



# **UK Society for Behaviour Analysis**

## **Advisory Committee Terms of Reference**

Committee responsible: Consumer Committee  
Approved by: UK-SBA Board  
Date approved: January 2020

Date of last review: January 2018  
Date of next review: January 2021  
Version number: 2

# Terms of reference

## Terms of Reference – UK-SBA Advisory Committee 2020

### 1 Terms of reference

**1.1** The Advisory Committee exists to bring the voice of the consumer right into the heart of all UK-SBA decision-making. Thus the main function of the Advisory Committee is to present consumers' view to the UK-SBA Board. It will help the UK-SBA deliver its objects, vision and purpose.

**1.2** Operating within the framework of the UK-SBA, the Advisory Committee aims to provide advice on how to optimise UK-SBA consumer-centred activities. It will seek to position consumer interests at the core of all UK-SBA initiatives by fostering an open dialogue with the UK-SBA Board.

### 2 Remit

In its advisory capacity the Advisory Committee will provide a focus for consumer-centred action within UK-SBA by:

**2.1** Providing feedback on UK-SBA initiatives from the consumer perspective.

**2.2** Pro-actively raising issues and suggesting activities to the UK-SBA Board which they believe require collaboration between consumers and professionals in order to improve outcomes for consumers in line with UK-SBA's vision.

**2.3** At the request of the Board, providing the consumer perspective in areas where the Board feels it needs guidance.

**2.4** Helping the Board identify and ameliorate risks to consumers from poor practice.

**2.5** To fulfil its function the Advisory Committee will:

- Meet at least twice per year with at least one meeting per year being a joint meeting with the UK-SBA Board
- Provide the minutes of each meeting to the UK-SBA Board.

### **3 Membership**

**The membership will reflect as many consumer groups as possible which utilise behaviour analytic services. These will include but not be limited to autism parents, Independent providers, NHS bodies, schools etc.**

**3.1** The Committee will be composed to reflect the breadth of consumers of ABA services. It will consist of no less than 6 members and no more than 10.

**3.2** Membership will be kept under continuous review to ensure the Committee is as representative as possible.

**3.3** The term of office will be three years.

**3.4** Should a Committee member be unable or unwilling to complete the full term of his/her mandate an alternative will be appointed.

**3.5** The Committee will be empowered to co-opt additional experts on an ad hoc basis for particular tasks who will not have voting rights.

**3.6** The Secretary and the Chair of UK-SBA may attend meetings of the Advisory Committee in an ex officio basis and will receive all Committee papers in advance. The UK-SBA support staff may attend the meetings.

### **3.7 Duties**

UK-SBA Advisory Committee members will:

- Promote the interests of ABA consumers
- Record their specific areas of interest and expertise
- Declare potential conflict of interests in line with UK-SBA internal rules
- Attend UK-SBA Advisory Committee meetings

### **4 Chairmanship**

A Chair will be elected by the UK-SBA Advisory Committee from among the members. This will be ratified by the UK-SBA Board.

#### **4.1 Duties of the Chair**

The Chair will:

- Promote the interests of ABA consumers
- Monitor progress of the Committee
- Report to the UK-SBA Board on the activities of the Advisory Committee and receive mutual feedback as required in accordance with the internal rules of UK-SBA
- Take decisions in consultation with all Members.
- Have a seat on the UK-SBA Board with voting rights and attend UK-SBA Board meetings. They will chair the UK-SBA Consumer Committee.

#### **4.2 Qualities of the Chair**

The candidate for the Chairmanship function must have highly developed leadership skills, be an excellent communicator and a good team player.

#### **4.3 Relationships**

- Responsible to the UK-SBA Board.
- The term of appointment to the Board will be in line with the articles of association for the UK-SBA

#### **5 Conflict of Interest all Advisory Committee Members**

UK-SBA Conflict of interest policy will apply to UK-SBA Advisory Committee members.