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RECRUITMENT PACK

# FINANCE, RISK, AUDIT, POLICY & PERFORMANCE COMMITTEE MEMBER

**British Association for Counselling and Psychotherapy**

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MAY 2022

*Natalie Bailey, BACP Chair*

# Welcome

## Thank you for your interest in this role

### BACP (British Association for Counselling and Psychotherapy)

With a growing 60,000 strong membership, the work of BACP has arguably never been more important as we collectively emerge from the Covid-19 pandemic.

Operating with substantial scope and conviction in the pursuit of "counselling changes lives", we are proud of the momentum with which we have continued to operate during the past two years, helping our members to transition to completely new ways of working in support of the nation's mental health. We have continued to campaign tirelessly on our members' behalf throughout the pandemic, actioning societal shifts in attitude towards the important profession we serve, and we have continued our important work in standards and public protection to maximise accountability and confidence in counselling and psychotherapy.

In addition to our core business, we have also progressed with the continued development of our own organisation, professionalising aspects of our business to ensure that we are fit for purpose for the opportunities and challenges that lie ahead.

We are seeking to recruit for our current Committees: Finance, Risk, Audit, Policy and Performance (FRAPP); Governance, Remuneration and Nominations (GRaN); Public Protection Committee (PPC) and our Research Committee. We will be looking to recruit individuals with a strong interest and competency in these areas, who will have a strong appreciation and empathy for the importance of mental wellness, mental health provision, and will be capable of driving BACP governance as we go about developing and implementing BACP's new strategy.

You will bring an extensive range of experience to the Committee to which you wish to apply, and a clear sense of dedication to improving the working environment of our membership.

If this sounds like a challenge for you, we look forward to hearing from you.

Natalie Bailey
**Chair of the Board of Governors**

# BACP Finance, Risk, Audit, Policy and Performance (FRAPP) Committee Member

## Work with BACP

As a member of the FRAPP Committee (Committee), you'll evaluate the financial risks, audit and policy performance of the organisation and present financial information to Board.

We're looking for experienced individuals to help shape our FRAPP Committee. As a member of our well established FRAPP Committee you'll evaluate internal and external audits, the financial information associated with the organisation and any possible risks. The aim of our Committee is to ensure and oversee funding applications and to ensure financial transparency within the organisation.

The FRAPP Committee will work as an integral function within BACP, comprising of 7 members who are both members and independent of BACP. We are looking to expand our team and welcome applications from external applicants.

We're looking for individuals with experience in risk, policy and performance, and we also welcome applicants with a financial or audit based background.

You should have experience in supporting a committee and in evaluating financial risk, audit and policy performance. It would be desirable if you have supported or worked within the charity sector.

# Role profile

# FRAPP Committee Member Role Description

The FRAPP Committee has delegated responsibility for ensuring the strategic directions set by the Board around finance, audit, risk, policy and performance are monitored and maintained by the organisation.

The Committee also holds delegated responsibility for developing the financial strategy of our Association; reviewing income and expenditure; reviewing budget performance; overseeing investment and capital expenditure; approving and reviewing investment policy and performance; approving and reviewing reserves policy and performance and ensuring appropriate insurance policies exist. The Chair of the FRAPP Committee is looking to recruit members or non-members to join the Committee and they will be expected to comply with the prevailing Terms of Reference and will have a single equal vote.

### Responsible to:

The Chair of FRAPP and Board of Governors.

### Term of office:

Appointments are for a period of up to three years, which may be extended for a further three years.

### Commitment:

The Committee shall meet up to four times per year, always prior to a Board meeting; and otherwise as requested. In addition, the Committee members are expected to commit a minimum of 20 days per year to include (but not limited to) reading reports, contributing to discussions and approving of reports outside of the meeting cycle and other standard Committee work.

### Remuneration

There is no remuneration attached to this role, however, reimbursement of reasonable expenses incurred in carrying out the role of Committee member will be reimbursed in line with our Business Expenses Policy. Any other remuneration is subject to Charity Commission guidelines and the approval of the Board of Governors.

### Carrying out the role

The Committee member is expected to:

- Attend Committee meetings fully prepared to participate; to ensure key decisions are reached, having read up on information sent out.
- Participate in the Committee's performance review, and to work with BACP staff to develop the skills set of the Committee.
- Attend BACP events to promote and support the work of the Committee, including the Annual General Meeting and answer any questions members may have on the Committee's activities.

- Maintain absolute confidentiality of sensitive/confidential information received whilst a committee member.
- Always act in the best interests of BACP to support its charitable aims and achieve its strategic objectives.
- Observe the code of conduct, policies and procedures as they relate to volunteers.
- Participate in ongoing training and development.
- Uphold the Nolan Principles of Public Life and the seven principles which constitute the Charity Governance Code:
    - Organisational Purpose
    - Leadership
    - Integrity
    - Decision making, risk and control
    - Board Effectiveness
    - Diversity
    - Openness and Accountability.

# Person specification

The FRAPP Committee member will have skills complementary to the following:

- Sound financial and business acumen, applied within a governance environment.
- A current BACP member* or non-member and have a good understanding ofone or more areas below:
    - Management Accounts and Financial Reporting
    - Financial Management including investments and investment portfolios
    - Performance Management, KPI setting and tracking
    - External and/or internal audit
    - Risk Management
- Knowledge and experience of charity section as well as professional financial/accounting qualification will be an advantage but not essential
- A willingness to devote time and effort.
- An understanding of the responsibilities of the position.

**members currently the subject of investigation or sanction through the professional conduct process are ineligible and cannot apply.*

# How to Apply.

Please send a copy of your curriculum vitae (CV) and a supporting statement of no more than 1,000 words on why you would make an ideal Board Delegated Committee Member to governance@bacp.co.uk

**The deadline for applications is 10/06/2022 with interviews from 13/06/2022. We may contact shortlisted candidates before the closing date.**