

Irish Association for Counselling and Psychotherapy (“IACP”)

IACP Committee, Sub-Committee & Working Group Regulations

1. ‘Regulations’ means the internal procedures as adopted by the Members.
2. Terms of Reference (TOR) for all committees and working groups covers the set-up, work to be done, addition and removal of committee members, complaints procedures, and all other issues for these types of committees and groups.
3. All policy decisions and procedures arrived at by committees, sub-committees and working groups must be decided upon and ratified by the Board of Directors.
4. All changes to such policy decisions and procedures that are ratified must have an enactment date which allows for adequate notice for the publication of changed criteria.
5. Minutes of attendance and content of every meeting shall be recorded and submitted to the IACP head office and held by the IACP head office.
6. Expenses incurred in the business of the committees, sub-committees and working groups shall be claimed from the IACP head office on the current Expenses Claim Sheet and subsequently reimbursed in accordance with current volunteer expenses policy.
7. At every meeting a quorum shall be as per each committee’s TOR.
8. Membership of committees, sub-committees and working groups shall normally be open only to IACP Members. Where appropriate, an Extern who is not a Member of IACP may be appointed to attend meetings, subject to ratification by the Board of Directors.
9. All appointments to sub-committees of the Board of Directors shall be ratified by the Board of Directors, with the exception of regional committees and working groups.
10. Members of all sub-committees are required to declare, at the meeting where it is relevant, their knowledge of any information which might result in a conflict of interest.
11. Sub-committee members shall observe due confidentiality about sensitive information, especially where it pertains to individuals.
12. A contribution approved by the Board of Directors shall, where possible, be allocated to each committee, sub-committee and working group of IACP, once per year, in recognition of their contribution to IACP.

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