



The company's name is the Association for Family and Systemic Psychotherapy Ltd

The association is governed by the Memorandum & Articles of Association (The AFSP Constitution)

Board purpose

To develop and support the committee activity assigned by the Trustees of the Association for Family and Systemic Psychotherapy Practice in keeping with its charitable objectives and in the parameters of good governance.

Main responsibilities

1. To take part in formulating and regularly reviewing the aims of the committee for its ongoing development, in accordance with objectives instituted by the Board of Trustees.
2. With other committee members, ensure that our practices are in keeping with our objectives.
3. With other committee members, exercise effective control, making sure that we function within the legal and financial requirements of a charitable organisation and strive to achieve best practice.
4. With other committee members, to fulfil all other duties as laid out by law and in accordance with our Articles of Association.

Main duties

1. **Developing and reviewing the objectives of the committee to ensure committee tasks are met and maintained ensuring we:**
 - reflect our vision, strategy, major policies and values at all times.
 - contribute specific skills, experience and contacts in support of our activities.
2. **Ensuring policies and practices are in keeping with aims**
 - abide by the principles laid down in the person specification (and code of conduct).
 - attend a minimum of 75% of the committee meetings (these are normally quarterly).
 - reflect the Association's policies and concerns in all interactions with the Board and the membership.
 - assist in the implementation of our operational goals.
 - monitor and evaluate performance against strategic aims.



3. Exercise effective control and ensure best practice

- attend training and development opportunities as appropriate
- provide, where appropriate sub-committee or working groups, contributing specialist skills, experience and knowledge as required.
- protect the assets and integrity of the charity, with regard to best practice.
- maintain good relations with our staff.
- fulfil such other duties and assignments as may be required from time to time by the Committee.
- engage with members of the Association at other levels in the organisation.

The Trustees have the following powers in the administration of the Association in their capacity as Trustees:

To appoint (and remove) any person (who may be a Trustee) to act as Secretary in accordance with the Companies Act.

To delegate any of their functions to committees consisting of two or more individuals appointed by them. All proceedings of committees must be reported promptly to the Trustees.

To make standing orders consistent with the Memorandum, the Articles and the Companies Act to govern proceedings at general meetings.

To make rules consistent with the Memorandum, the Articles and the Companies Act to govern their proceedings and proceedings of committees.

To make regulations consistent with the Memorandum, the Articles and the Companies Act to govern the administration of the Association.

To establish and maintain the following procedures to assist the resolution of disputes or differences within the Association:

- Terms of Reference for the Board
- AFT Structure diagram
- Committee structure
- Code of Conduct for Board members



Association for Family &
Systemic Psychotherapy

Guidance for Directors and Trustees

Expenses: A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Association except reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Association.

To comply with the Charities Commission requirements, you must

- Be 18 or over
- Be resident in the UK
- Have no previous conviction of a criminal offence involving fraud or dishonesty
- Not have been removed by the Charity Commission from office as a charity trustee
- Not have been subject to a disqualification order under the Company Directors Act 1986 or the Insolvency Act 1986

[Roles and Responsibilities of a Charity Trustee](#) . Please see government website