • To maintain and increase activity on online community platform (eg forums) • To liaise with Education role regarding online learning provision • To monitor forum discussions for topics for education, projects, standards, Rx magazine articles etc **SOCIAL MEDIA** • To coordinate with UKCPA office regarding social media channels and posts • To coordinate and lead posting on Committee-specific Twitter account • To coordinate and lead on guest authorship rotation of UKCPA Twitter account
STANDARDS & CONSULTATIONS **ROLE REQUIRED IF THIS ACTIVITY IS UNDERTAKEN** *May be split into two roles if desired*	• To lead on the development and production of standards within the area of practice • To lead on the coordination of responses to national consultations
OTHER **ROLE REQUIRED IF THIS ACTIVITY IS UNDERTAKEN** *Can be on a project or case-by-case basis.*	Examples: • Sectors • Adults/children • Sub-specialities • International
REFERENCE GROUP **OPTIONAL**	*A wider reference group may be convened to draw upon for additional expertise or for fixed term projects and activities.*

SUB-COMMITTEES

If Committees would like to establish sub-committees in more specific areas of practice within their therapeutic area, please first contact Sarah Carter, CEO, on sarah.carter@ukcpa.com to discuss.

The structure and governance around sub-committees is as follows:

- Consideration should be given to whether a sub-Committee is necessary, or whether a Working Group would be more appropriate. For example, time limited areas of interest may operate better as a Working Group.
- Sub-committees can be established with any number of members, one of which must be nominated as a Lead or Chair.
- Sub-Committee members should be assigned specific roles in order to provide clear responsibilities to those individuals. Where possible, roles should closely mirror those of Committees (ie Education, Membership, Standards & Consultations, etc) so that they are clearly understandable to the overarching Committee and across all other UKCPA Committees and Boards. However, activity-specific roles which do not mirror those of Committees may be more appropriate and are acceptable.
- The Lead or Chair of a sub-Committee must sit as a member on the overarching main Committee (under "Other" role), to ensure two-way communication flow and collaboration, as well as strategic cohesiveness
- If the sub-Committee is undertaking educational activities, one member is required as a representative of the sub-Committee on the strategic Education Committee and should undertake the role of Education lead on the sub-Committee.
- Due to the variable nature of sub-Committees - which could be a disease state, a research project or a time-limited area of interest – specific activities will vary between sub-Committees. The overarching Committee and the sub-Committee should discuss together and agree the activities to be focused on. These do not necessarily need to include the mandated activities that are required for Committees.
- Members of sub-Committees will have a fixed term length (within a specific role) of two years, with the option of one additional consecutive term, as per membership of overarching Committees.
- The role of sub-Committees should be reviewed annually to ensure they remain active and relevant
- The annual budget for the overarching Committee and its sub-Committees will be decided by the UKCPA Finance & Governance Lead, based on the number and activities of the sub-Committees
- The annual budget will be allocated to the overarching Committee. The overarching Committee has the autonomy to stratify the annual budget according to the activities of the overarching Committee and sub-Committees.
- Committees will continue to be allocated 35% of surplus from profit-making activities for their own use. Any surplus made specifically from the activities of a sub-Committee should be ring-fenced for their use. Chairs/Leads should communicate the allocation of budgets to the UKCPA office.
- The transition of sub-Committees to full independent Committees will be decided by the UKCPA Board of Directors on a case-by-case basis.

COMMITTEE TERMS

Committee members will have a **fixed term length (within a specific role) of two years**, with the option of one additional consecutive term.

For example, an individual can take on the Membership role within a Committee for two years, with the option of a further two-year term. Following this, the Committee member has the option to move to a different role within the Committee, or to leave the Committee. If they move to a different role, they can occupy this role for a two year term with the option of one further term.

The Chair of the Committee must be appointed from existing Committee members.

In order to provide historical context, a sense of continuity, and support for a new Chair, the immediate Past Chair can occupy an optional Past Chair role on the Committee.

Staggered terms may help to minimise several changes within the Committee membership at one time. The Chair of the Committee has the autonomy to decide on how the terms of each Committee member are structured; however, help and advice from the UKCPA office is available, if required.

