

What it means to be a Council Member

We welcome nominees from any membership category so that we may achieve a broad representation. We want to encourage nominations, and we think it is important that people who agree to stand are aware of what is involved in being a Council Member.

A Council member is an appointed Trustee of the UKATA which is a Company Limited by Guarantee. The names of trustees are filed at Companies House.

These are our thoughts about the level of commitment required.

Being a Council Member means:

Regardless of personal views, being prepared always to act in the best interests of the UKATA & the TA Community.

Council members are expected to meet three or four times a year to consider strategic matters including the budget, financial matters, the business plan, operational priorities, new policies and significant changes to existing ones, and other important issues as they arise. The Trustees set the dates for their scheduled meetings after each AGM. Trustees also have a face-to-face strategic meeting each year, usually in February.

Trustees also sit on the Interim Management Board, with the Chairs of the main committees as an interim arrangement whilst the new governance structure is being put into place.

The Interim Management Board meets once every month, currently on the third Wednesday of the month. between 6.45pm – 8.30pm.

Your input is welcomed and encouraged, along with your attentive listening. From this process you will be able to vote from an informed opinion. The exception to this is if you have declared a conflict of interest at the time. Prior to the meeting the office circulates the agenda, minutes of the previous meeting, minutes of committee meetings and any reports. In the event of a possible conflict of interest from arising from agendas and meetings, please raise the issue with the UKATA Chair. This may result in you recusing yourself from certain discussions and voting. The production and publication on this website of minutes is the responsibility of the office.

You are required to attend the AGM, and a meeting on the Sunday lunch time following the AGM (when we resume meeting in person for the AGM). Expenses are paid for attendance at these meetings, which involve at least one overnight stay per meeting.

As a member of the UKATA Council you may attend functions/conferences/events from time to time, this will be on behalf of Council. As a representative of Council, you are usually required to introduce yourself to those attending at the opening and be available for contact with UKATA members present.

Council matters can be discussed outside of council with UKATA members except where it has been agreed and Minuted that confidentiality on the subject is to be maintained. As a UKATA council member you will receive copies of committee minutes, as the content is the 'property' of the committee these cannot be discussed outside of council unless agreement has been made for open discussion.

The purpose of this policy is for council members to gather the attitude of a range of UKATA members, it is important that the openness is not used to gain support for a personal view. Once council has reached a decision the information will be available to all members and members of council are bound by the majority decision. Any authorised expenses incurred may be reclaimed.

On a lighter note – being able to claim CPD hours for attendance at meetings.

Council Member Job Description:

Principal and Ordinary council members have a strategic role & an operational role which includes: To read all reports before each council meeting, to review reports and prepare comments for next council meeting, to request items on the agenda, to initiate/participate in discussions, to maintain confidentiality of proceedings, to propose/second proposals, to vote on proposals, to be a member of or take line management responsibility for one of the Chairs of United Kingdom Association For Transactional Analysis committees or representatives if required, to undertake project work as agreed (e.g. research, preparing papers/presentations etc) that will facilitate the organisational development of the United Kingdom Association for Transactional Analysis.