

THE AMTRA BOARD, COUNCIL AND SECRETARY GENERAL

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ROLE OF THE BOARD

Responsible for corporate governance

- Ensure AMTRA meets its legal obligations as a limited company
- Ensure AMTRA meets its ethical and legal obligations to all stakeholders
- Promote ethical and responsible decision-making
- Promote transparency and accountability

Ensure compliance with requirements of Secretary of State

Decide AMTRA policy and overarching strategy

Financial management

- Monitor management accounts during the year
- Approve annual budget and any significant ex-budget expenditure
- Recommend to AGM approval of annual Companies House accounts
- Recommend to AGM appointment of auditors
- Set SQP fees
- Set policy on investment of reserves

Responsible for SQP registration

- Decide on requirements for inclusion on SQP register (consistent with wishes to Secretary of State)
- Formal responsibility for positive registrations delegated in practice to Secretary General
- Take decisions on potential non-registration of SQP candidates
- Responsible for disciplinary and appeal processes

Education – with input from Council and Education Committee

- Approve syllabus for AMTRA qualifications
- Maintain overview of training provision
- Set policy on CPD
- Appoint assessors

Staff

- Appoint Secretary General
- Approve changes in staffing or organisational structures

Control and review sub-committees

Communicate with Council, sub-committees, SQPs and other stakeholders

ROLE OF THE COUNCIL

The remit of the AMTRA Council will be to consider matters pertinent to the professional activities and personnel who are enrolled, qualified or registered with the AMTRA, to formulate policies for the development of profession sectors represented and to report to and make recommendations to the AMTRA Board.

This remit will include matters relevant to:

- a. the conduct of the training, registration and professional regulation systems in operation;
- b. the professional development needs of the sector;
- c. advocacy and promotion of the sector, leading to the advancement and wider recognition of its roles and activities;
- d. technical or operational issues affecting the professional standards of the sector or the range and quality of services which can be provided through the sector, directly to clients or indirectly to the consumers and the general public;
- e. any other relevant issues within the authority or scope of AMTRA;
- f. any relevant matter delegated to the AMTRA Council by the AMTRA Board.

Council should:

- Receive inputs from all members including stakeholders and SQP representatives
- Identify needs of SQPs and other stakeholders
- Make recommendations to Board and Secretary General as appropriate
- Review AMTRA policy and procedures, and make recommendations to the Board and Secretary General
- Advise Board on SQP fees
- Advise Board on CPD, education standards and the AMTRA syllabus
- Promote AMTRA and SQPs consistent with overall AMTRA policy

ROLE OF THE SECRETARY GENERAL

Lead and manage the AMTRA staff plus outsourced services (such as financial accounting, IT support, legal services and media services) to implement and deliver the operational and strategic priorities of AMTRA and shape development of its programmes of work.

Manage day-to-day issues, where necessary drawing on advice of Chairman, Vice-Chairman, Board, Council or Education Committee

Prepare management accounts and share with Chairman monthly and Board prior to meetings

Propose SQP fees and annual budget

Appoint staff consistent with the budget and with agreement of the Chairman

Provide secretariat for Board, Council, Education Committee and other sub-committees

Undertake roles of Company Secretary

Report to Chairman on an ongoing basis and periodically to the Board

Maintain the register of SQPs, including adding new SQPs who meet the criteria set by the Board, and referring others to the Board.

Manage the disciplinary process referring individuals to the Professional Standards Committee of the Board

Manage the CPD accreditation process, CPD points recording and CPD seminar auditing

Maintain close working relationship with Harper Adams

Liaise with training centres on course and examination provision

Communicate with SQPs to ensure they are aware of their professional responsibilities and advise on any new developments in regulatory and legal controls of the profession.

Represent and promote AMTRA and the system of registration of SQPs