

## RECRUITMENT PACK

# GOVERNANCE, REMUNERATION AND NOMINATIONS 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 Governance, Remuneration and Nominations Committee (GRaN) Member**

### **Work with BACP**

As a member of the Governance, Remuneration and Nomination Committee (GRaN) to ensure effective governance and policy across the organisation.

We're looking for experienced individuals to help our organisation establish Governance policies and procedures, nominate and appoint members, decide and approve financial budgets for the Board's consideration, and ensure compliance across the organisation.

We're looking for experienced individuals with a strong background in governance, data protection, compliance, legal or any related discipline. Ideally, you would have supported a committee, the board and or worked in a governance/ legal setting.

## Role profile

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### GRaN Committee Member Role Description

The GRaN Committee (Committee) holds delegated responsibility for considering and determining the framework for the remuneration, benefits and incentives of the Chief Executive Officer (CEO); determining the framework for the remuneration of senior managers; considering the outcome of the appraisal of the CEO; making recommendations to the Board on the remuneration of the CEO; to deliberate on governance-related matters and make recommendations to the Board.

The Committee will also consider the policy for termination and compensation payments to senior managers; to commission and receive a report on the skills audit of Trustees to identify gaps and the impact of these on nominations for new Trustees; to oversee the process for handling complaints and Board member disputes and disciplinaries; to commission and receive a report on the skills audit of Board delegated Committees intending to identify gaps and the impact of these on nominations for new Trustees and to make recommendations to the Board as regards the succession planning for the CEO.

#### **Responsible to:**

The Chair of GRaN and the 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 Governance, Remuneration and Nominations Committee member will have skills complementary to the following:

- Good understanding of remuneration and benefits and how they apply, particularly within a third sector organisation
- Good financial and business acumen
- An understanding of audits and how they inform
- Experience of being a Committee Chair and managing Committee members
- A willingness to devote time and effort
- Good, independent judgement
- An ability to think creatively
- An understanding of the responsibilities of their position
- IT literate: to be able and willing to use technology in Association business

## How to Apply.

Please send a copy of your 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](mailto: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.**