



Job Title:	BAA Board Director
Accountable to:	BAA Exec Board Director <i>Please delete where applicable:</i> BAA IIP / BAA President / BAA VP
Term of Office:	Three years
Board Role:	Reviewed annually through appraisal
Membership Status:	BAA Full Member

1. JOB PURPOSE

The BAA Board Director is an elected member of the Board and will serve as Director to the Board of the Academy of Audiology (BAA). The Board Director acts in a position of trust for the Members of the BAA and is the effective governance of the academy within the BAA Constitution and individual Board Frameworks. They will be accountable for the management of a specific area of responsibility of the Academy. They will be collectively responsible for ensuring the smooth running of the policies and protocols and conduct the Board's financial business effectively and efficiently. They will be a spokesperson of the BAA and will act corporately, having an overview of the strategic direction of BAA.

2. RESPONSIBILITIES

The BAA Board Director is accountable for a specific area of responsibility on the Board.

Other duties include:

- Responsible for setting the agenda for the relevant Committee's work
- Responsible for ensuring all committee documentation is reviewed and updated annually in line with BAA policy.
- Ensuring Committee members have the information needed to do their work
- Initiates and leads the Committee's annual evaluation
- Report to the BAA Board on committee decisions and recommendations, ensuring a summary Board Report and minutes is available for circulation to the Board Directors within 4 weeks of the meeting
- Ensure action points from Board Report minutes are followed up in a timely manner.
- Inform the Board and Administration Service of relevant matters both during/between Board meetings
- Maintain records of the Committee, in particular that the minutes of meetings and documentary evidence are properly kept and available for inspection
- Accept assignments and completes them thoroughly and on time

- Keep informed about BAA and Committee issues, in particular preparation for Board meetings, reviews and comments on minutes and reports

INVOLVEMENT AND COMMITMENT OF BOARD DIRECTORS

The Board Director is expected to

- Attend Board meetings, Development Days, AGM and the BAA Annual Conference.
- Prepare a Board Report for circulation four weeks prior to the Board meeting
- Prepare in advance for Board meetings and actively participate.
- Make serious commitment to participate actively in Board and Committee work ensuring performance in the interests of the BAA members.
- Inform the President, Board and Administration Service of relevant issues e.g., annual leave, dates of Committee meetings.
- Ensure minutes from committee meetings are sent to Administration Service to be kept on record.
- Liaise with the Administration Service. All correspondence with external parties should be copied to the BAA secretariat.
- Submit expenses promptly within one month along with a signed expense form including receipts.
- Additional funding needed out with the budget should be brought to the attention of the treasurer.
- Other duties as assigned by the Board of Directors.

3. BAA BOARD OF DIRECTORS CODE OF BUSINESS CONDUCT

The post holder is required to comply with the BAA Code of Business Conduct.

The BAA Board of Directors has adopted the following code of business conduct and ethics for Directors of the Academy.

In addition to complying with the BAA Standards of Ethics and Conduct each Board Director shall also be responsible for complying with the Board Director's Code. If any Board Director believes that a prohibited act under the Code has occurred, then he or she shall promptly report such belief to the President of the Board.

I. CONFLICT OF INTEREST

Board Directors must avoid any conflicts or appearance of any conflicts of interest between the Director and the BAA.

- A Board Director's personal interest is adverse to, or may appear to be adverse to, the interests of the BAA as a whole.
- A Board Director receives improper personal benefits as a result of his or her position as a Board Director of the BAA.
- A Board Director shall also excuse him or herself from any BAA Board decision involving another association/professional body/registration body with which the Director is affiliated.
- A Board Director may not accept compensation (in any form) for services performed by the Director on behalf of BAA from any source other than BAA.

- A Board Director may not offer, give or receive gifts from person or entities that deal with the BAA in those cases where any such gift is being made in order to influence a Director's actions as a member of the BAA Board or where acceptance of the gifts could create any appearance of a conflict of interest
- Directors may not use BAA assets, labour, or information for personal use unless approved by the disinterested Directors, or as part of a compensation or expense reimbursement programme available to all Directors

II. EQUALITY, DIVERSITY AND INCLUSION

BAA is committed to promoting and integrating a culture of equality, diversity and inclusion within the Academy. BAA will respond to the needs of BAA members and will challenge prejudice and discrimination.

The 2010 Equality Act defines discrimination as treating a person less favourably than someone else, where the reason for less favourable treatment is one or more of the following characteristics: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation.

III. CONFIDENTIALITY

Board Directors also must maintain the confidentiality of information entrusted to them by the BAA and any other non-public information relating to the BAA and its members that comes to them, from whatever source, in their capacity as a Director, except when disclosure is authorised i.e. once minutes have been agreed and signed off or legally mandated.

IV. COMPLIANCE WITH LAWS, RULES AND REGULATIONS

Directors also must comply with Company House laws, rules and regulations applicable to BAA including BAA policies.

Members of the Academy holding registration with registration bodies other than the HCPC, including RCP and GMC are bound by their codes and standards. Where a member of the Academy is struck off their professional registration body register, the Board will expel that member from the Academy.

V. FAIR DEALING

Board Directors also must deal fairly with BAA members, BAA Administration Service and other external agencies.

VI. ETHICAL BEHAVIOUR

Directors should also promote ethical behaviour and take steps to ensure the BAA

- Maintains communication links when members may be in doubt about the best course of action in a particular situation
- Encourage members to report violation of laws, rules, regulations or the BAA Code of Ethics and Business Code to appropriate people
- Informs members that the BAA will not be opposed to reports made in good faith

VII. PROTECTION AND PROPER USE OF COMPANY ASSETS

All directors must protect the BAA's assets and ensure their efficient use. These assets should be used only for legitimate business purposes.

VIII. ENFORCEMENT

The Board will review and investigate any allegation of a breach of this policy by a Director, with or without the participation of any Director who may be the subject of such report. Any Director who is subject to such allegation shall be informed of such allegation and be allowed ample opportunity to review the details of such allegation and respond to such allegation to the BAA Board. If the Board determines that any such act represents a violation under the BAA Code of Conduct, then appropriate action as determined by the majority of the disinterested Directors will be taken and, if applicable, disclosed.

IX. WAIVERS

Any waiver of this Director's Code may be made only the BAA Board of Directors and must be disclosed to the BAA Membership.

BAA Board Directors are expected to adhere to this Code. It is the responsibility of each director to become familiar with and understand this code, seek further explanation and advice concerning the interpretation and requirements of this Code, as well as any situation, which appears to be in conflict with it. The Board of Directors shall determine appropriate actions to be taken in the event of violations of this Code.

BAA President:

Date:

Board Director:

Date: