

# National Association of Principal Educational Psychologists Executive Committee

Terms of Reference refreshed 8<sup>th</sup> June 2018

## **Purpose of the National Association of Principal Educational Psychologists (NAPEP)**

NAPEP seeks to support, advise and influence the leadership of educational psychology services and supports the continuing development of our profession in order to achieve the most positive, inclusive outcomes for children, young people and their families.

### **The NAPEP executive committee's role**

The NAPEP executive committee's role is to support NAPEP in fulfilling its' stated purpose.

### **Aims**

**The executive committee will represent the view of the regional groups in order to:**

1. influence and contribute to the commissioning, development and organisation of educational psychology services
2. promote the professional development of leaders and managers of Educational Psychology Services, including Assistant/Deputy PEPs and Senior team managers, including through development of the NAPEP annual conference
3. influence and contribute to the development of initial EP training and continuing professional development programmes for qualified EPs
4. bring together information and perspectives on current issues from regional groups and keep regional groups informed about national issues, including through the maintenance of the website and NAPEP - L
5. contribute to debates on national initiatives in education and social policy relevant to the profession and EP services, raising the profile of the Profession and of NAPEP
6. engage with relevant national organisations and agencies (including: Association of Directors of Children's Services, Association of Educational Psychologists, British Psychological Society Division of Child and Educational Psychology, National College for Teaching & Leadership, Department for Education and Welsh Government) in order to influence policy development and implementation
7. promote ethical professional standards of practice, compliant with HCPC and BPS (DECP)

## **Membership**

Membership of NAPEP is open to the most senior qualified and HCPC registered educational psychologist actively managing a team of EPs who are the primary service employed or commissioned by the local authority as the majority provider of educational psychology services

**The NAPEP Executive Committee** comprises representatives from regional PEP groups. All EPs meeting the criteria above in the United Kingdom are eligible for membership of the National Executive Committee. Two representatives for each of the eleven regions are appointed by regional groups to serve on the National Executive Committee. Regional PEP representatives serve on the Executive Committee for a term of 4 years and this can be flexible with scope for re-election

The Executive Committee includes the following officers:

- Chair person
- Chair elect
- Past chair
- Treasurer
- Secretary

Officers are elected to the Executive Committee officers on a biennial basis. Where the regional representative is also an officer of the Committee, then the region can nominate an additional representative.

## Working methods

- The executive committee meets five times a year
- The group is quorate when there is representation from six of the eleven regional groups
- Meetings are chaired by the Chair of the executive committee. If the Executive Committee Chair is not present, meetings will be chaired by another member of the Chair triad (Chair elect or Past Chair). If none of the “chair triad” is present, another committee member will be elected to chair the meeting by the representatives attending the meeting
- The agenda and papers and minutes are circulated in advance of the meeting by the secretary.
- The topics for the agenda are agreed at the previous meeting with new items being added at the request of executive committee members.
- The committee jointly decides what information will be posted on the NAPEP website.
- A Business plan, including priority actions for the year will be produced annually at the in September and will be reviewed for reporting at the Annual General Meeting at the NAPEP Annual Conference. Delivery of the business plan will be monitored at executive committee meetings.
- An annual general meeting will be held each year as part of the NAPEP Annual Conference. The AGM will include a report from the Chairperson about NAPEP Executive Committee activity, a financial report from the treasurer, and submission of the draft business plan for the forthcoming year.

## Accountabilities

Role	Responsibilities
<b>All executive committee members</b>	<ul style="list-style-type: none"> <li>• Members of the executive committee must liaise with and report back to regional PEP Groups</li> <li>• Committee members must attend at least three of the five meetings per year. A regional attendance log will be published on the website.</li> <li>• Organise annual conference</li> <li>• Take a lead on an area of the business plan</li> </ul>
<b>Chairperson</b>	<ul style="list-style-type: none"> <li>• Chair NAPEP Executive Committee meetings</li> <li>• Represent NAPEP on Joint Professions Liaison Group and at other national meetings and conferences as agreed by the executive committee</li> <li>• Be a signatory to the Bank Account</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Circulating the agenda and papers in advance of meetings</li> <li>• Recording and distributing minutes of NAPEP Executive Committee meetings</li> <li>• Arranging meetings</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Present finance report to exec committee</li> <li>• Be a signatory to the Bank account</li> </ul>
<b>Chair-elect, Past-chair</b>	<ul style="list-style-type: none"> <li>• Deputise for Chair</li> </ul>