

appendix:

summary outline of vacant elected positions on **bpf** Board for 2019 AGM

1) Chair of Board of Trustees

Key duties in this role include: leadership of the Board of Trustees, including planning agendas for Board meetings and chairing each Board meeting; guiding the strategic development of the organisation; ensuring (with the CEO) that the Board has a robust system for planning and monitoring performance; ensuring the Board is in tune with the views of the **bpf** membership; promotion of high standards of governance and integrity; supervision and oversight of the work of the CEO; and act as a key external advocate and representative for the organisation.

Some key skills/experience needed: Empathy with the principles and practice of psychotherapy, ideally with several years' professional practice; understanding of the wider health and social settings and the place of psychotherapy within these; proven experience in a senior leadership/management role; ideally, some experience at Board level and understanding of the role of a non-exec director/trustee; strong chairing/facilitation skills; ability to provide support/supervision to the CEO; understanding of the benefits and culture of a membership body; strong representational skills, including the ability to speak for the organisation in public.

2) Chair of **bpf Training & Education Committee**

The function of this Board Committee is, working closely with the CEO, to co-ordinate the overall planning, quality assurance and co-ordinated development of **bpf's** clinical trainings (PPA, BJAA and IPCAPA) – including courses, programmes, standards, and processes. The key purpose is help ensure the **bpf** can present and promote an overall, coherent structure of learning pathways and that opportunities to learn, share and collaborate across the trainings are exploited, together with identifying/assessing/shaping particular opportunities for new programmes. The committee includes the chairs of all the **bpf** association trainings, representatives from the Birkbeck and Exeter academic courses and key **bpf** individual courses e.g. Infant Observation, together with the CEO.

The committee is to meet every quarter, with meetings held at **bpf** offices, lasting about three hours.

The Chair of this committee is a critical role for the future strategic development of the **bpf**. He/she should be able to bring extensive knowledge and experience as a psychotherapist, ideally with considerable expertise in at least one of the **bpf's** clinical trainings but balanced with a broad appreciation of the wider range of specialisms within psychotherapy and understanding of the wider health and social settings. He/she must be able to bring a robust strategic vision and drive to the role, but at the same time work with an open/collaborative style with a wide range of colleagues.

3) Chair of **bpf Membership & Professional Activities Committee**

The function of this Board committee, working closely with the CEO and appropriate other staff, is to plan, oversee and develop **bpf's** overall membership offer, membership recruitment and retention activities, and

range of professional development events and benefits provided to members, including post-qualification/CPD courses. The committee includes the leads from a small range of sub-committees/groups, including, notably, the well-established 'Scientific & Applied Activities' committee (which co-ordinates an overall professional events programme) and the post-qualification committees of the BJAA and PPA. The committee will meet about three times a year.

The Chair of this committee will be a very experienced, qualified **bpf** member who can bring a fresh and ambitious vision to this exciting role and help drive the expansion and development of the **bpf** as a leading professional membership body. Key areas of opportunity for this committee to lead on, include, for example: alignment and development of **bpf's** range of membership categories (from affiliate to senior); expansion of our range of CPD courses and events; review and development of **bpf's** publications and research work; development of an online events offering, and growing of **bpf** membership across the UK. The successful candidate will need, of course, a keen ability to keep in touch with members' views and to champion these on the Board.

4) General Member – *bpf* qualified members

This is a newly defined position on the **bpf** Board with no particular Board committee or sub-committee to chair or lead but, instead, the expectation to represent, champion and think about at Board the particular views and needs of **bpf** members who have completed their clinical training and are today qualified psychotherapists.

Candidates for this position must be qualified **bpf** members themselves. Retired members may stand for this position as well as practising members. There are no other specific knowledge or skill requirements to be elected to this role, save the ability – as with all potential trustees – to meet the legal requirements to be a charity trustee. More important will be your enthusiasm and fresh ideas to work with Board colleagues to shape the future of the **bpf**. To fulfil your role on the Board you will be expected to find time to meet extensively with other qualified members to help ensure the Board is kept in touch with their latest views and concerns.

5) General Member – *bpf* Trainee members

This is also a newly defined position on the **bpf** Board and similarly comes with no requirement to chair a particular committee or group but rather the brief to think, represent and champion about at Board the particular views and needs of those **bpf** members who are currently 'in training' with the BJAA, IPCAPA or PPA.

Candidates for this position must themselves be a **bpf** trainee at the time of nomination. They must be following one of **bpf's** 'core' clinical training programmes, not merely completing an introductory course (our Psychotherapy Today course) or a specialist short course. There are no specific knowledge or skill requirements to be elected to this role, except you must be legally eligible to be a charity trustee. More important will be your enthusiasm and fresh ideas to work as a member of the Board and help shape the future development of the **bpf**. To fulfil this role, you will need to find time to keep in close touch with the views and needs of other **bpf** trainees.

Need further information?

For further information about the general role of a Trustee, together with fuller details of the role of Board Chair and of the two Board committees referred to above (Training & Education and Membership & Professional Activities), please refer to the '**Trustee Handbook**' on the **bpf** website. Also, if you would like to have a conversation with interim CEO, Mike Owen, about any role, please do not hesitate to contact him at the **bpf** office.