



GOVERNANCE FOR BAAT REGIONAL GROUPS

BAAT Council

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This document does not replace the BAAT Regional Coordinators' pack which is aimed at providing support for the role. Both documents complement each other.

Aims of the Regional Groups (RG)

- To be a positive and inclusive professional network for Art Therapists who are BAAT members.
- To provide opportunities for Continuing Professional Development in line with the BAAT and HPC guidelines.
- To promote the sharing and development of practice across clients groups and settings, as distinct from the particular focus of each Special Interest Group (SIG).
- To help disseminate information about Art Therapy and raise its profile locally.
- To help share information between its members and BAAT Council.

Reporting and Accountability

The Regional Groups are accountable to and funded by BAAT. They are required to send a representative to the BAAT regional coordinators' meetings 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. In recognition of the importance of this role, BAAT Council now provides free CPD events as part of the Regional Coordinators meetings.

- To give direction and leadership for the RG.
- To act as a named point of contact for the RG.
- To facilitate communication between regional group members via email group and/or address list
- To ensure that the aims and approach of the RG are maintained in accordance with BAAT council.
- To coordinate representation of the RG at BAAT coordinators meetings.
- To coordinate the submission of the RG report for the BAAT AGM.
- To maintain inclusive and openness of the RG in response to RG 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 RG member/s and to ensure that they are distributed to members, the BAAT Regional Network Coordinator and the Chief Executive Officer.
- To ensure the practical coordination of RG meetings, including the Regional Group AGM, personally or through delegation to RG member/s.
- 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 RG but will be expected to make an appropriate contribution towards it.
- BAAT Trainee members are also entitled to attend events. However, RGs may choose to hold some meetings that are for qualified members only.

- All participants in BAAT RGs 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 RG budget cannot be brought forward to the following year.
- At the start of the financial year, RG 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 RGs have their own bank accounts. Good financial governance demands that there is 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 RG holding a bank account should also hold an Annual General Meeting (this can be part of any RG 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.

Advertising Governance

RG Coordinators are often contacted directly by BAAT members and members of other organisations asking for events to be publicised within their regions. Some RGs now have email lists but many still use labels and stamps which cost BAAT office staff time, and uses money from the group's budget. BAAT relies on raising revenue from advertising in order to maintain and develop its services to members and to keep fee increase to a minimum. BAAT makes a charge to send out advertising via the membership email list. Hence the following guidelines also apply to regional groups:

- Any BAAT events where the profits go directly to services for membership (either through regional groups or central BAAT Office) will be advertised at no cost
- Any free events may be advertised at no cost if they are appropriate to circulate at the discretion of the RG Coordinator. Any queries can be checked with the Chief Executive Officer.
- Events organised by other bodies, including those involving BAAT members or universities, which charge a fee for attendance be charged at an appropriate rate for advertising space. This includes events run by non-profit making organisations (BAAT itself is such an organisation and would expect to have to pay external bodies to advertise our events). At present BAAT charges start at £50 for a short advert.
- Any advertising by groups or individuals for private therapy or supervision should also incur the same fee.

If in doubt, please contact the Chief Executive Officer at val@baat.org