



the british association of
art therapists

Governance for BAAT Special Interest Groups

**BAAT Council
November 2011**

Governance for BAAT Special Interest Groups

Aims of the Special Interest Groups (SIGS)

- To be a positive and inclusive professional network for Art Therapists who are BAAT members.
- To promote the sharing and development of practice of specialist clients groups and settings, as distinct from the more general remit of Regional Groups (see BAAT Regional Groups Governance)
- To place research at the heart of the SIGs by:
 - Keeping abreast of new research findings pertaining to the client group and sharing these within the SIGs
 - Embedding research findings into practice, thereby promoting evidence-based practice
 - Identifying members of the SIGs who can contribute to BAAT Council's work on NICE guidelines, QIPP and any research related issues.
- To provide opportunities for Continuing Professional Development in line with the BAAT and HPC guidelines.
- To help share information between its members and BAAT Council.

Reporting and Accountability

The SIGs are accountable to and funded by BAAT. They are required to send a representative to BAAT Council (the rota for this is arranged by the SIGs Network Coordinator) and submit an annual report in time for the BAAT AGM each year.

Coordinator's role

The role can be held by one person but is often shared, as the amount of work can be daunting when faced alone.

- To give direction and leadership for the SIG.
- To act as a named point of contact for the SIG.
- To facilitate communication between SIG members via email group and/or address list
- To ensure that the aims and approach of the SIG are maintained in accordance with BAAT council.
- To coordinate representation of the SIG at BAAT council meetings.
- To coordinate the submission of the SIG report for the BAAT AGM.
- To maintain inclusive and openness of the SIG in response to SIG members.
- To oversee the appropriate use of BAAT funds (see below for financial governance).
- To ensure that minutes / notes of meetings have been made personally or delegated to SIG member/s and to ensure that they are distributed to members, the BAAT SIG Network Coordinator and the Chief Executive Officer.
- To ensure the practical coordination of SIG meetings
- To liaise with BAAT office regarding use of BAAT funds i.e. invoicing, re-imburement.

Membership Governance

- Attendance at the group is open to BAAT members (the group is funded by membership fees). Events may be free or a small charge made for special events.
- Non-BAAT members may be welcome to attend certain events at the discretion of each SIG but will be expected to make an appropriate contribution towards it.
- BAAT Trainee members are also entitled to attend events. However, SIGs may choose to hold some meetings, or part of meetings, that are for qualified members only. BAAT Council recommends that the needs of qualified and experienced members should always be given space as otherwise, this will hinder the development of practice and the sharing of research ideas amongst more senior members.
- All participants in BAAT SIGs are expected to maintain a high level of professional conduct towards each other. Behaviour which may be construed as intimidating (verbally or by email) or destructively critical is not appropriate.

Financial Governance

- The BAAT financial year runs from January to December. Under-spend in the SIG budget cannot be brought forward to the following year.
- At the start of the financial year, SIG Coordinators are notified of their annual budget.
- For large amounts, creditors can invoice BAAT directly, whilst small amounts will be reimbursed on receipt of completed expense forms with receipts.
- Budget over-spend that has not been discussed with and approved by the Chief Executive Officer may be taken out of the following year's budget.
- Some SIGs have their own bank accounts. Good financial governance demands that there are never just one or two signatories on the account and that each cheque should have a double signature to be valid. BAAT Council recommends that at least three but preferably four BAAT members should be registered as signatories on any account. Any SIG holding a bank account should also hold an Annual General Meeting (this can be part of any SIG meeting) at which a copy of the accounts should be distributed and formally approved and minuted by the meeting. These minutes and copies of the accounts are sent to the Chief Executive Officer. Any problems with accounts should be discussed with the Chief Executive Officer as soon as they occur.