



ACP Executive Committee

Role of Elected Executive Committee

1.0 Introduction

The purpose of the Association for Continence Professionals (ACP) Executive Committee is to be the decision making body that guides the strategic direction of the ACP. The members of the Executive Committee work together to further the aims of the association, keeping to its charitable objectives, as set out in the Memorandum and the Articles of Association of the ACP.

The elected members of the National Executive Committee of the ACP are full members of the ACP voted into position by other full members of the association. When elected they become Directors of the ACP as specified in the Memorandum & the Articles of Association of the ACP. The Directors of the ACP are the Trustees of the Association, and as such have the legal responsibility for the ACP under charity law.

All members of the Executive are eligible to stand for the positions of Chairperson, Treasurer, Education Officer or Membership Secretary on an annual basis. (See separate role descriptions.)

All decisions of the ACP Executive Committee must be shared, accepted and owned by all committee members. Any disagreements will be discussed and minuted. In the event of disagreement, majority decisions will stand.

The Executive Committee must ensure that the views of the membership are fully considered in decisions taken by the committee. Whilst all discussions within committee are private and confidential, Executive committee members are responsible for ensuring that there is sufficient transparency with information on decisions communicated, shared and explained to the membership as appropriate.

2.0 Term of Office

The term of office for an Executive member of the ACP is three years; after which there is an option to re-stand for office for a further three years. At the end of six years the Executive member must stand down for at least one year before standing for re-election.

3.0 Duties

Executive committee members carry out all their duties in line with the Memorandum and the Articles of Association for the ACP.

Any member of the ACP Executive Committee who attends an event representing ACP must write a report and circulate it to the ACP Executive Committee within 10 working days of the event.



They must be able to:

- 3.1 accept the responsibility of the office of Director, and all that entails, with the other Directors.
- 3.2 support the other Directors as required.
- 3.3 work within and accept the joint decision making of the Executive Committee
- 3.4 liaise with ACP secretariat and Executive Committee members on a regular basis.
- 3.5 answer correspondence specifically sent to them in a timely manner, ensuring that the correct information is supplied.
- 3.6 be responsive to the needs and requests of the ACP secretariat .
- 3.7 attend meetings/functions to represent the ACP and/or the Chairperson when necessary.
- 3.8 Be clear when attending meetings/functions as a representative of the ACP and/or the Chairperson where they are representing the ACP and where they are expressing personal opinions
- 3.9 Commit to the time commitments stated in 5.0.

4.0 Role Specifications

Essential:

- 4.1 able to work and communicate effectively within a multi-professional team for the benefit of the ACP.
- 4.2 able to assist in the formulation and review of the strategic aims of the Association.
- 4.3 able to think creatively for the good of the ACP.
- 4.4 able to spend time away from home to attend committee meetings.
- 4.5 prepared to work alone, and on sub groups, for individual projects.

5.0 Time commitments

- 5.1 6 days per year in 1-2 day blocks are necessary to attend Executive Committee meetings.
- 5.2 Up to a further 2 days time may be needed to attend sub-committee meetings.



- 5.3 Two days for attendance at the ACP annual conference
- 5.4 Teleconference meetings of 1-2 hours up to four times per year.
- 5.5 Representing the ACP at other meetings as appropriate.
- 5.6 Liaison with members of the ACP secretariat as appropriate.
- 5.7 Time involved in progressing projects agreed at Executive Committee meetings, as well as reviewing endorsement requests, other materials and responding to wider communications from the ACP and secretariat.

6.0 Resources

Executive committee members can only be effective if they have full access to appropriate information technology so that daily contact can be maintained as necessary with other members of the Executive, staff at the ACP secretariat and the membership, this should include:

- direct access to telephone and Whats App .
- access to the internet
- access to a computer and the ability to use it.
- access to email.
- Access to electronic meetings via Teams

7.0 Employer's Consent

Any member wishing to stand for election to the Executive Committee must obtain support and signed approval from their line or other senior manager at their place of work.

The employer of any candidate must be advised of the time commitment in taking on this post.

8.0 Remuneration

There will be no financial gain by becoming a member of the Executive Committee of the ACP. Whilst all legitimate expenses of office are met, they must be kept to a minimum. All members of the Executive Committee must sign that they agree with the ACP's Standing Financial Instructions (SFIs).