



TERMS OF REFERENCE FOR THE MEMBERSHIP COMMITTEE (MC)

1. Membership

1.1. The Committee is chaired by a registrant who is appointed by the Board of Trustees.

1.2. The Committee shall comprise:

- Chair
- The Regulation and Quality Assurance Manager (ex-officio), as a non-voting member
- UKCP Registrar (ex-officio), as a non-voting member
- Psychotherapists / Psychotherapeutic Counsellors and Non-clinical members (UKCP members)
- Lay Members (i.e. not UKCP members or employees and not to be from an allied psychological profession)

1.3. In addition to the Chair the committee shall have a maximum of 12 members and a minimum of 5, excluding ex-officio members.

1.4. The Committee may co-opt additional members who will have the right to vote.

1.5. A quorum shall be three MC members. Co-opted members are counted as part of the quorum and can vote. Ex-officio members are not counted as part of the quorum.

1.6. Normal tenure for the members listed at point 1.2 will be for three years. Members may be reappointed for further periods of three years on the recommendation of the chair.

1.7. The committee shall appoint a Deputy Chair from among its members to serve for renewable terms of three years.

1.8. Although appointed by the Board of Trustees, the MC Chair does not have a seat on the Board of Trustees.

1.9. The MC Chair keeps the Board of Trustees updated with the activities of the MC by regular reports to the Chief Executive.

2. Frequency, Conduct and Reporting of Meetings

- 2.1. The Committee shall meet at least three times per annum. The format of the meetings shall be determined by the committee.
- 2.2. Members must be able, and willing, to attend meetings and be able to devote up to an average of one day per month to committee business, in addition to meeting times.
- 2.3. The Committee is supported by the UKCP office who take minutes and, under the direction of the Chair, take forward points of action.
- 2.4. The committee shall normally conduct business by consensus but, where a vote needs to be taken and a tie occurs, the Chair shall have a casting vote.
- 2.5. Voting can be in meeting or by email
- 2.6. Minutes of each meeting will be formally recorded and submitted to the Committee before its next meeting. Minutes may be published.
- 2.7. The committee shall note that UKCP has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities in accordance with the Equalities Act 2010 (age, disability, gender reassignment, marital or civil partnership status, pregnancy and motherhood, race [including ethnic or national origin, colour and nationality], religion or belief [including lack of belief], sex and sexual orientation), Crime and Disorder, Health and Safety, and Human Rights, and that UKCP's Equality & Diversity policies will be upheld.

3. Authority

- 3.1. The committee is delegated by the Board of Trustees to undertake the remit and functions as described in these Terms of Reference.

4. Remit and Functions of the Committee

- 4.1. The committee will oversee, review and maintain UKCP's applicant organisational membership process.
- 4.2. The committee will consider applications from organisations applying to join UKCP, and will recommend applications for membership to the Board of Trustees.
- 4.3. The committee shall, in co-ordination with the Regulation and Quality Assurance Team, maintain the procedure for individual registrants who fail to meet UKCP required standards for registration.
- 4.4. The committee will scrutinise, and provide feedback to the Regulation and Quality Assurance Team concerning applications received from organisations seeking membership of UKCP.
- 4.5. The committee will agree and submit annually an activity plan and budget to the Finance Committee, and will regularly monitor the budget and progress of its activity plan.
- 4.6. The committee will advise UKCP and its membership in relation to developments, and best practice in its areas of work.

4.7. The committee will undertake such consultations, research and projects on any activity within its Terms of Reference, and report its findings to the Board of Trustees and UKCP membership as appropriate.

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