The Chair or Secretary of each Committee must notify the UKCPA office of term dates of all committee members so that a central database can be maintained.

TIME COMMITMENT

Even if a base level of activity is undertaken, the Committee will require committed, active and responsive Committee members. The UKCPA office will support all Committees, regardless of their activity level, to encourage and establish active committee members. We will work with Committees to drive and nurture engagement with the wider UKCPA membership through online and offline channels, networking, opportunities and projects, and through the strategic Membership Committee.

The fixed terms of Committee member roles will help to avoid stagnation and burnout, and the regular influx of new Committee members will help to maintain energy and enthusiasm. Each individual is expected to be engaged and active, should they wish to take a role on a Committee.

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 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.

RECRUITMENT OF COMMITTEE MEMBERS

The Chair (or Secretary, if appointed) has the responsibility to keep the UKCPA office updated on the membership of the Committee, including individual's details, their roles and their terms of office. Any changes must be immediately notified to the UKCPA office.

The UKCPA office will maintain a database of all Committee members, including their specific roles and terms. This will allow the UKCPA office to support Committees with recruitment when places become vacant through regular advertisements of upcoming vacancies across all Committees (together with vacancies within the strategic committees). Promotion of vacancies will be through the UKCPA membership, through social media channels and through personal contacts.

Committees are also encouraged to promote their activities and Committee vacancies through any other channels, either online or offline, to engage and recruit new Committee members. **'Role descriptions' for Committee posts are available** upon request from the UKCPA office to facilitate this.

Committee members must be UKCPA members.

The process for accepting a Committee member is as follows:

- Interested applicant provides a CV and short statement outlining their interest in the role and how their skills and experiences meet the needs of that role
- Application to be emailed to the UKCPA office (marie.matthews@ukcpa.com) within the deadline stated for the vacancy (if applicable. Spontaneous applications of interest are also encouraged.)
- UKCPA office to verify UKCPA membership and forward details to the Chair of the relevant Committee
- Committee to review all applications for the vacant role(s) and decide on outcome
- Chair of Committee to notify UKCPA office of the outcome of their decision. UKCPA office and Chair of Committee to decide on a case-by-case basis who is appropriate to notify the successful and unsuccessful applicants.
- Successful and unsuccessful applicants are notified
- UKCPA office to request relevant documents and information from successful applicant, and 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.

COMMUNICATION WITH UKCPA OFFICE

Regular communication
It is important for Committees to maintain regular contact with the UKCPA office so that we can be proactive and responsive in supporting individual Committees with their activities. Regular communication can be made to either Sarah Carter (CEO: sarah.carter@ukcpa.com) or Marie Matthews (Director of Operations: marie.matthews@ukcpa.com).

For UKCPA to better support the Committees in developing and delivering education events, we would like to encourage Committees to access the UKCPA office for support in contacting speakers and sponsors for events. We recognise that Committee members often have personal contacts with speakers and sponsors, and therefore a personal invitation may be preferred. However, we know

that maintaining contact can take up valuable time for Committee members, and this level of administration can be borne by the UKCPA office. For support with this aspect of Committee activity, please contact Marie Matthews (Director of Operations: marie.matthews@ukcpa.com).

It is worth noting that UKCPA Ltd is liable for any consequence of activities undertaken in the UKCPA name. As such, it is vital that the UKCPA office is sighted on activities that are being undertaken by individual Committees so that they are in a position to support Committees should the need arise. For spontaneous updates of Committee activities, and for any other help and support, please contact Sarah Carter (CEO: sarah.carter@ukcpa.com).

Annual reports
All Committees will be required to submit an Annual Report at the end of each calendar year. Templates for these reports will be sent to the Chairs of each Committee. These reports act as a more formal notation of activities undertaken over the previous year and allow for reflection and a commitment to activities for the forthcoming year. These reports will be considered by the Board of Directors and may form part of a publicly available publication.

BUDGET
Each Committee will have an annual budget which aims to cover expenses for activities undertaken. *This budget is currently under review.*

These Terms of Reference will be reviewed every 12 months.