



## **Governance**

### **Our Structure**

The Acupuncture Association of Chartered Physiotherapists (AACP) represents its members in professional issues that may affect them. To do this, it has a Board of Directors, supported by a number of committees.

The Board sets out the strategic direction of the organisation and is supported by the Chief Executive Officer (CEO) and the team at the Office.

All committees feed into the Board via the CEO, which ensures fair representation. The Board usually meets five times a year. The next scheduled Board Meetings are on 4 March, 13 May, 8 July, 23 September and 18 November 2020.

The Board and committee members have a pertinent range of knowledge and skills covering physiotherapy and acupuncture, as well as skills and knowledge developed in the political arena, commercial environments, and academic and research institutions.

### **Board of Directors**

The Board is responsible for ensuring the proper governance of AACP Ltd, a company limited by guarantee, and thereby ensuring at all times that the company discharges its statutory duties and responsibilities under the relevant sections of the Companies Act. All members of the Board of Directors have a vote, and the Board is made up of individuals appointed to represent the membership. Their backgrounds range from clinicians using acupuncture within the National Health Service (NHS) and private practice, those who have moved into the academic arena and have political awareness to those who have commercial involvement.

The Directors have wide ranging and strategic views about the key issues facing AACP members, and they engage with the Health and Care Professions Council (HCPC), the Chartered Society of Physiotherapy (CSP) and other stakeholders to protect and represent the professional requirements of the membership. Their views may be instrumental in influencing the health agenda of the Government, via the Department of Health, from a regulatory and professional standpoint.

### **Board Responsibilities**

No matter how effective the Board of Directors may be, it is not possible for its members to have hands-on involvement in every area of the company's business. An effective Board decides the strategy of the business, but delegates day-to-day responsibility to the executive management. That said, there are a number of matters that are required to be decided by the Board of Directors, or in the interests of the company, should only be resolved by the Board as a whole. It is incumbent on the Directors to make it clear what are the Matters Reserved for the Board.

### **Urgent Matters**

In drawing up a schedule of Matters Reserved for the Board, it is important to establish procedures for dealing with matters that often have to be dealt with urgently, often between Board meetings. It is recommended that, where practical, the approval of all the Directors should be obtained by means of a written resolution, which can be circulated electronically by the Chief Executive Officer.

### **Companies Act requirements**

Approval of annual accounts

Approval of any significant changes in accounting policies or practices

Remuneration of the auditors (where, as is usual, shareholders have delegated this power to the Board), and recommendations for the appointment or removal of auditors

Resolutions and corresponding documentation to be put forward to members at a General Meeting

### **Board Membership and Board Committees**

Board appointments and removals, and any special terms and conditions attached to the appointment

Terms of reference of the Chair and Chief Executive Officer

Terms of reference and membership of Board committees



## Management

- Approval of the company's long-term objectives and commercial strategy
- Approval of the annual operating and capital expenditure budgets
- Changes to the company's management and control structure
- Material contracts of the company in the ordinary course of business; for example, bank borrowings (above a specified amount), and acquisition or disposal of fixed assets (above a specified amount)
- Contracts of the company not in the ordinary course of business (e.g. loans and repayments)
- Risk-management strategy
- Review of the company's overall corporate governance arrangements
- Approval of the company's principal professional advisers
- Internal control arrangements
- Directors' and Officers' liability insurance

## Conference Committee

The aim of the Conference Committee is to plan and deliver Conferences that reflects current hot topics, research and practice within physiotherapy and acupuncture. Members also work to ensure that Conferences represent value for money by listening to feedback from members gathered from previous conferences.

The format includes seminars and workshops, and the Annual General Meeting (AGM). The AACCP Conferences are both an opportunity to listen to eminent speakers and a social occasion, allowing attendees to meet up with old friends and to network. It is an event for practitioners at all stages in their careers, whether working in the NHS or private practice. Conference is supported by a wide range of trade representatives relevant to physiotherapy, acupuncture, and the well-being of practitioners and staff. Delegates are encouraged to relax at this informal event and network with the speakers, AACCP representatives and fellow attendees.

## Training Committee

The Training Committee (TC) is a committee of the Board of AACCP Ltd. Please follow the Education button on this website for further information.

## Journal Committee

The aims of the Journal Committee are to inform education and update the membership within both physiotherapy and acupuncture research and clinical effectiveness.

'Acupuncture in Physiotherapy', the Journal of the AACCP, relies on contributions from the AACCP membership in the form of case studies, audits and interesting clinical scenarios. Members are encouraged to submit any article they would like to be considered for publication to the Clinical Editor.

The Journal features a mix of content ranging from research articles to book reviews, reports from the Chair and CEO, and papers from conferences. It is a journal that members will refer to time and again and is produced biannually in Spring and Autumn.

Members of the Committee are appointed by the Board and membership, and limited to two Non-Executive Directors, excluding the Chair.

Speakers are invited to attend meetings as required.

The Committee is made up of a Clinical Editor, a Corporate Editor and others appointed by the Board

The CEO provides a Secretary to the Committee.

Appointments to the Committee are for a period of up to 3 years.

The Committee meets quarterly at appropriate times to coincide with the publication of the Journal.

The Committee produces a biannual quality academic journal with articles and papers gathered from the membership and published researchers.

The Committee works to attract trade to advertise within the publication and ensure that the Journal retains its status as a high-quality publication with a good mix of professional, academic and informal content.