

## **APPLICATION PACK LAY MEMBER OF THE BOARD**

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Dear Applicant

**CNHC Board vacancy for a Lay member**

Thank you for your interest in the current vacancy on the CNHC Board.

If, after having read the role description and person specification, you feel that you meet the necessary requirements, we look forward to receiving a completed application from you.

Once appointed, all Board Members fulfil similar roles as equal members of the body corporate. CNHC is a company limited by guarantee and therefore all Board members are directors of the company.

If you wish to discuss a possible application with me before completion, then please email [margaret.coats@cnhc.org.uk](mailto:margaret.coats@cnhc.org.uk) and arrangements will be made.

Interviews for shortlisted applicants will take place in person in central London on 19 and 20 June 2024.

Yours sincerely



Iain McInnes  
Chair

## **CNHC Board members: Role description**

The role of the CNHC Board and its individual members is to oversee the continuing development of this reputable voluntary regulatory body within the field of complementary healthcare and ensure that all statutory requirements are met. CNHC currently covers the following professions: Alexander Technique teaching; Aromatherapy; Bowen Therapy; Colon Hydrotherapy; Craniosacral Therapy; Healing; Hypnotherapy; Kinesiology; Massage Therapy; Microsystems Acupuncture; Naturopathy; Nutritional Therapy; Reflexology; Reiki; Shiatsu; Sports Therapy; Yoga Therapy.

## **The responsibilities of Board members**

The responsibilities of Board members fall into nine key areas:

### **1. Strategy**

Board members must contribute to the development of strategy, agreeing overall policy, defining organisational goals and challenging constructively where required.

### **2. Performance**

In meetings of the Board, members must scrutinise the performance of the executive against agreed goals and objectives and monitor the reporting of performance.

### **3. Financial risk**

Board members must satisfy themselves that financial information is accurate and that financial controls and systems of risk management are clear, explicit, robust and defensible.

### **4. Other risk**

Board members must ensure that regular risk assessments of the organisation's activities are carried out.

### **5. Compliance**

Board members must ensure that the organisation complies with its governing documentation, company law, and any other relevant legislation or regulations.

### **6. People**

Board members are responsible for determining appropriate levels of remuneration of staff and have a prime role in appointing, monitoring and, where necessary, removing, senior management and in succession planning.

### **7. Board development and effectiveness**

Board members must ensure that the Board has the skill mix to effectively perform its functions and should adopt procedures for auditing its own performance.

### **8. Promoting the organisation**

Board members must always safeguard the good name and values of the organisation and represent the organisation at functions and meetings, as appropriate.

### **9. Collective responsibility**

Board members must recognise their collective responsibility for the decisions, actions, direction and progress of the organisation.

## **Qualities of an effective Board member**

Effective Board members:

- i) uphold the highest ethical standards of integrity and probity
- ii) question intelligently, debate constructively, challenge rigorously and decide objectively
- iii) listen objectively to the views of others, inside and outside the Board and make decisions accordingly
- iv) act impartially for the overall benefit of the public and take collective responsibility
- v) earn the trust and respect of other Board members
- vi) demonstrate the highest standards of corporate governance
- vii) support executives in their management of the organisation, while monitoring their conduct
- viii) undertake continuing professional development (whether Lay or Registrant member).

### **Time commitment**

A Board member can expect to spend approximately six days a year on CNHC associated business, including the necessary time to read Board papers in preparation for the quarterly meetings.

This time commitment can be extended where a Board member agrees, in discussion with the Chair, to undertake any additional work on behalf of the Board, such as chairing or being a member of a task and finish working group as required or representing CNHC at an external event.

### **Fitness to practise**

To ensure appropriate separation of function, Board members do not play any part in fitness to practise procedures.

### **Terms of office**

Board members will be appointed for three years on substantive appointment. This may be extended for up to two further terms, subject to satisfactory performance and the relevance of skills and demonstrated continuing professional development.

### **Remuneration**

Board members will not be remunerated for attendance at meetings. An allowance at a rate of £300 per day, up to a maximum of £3,500 per annum may be claimed for time spent on other activities.

Reasonable travel and accommodation costs will be reimbursed in accordance with CNHC policies. Receipts are required for all expenditure. Expense claims submitted more than two months after the event will not be paid.

## **CNHC person specification**

The role of the CNHC Board and its individual members is to take the organisation forward, consolidating and enhancing its current position as a reputable voluntary regulatory body within the field of complementary healthcare.

Competencies required include:

### **Essential**

#### **Knowledge**

An informed knowledge of governance based on experience.

An understanding of the overall delivery of healthcare.

An interest in complementary healthcare regulation.

#### **Skills**

Recent board/senior organisational experience.

Practical understanding of collective responsibility.

Sound independent judgement, common sense and diplomacy.

Well-developed interpersonal and communication skills.

Self-sufficient computer literacy.

#### **Attributes**

Objective, strategic thinker.

Ability to see the 'whole picture'.

Ability to understand strategic issues, to analyse and resolve difficult problems.

Decision maker.

Ability to work effectively as a team member.

### **Desirable (any of the following)**

Legal or accountancy qualification.

IT/digital technology skills.

Communications expertise.

First-hand experience of regulation.

Knowledge of current education assessment processes.

Awareness of issues affecting complementary healthcare.

Understands the relationship between NHS delivery and the Accredited Registers community.