

Executive Committee Member Role Descriptor

The Executive Committee is accountable to the Board of Trustees, which will determine the Committee's remit. The Executive Committee is responsible for leading the implementation of UKCP's strategy and supporting the Chief Executive in developing and delivering the business plan within the overall strategic plan.

No two meetings are typically the same. The Committee's work includes managing the annual activity/budget planning cycle, responding to reports or requests from Senior Management Team (SMT), Board and other committees, making recommendations to Board, monitoring ongoing projects, and addressing any other matters that are referred to the Executive Committee for guidance or decision-making.

The Committee meets six times per year online or at our London office, usually on Thursday mornings from 10am-1pm. One meeting per year may be a full day awayday.

Membership of the committee comprises:

- Chief Executive (chair)
- Chair of the Board of Trustees (co-opted)
- Four further UKCP registrants
- Finance Manager (co-opted)
- Head of Content and Engagement
- Chief Operating Officer

Also in attendance: UKCP Governance Manager.

Expenses are paid in accordance with the UKCP Expenses Policy. Full induction will be provided along with ongoing professional development.

Skills, Experience and Attributes

Members of the Executive Committee must have the following experience and skills:

- Full clinical member of UKCP.
- Full alignment with UKCP's vision, mission and values.
- Commitment to a united UKCP.
- An innovative mindset focused on the future of UKCP and service to our beneficiaries.
- The ability to assimilate often complex documents in advance of meetings.

- Ability to make decisions in the interests of the whole UKCP, regardless of your modality.
- Experience of leadership and management, such as running an OM. (desirable)
- Excellent interpersonal and communication skills.
- Professional experience in a range of therapeutic settings, including NHS (desirable)
- Availability to fully prepare for, attend and participate in meetings.

Nolan Principles

As UKCP is a charity, we expect our Executive Committee Members to be aligned with the seven principles of public office:

- **Selflessness:** Holders of public office should act solely in terms of the public interest.
- **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty:** Holders of public office should be truthful.
- **Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

UKCP Behaviours

The post-holder will adhere to the following behaviours, which are based on the fundamental values on how everyone at UKCP works together:

- Recognise each other's skills, experience and passion.
- Commit to engaging others positively and constructively.
- Accountable for the integrity of UKCP and the profession we represent.
- Take responsibility for our working culture.
- Lead by example.