



## Professional Development Committee (PDC) Terms of Reference

Version History		
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1	26 September 2019	
2	29 June 2023	Amended wording in communication section on page 1

## **Association for Dance Movement Psychotherapy UK**

### **PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)**

#### **Terms of Reference**

Members of ADMP UK Executive Council are separately and severally liable, in law, for all matters pertaining to the administration of ADMP UK for and on behalf of its membership. Therefore all decisions of sub- committees must be ratified by Council before implementation.

Council and Subcommittee members are expected to act reasonably and with care in all matters relating to ADMP UK, bearing in mind the best interests of the Association, as set out in the ADMP UK “Overview of responsibilities” document and the Companies Act 2006. The Council and Subcommittees are subject to the principles of duty of good faith, loyalty to the company and members are expected to declare any conflict of interest, including not putting themselves in a position where a conflict of interest arises or, where a conflict of interest has arisen, taking appropriate action.

#### **Communication**

The administration support receives applications from the ADMP UK membership and liaises with the PDC committee about the allocation of each application to the appropriate Committee member. Information held on the membership register and database is maintained through administrative support and available to the PDC Committee. All PDC recommendations must come back to Council who will give the final authorisation for a decision to be sent to the applicant. Council can invite a PDC member to select Council meetings. This shall be to provide an update, seek advice/guidance, address agenda items specific to the PDC, and to generally check-in to maintain an open line of communication throughout the year.

If the PDC Chair is not able to do so, the role of attending Council meetings may be rotated amongst PDC members.

All communication between the applicant and the PDC will take place through a paid administrator.

## 1. MEMBERSHIP

- 1.1 Members of the Committee will be nominated by the ADMP Executive Council (Council), in consultation with PDC Chair and existing members. All appointments are made by Council provided there is a relevant vacancy on the Committee. The appointment is for the term of three years, renewable after three years.
- 1.2 The PDC will have a minimum of three members.
- 1.3 In order to maintain continuity and stability, only one third of the PDC may stand down at any one time.
- 1.4 It is recommended that PDC members who wish to resign should provide a minimum of two months' notice and should confirm their intention to resign in writing to the Chair of the PDC. Where possible, each member should seek to be able to recommend a replacement for the vacancy arising from his or her resignation.
- 1.5 The Committee's core membership can be augmented by consultants as required by the Committee for particular meetings. Consultants will not have voting rights. All core members will have equal voting rights with recommendations requiring a simple majority. The Chair will have a casting vote. Working parties will be formed as deemed necessary by the procedures of the Committee.
- 1.6 PDC members should support the ongoing work of ADMP by regular attendance at PDC meetings and commit to participating in the work of the PDC.

## 2. OFFICERS

- 2.1 **Chair**  
To be appointed by the Council. The term of office is to be for three years. Duties will include chairing Committee meetings, setting agendas, drafting the annual report, and taking Chair's action over correspondence relating to issues where policies are already in place. The Chair's actions are to be reported to the Committee at the first available subsequent meeting.
- 2.2 **Administration**  
The Committee will be responsible for its own administration. Duties will include the responsibility for setting an agenda and minutes to be taken at each meeting, sending a copy of the minutes to Council, circulation of the minutes and agenda to Committee members, and members of the other ADMP Committees. The Committee will manage correspondence in accordance with the Committee's guidance. All correspondence is to be made available for the scrutiny of Committee members.

### 3. MEETINGS

- 3.1 Meetings of the Committee are to take place at least twice a year.
- 3.2 One of these meetings will be the PDC AGM, which all members will attend together with the Chair of ADMP, or their representative.
- 3.3 Agreed costs incurred by PDC members in carrying out their PDC duties will be financed by Council.
- 3.4 The quorum for a meeting is three voting members.
- 3.5 The quorum for advising Council is a majority of all members.
- 3.6 Members are asked to give two weeks' notice if they cannot attend.
- 3.7 Members are expected to attend the meeting in person but may attend via Skype with the prior agreement of the Chair.
- 3.8 The Chair may call a meeting via Skype for a specific item of business.
- 3.9 Members with items for the agenda should notify the Chair at least two weeks ahead of the next meeting.
- 3.10 The Chair will prioritise agenda items.
- 3.11 Members are requested to read and familiarise themselves with any papers circulated before a meeting.
- 3.12 Minutes are to be recorded and held by the Committee who will distribute them to PDC members, Council and the ETC. An annual report is to be written for the AGM each year
- 3.13 Any recommendations, advice, or decisions regarding the work of PDC from Council will go to the PDC via the Council Chair.
- 3.14 Any recommendations, advice, or decisions regarding the work of PDC to Council will go via the PDC Chair.

## 4. MANDATE OF THE PROFESSIONAL DEVELOPMENT COMMITTEE

With ratification by Council the PDC will:

- 4.1 Consider professional development issues on behalf of Council and the ADMP membership
- 4.2 Act in an advisory capacity for the developing requirements for Continuing Professional Development (CPD) and professional registration including developing the criteria and procedures for registering as a private practitioner and/or clinical supervisor.
- 4.3 Receive, review and action individual applications for both the Register of Private Practitioners and the Register of Clinical Supervisors within the currently accepted timescale.
- 4.4 **Private Practice**
  - a. Ensure that ADMP members are advised of the different routes to registration and that the information on the website is correct.
  - b. Receive application forms from the paid administration support and assess and confirm eligibility for the Register.
  - c. Establish, with the paid administration support, a system of review for those applications, for either Register, which may have recommendations.
  - d. Ensure that the Register of Private Practitioners is kept up to date.
- 4.5 **Register of Clinical Supervisors**
  - a. Ensure that ADMP members are advised of the different routes to registration and that the information on the website is correct.
  - b. Receive applications and check them against criteria for joining the register:
    - i. For members who have completed an ADMP-approved DMP inclusive training;
    - ii. For members who have completed a non-DMP supervision training, plus a DMP supervision module.
  - c. Ensure that the Register of Clinical Supervisors is kept up to date.

## **5. DECLARATION FORM - ACCEPTANCE OF ALL ADMP UK LTD AND UKCP/HIPC POLICIES AND PROCEDURES**

All ADMP UK Ltd council and subcommittee members will be required to sign a declaration form to state that they have read and accept the following policies and procedures:

- 5.1 The current Articles of Association (updated May 2021)
- 5.2 The ADMP Overview Summary of Roles and Responsibilities dated Sept 2019.
- 5.3 The Terms of Reference for the committee on which they serve updated June 2023.
- 5.4 Have submitted an up-to-date CV with a declaration of any known potential conflicts of interest of which they are aware, including dual roles.
- 5.5 Agree to engage to the best of their ability in a professional collaborative partnership with the committee on which they serve and all other ADMP representatives.
- 5.6 Will inform the chair of the committee on which they serve if they are no longer in a position to contribute to the committee and need to either take a break or step down from the role.
- 5.7 That they will ensure that they have a working knowledge of Conflicts of Interest, Dual Roles and respect for Intellectual property.
- 5.8 All relevant UKCP and HIPC documents as ADMP UK Ltd is an organisational member of UKCP under HIPC.