

LAST UPDATED 24 July 2013

CHAIR OF PPC ROLE PROFILE

ROLE OF THE PPC

- Determines whether formal complaints against BANT Members are justified and identifies appropriate action where any complaint is upheld
- Responds to queries and concerns from Members regarding aspects of working Practice that relate to the CNHC Code of Conduct, Performance and Ethics and the BANT Professional Practice Handbook
- Independently protects the public and supports Members
- Regularly revises the BANT Professional Practice Handbook to take account of issues such as: changes in laws, working practices, member and client experiences, complaints and queries received etc.
- Takes a proactive role maintaining the ethical standards ensuring they are relevant and leading-edge
- Totally reviews the BANT Professional Practice Handbook every three years

ROLE OF THE CHAIR OF THE PPC

- Oversees and co-ordinates the goals of the committee
- Holds position for the minimum of 1 year and maximum of 3 years
- Keeps an up to date contact list and sends a copy to the administrator
- Finds and trains a replacement before standing down
- Arranges meetings 4-6 times per year
- Arranges for minutes to be taken at each meeting
- Holds a register for meeting attendance of committee members
- Is the main point of contact for the committee
- Presents a summary of the year's activities at the AGM
- Sends a committee member to present an interim report at BANT council meetings
- Updates and adds to the policies and documents that form the duties and goals of the committee
- Monitors support provided by the committee members and reports to council at the end of December each year
- Submits a register of attendance and hard copy of all the minutes of meetings that took place throughout the year to the administrator, at the end of December each year

PPC STRUCTURE

- Eight voluntary BANT Members reselected after 1-3 years
- One member is a Student member of BANT and one is non-BANT Lay Member
- Chairman is selected from the committee members, approved by the BANT Council and reports to the Council on all matters regarding professional practice

Email Contact Time – 6 hours per week

Meeting Contact Time – 4-6 meetings per year