



UK Society for Behaviour Analysis

Advisory Board Terms of Reference

Committee responsible: Public Protection and
Benefit

Approved by: UK-SBA Board

Date approved: January 2020

Date of last review: Nov 2020

Date of next review: January 2021

Version number: 2

Terms of reference

Terms of Reference – UK-SBA Advisory Board 2020

1 Terms of reference

1.1 The Advisory Board 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 Board 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 Board 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 Board 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 Board 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 Board is as representative as possible.

3.3 The term of office will be three years.

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

3.5 The Advisory Board 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 Board in an ex officio basis and will receive all papers in advance. The UK-SBA support staff may attend the meetings.

3.7 Duties

UK-SBA Advisory Board 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 Board meetings

4 Chairmanship

A Chair will be elected by the UK-SBA Advisory Board 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 Advisory Board
- Report to the UK-SBA Board on the activities of the Advisory Board 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. The Chair will also sit on the Public Protection and Benefit 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 Board Members

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