

## Terms of Reference

### **1 Title** **NAEP Council**

### **2 Membership of the Council**

- Chair
- Vice Chair
- Treasurer
- Service Development Officer
- Membership Administrator/Secretary
- Clinical Representative
- Health Representative
- Social Care Representative
- Associate Services Representative
- CERA Representative
- NAEP Regional Chairs
- Honorary Legal Advisor (only in attendance at Council meetings as & when required)

Additional representation is held by one of the above Council members and includes the Chairs for the Special Interest and Operations Groups. Election to posts held by Council members will be in accordance with the process outlined in the NAEP Constitution.

### **3 Frequency and Confidentiality of Meetings**

Meetings will be planned 12 months in advance and held quarterly. The Chair may also call an extraordinary meeting giving 14 days' notice. Meetings are held in private and are not subject to freedom of information requests.

Confidentiality statements will be signed at the start of each meeting and recorded as such in the minutes.

### **4 Limits to Authority**

Council members will follow the requirements as set out in the NAEP Constitution and Financial Instructions. Council members will not enter into any agreement or contract with any person, organisation, or company in relation to the operation of the Council meeting, unless approved in writing by the Chair, Vice Chair and Treasurer. Payments for meeting rooms and any associated hospitality can only be approved by the Chair, Vice Chair and Treasurer.

### **5 Eligibility**

Any member of NAEP who is no longer actively involved in the provision, commissioning, purchasing, accreditation or supporting of equipment services, will not be eligible to serve on the NAEP Council. The exception to this ruling will be to permit a Council Officer to continue serving as a National Officer to the Council on a voluntary basis following retirement.

The Council will be quorate when four or more National Officers are present.

## **6 Absences at Council Meetings**

Should an elected Officer be absent from three consecutive ordinary meetings of the Council, to which they have been invited, the Council will request an explanation as to the reasons. If the Council is satisfied that the absence was unavoidable due to reasonable cause, they will be permitted to continue in post. If the Council is not satisfied, the seat will be declared vacant and available for re-election.

At any time, a Member of the Council may resign from their position on the Council, by submitting a signed notice in writing to the NAEP Chair.

## **7 Role of the Council**

- To support the aim & objectives of NAEP as stated in the Constitution.
- Each matter will be decided by majority votes from the members of the Council. In the case of equality, the Chair will have a second or casting vote.
- The Council will from time to time make or alter rules of the Association.
- To update the Association on any national and local legislation, or government initiatives that may impact on community equipment services and provision.
- To propose editorial content and articles for publication in the NAEP News.

## **8 Responsibilities of Council Members**

- To represent a specific area of responsibility and present an overview of any work in progress to the Council.
- To maintain the appropriate level of confidentiality expected of Council members.
- To take part in sub-groups / working parties as directed by the Chair.
- To work within the specific area of responsibility, but not at the exclusion of other interests and projects which the Association may undertake from time to time.

## **9 Responsibilities of the Chair**

- To plan meeting dates 12 months in advance and Chair quarterly and extraordinary Council meetings as & when required, or if necessary, assign the responsibility to the Vice Chair or Secretary.
- To approve the agenda and minutes for all meetings in a timely manner.
- To disseminate all relevant information and provide regular communications.
- To develop tasks and approve themes of work appropriate to the Association and oversee the work of the Special Interest and Operations groups
- To ensure that the Treasurer has all the relevant information available to enable a summary of accounts to be presented to the Council.

## **10 Responsibilities of the Secretary**

- To distribute the agenda for all meetings and any associated information at least two weeks prior to the meeting date.
- To ensure minutes are taken at each meeting and sent to the Chair for approval within two weeks of the meeting date.
- To distribute the approved minutes and any supporting documentation to the Council members within one month of the meeting date.

<b>Terms of Reference Agreed:</b>	March 2021
<b>Review Date:</b>	As determined by the NAEP Chair
<b>Supporting Documents</b>	NAEP Constitution & Financial Instructions - November 2020