Terms of Reference for ACAT's Council of Management
Approved: March 2014, updated July 2023

The Composition of the Council of Management

Trustees:
Chair of ACAT (Chair of Council of Management)
Vice Chair of ACAT
Treasurer of ACAT
UKCP (HIPC) Representative
Other Trustees as required

Others:
ACAT Administration Manager
Chair of Training Committee
Chair of Exam Board
Clinical and Lay Chairs of the Ethics Committee
Chair of Equality, Diversity and Inclusion Committee (EDIC)
ACAT's appointed Data Protection Officer
Trainee Representative
Others as necessary

Meetings

The Council of Management will meet remotely approximately six weekly but not less than six times a year. The Council of Management shall meet with the Board of Trustees three times a year.

Role

- The Council of Management is responsible for the general management of ACAT in accordance with the Annual Strategic Plan as set out by the Board of Trustees. This includes the operational management of ACAT strategies arising from the Annual Strategic Plan including the Marketing Strategy, User/Public Involvement Strategy, Research Strategy and the monitoring and updating of the ACAT Risk Register.

- The operational management of other actions arising from the Board of Trustees, Training Committee and Exam Board as set out in the minutes.

- The operational management of the ACAT office and its core functions including servicing the membership, administration of training courses, financial and accounting systems and maintaining the website.

- Liaising with external organisations for the purposes of marketing, communications and with respect to regulation (particularly UKCP and the PSA).

- The operational management of ACAT conferences and CPD events in liaison with designated Conference Programme Organisers.

Relationships

- The Administration Manager, reporting to the Chair of ACAT, is responsible for the day to day operational management of the ACAT office, the line management of ACAT, and the management of Service Level Agreements with contracted external providers, including the website and the financial and accounting systems.

- The Council of Management, via the Chair of ACAT, Treasurer and Administration Manager, reports to the Board of Trustees at the thrice yearly meetings.

Agreed and Approved by ACAT's Board of Trustees 7 March 2014, updated July 2023