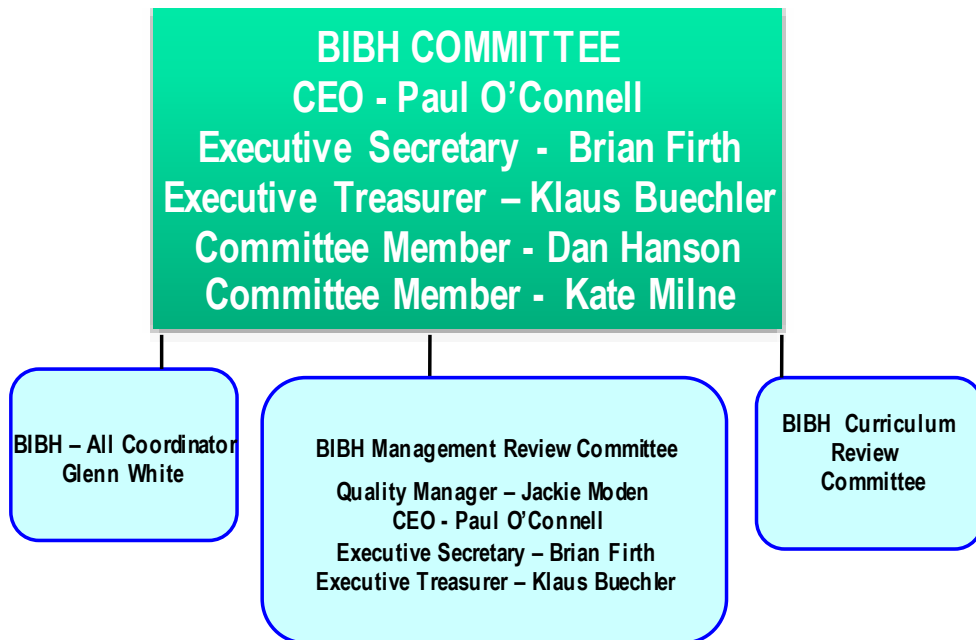


## **BIBH Executive Governance & Management Arrangements**



### **Duty Statements for the following BIBH positions follow:**

- BIBH Executive Committee Duty Statement
- BIBH Chief Executive Officer Duty Statement
- BIBH Executive Secretary Duty Statement
- BIBH Executive Treasurer Duty Statement
- BIBH Management Review Committee
- BIBH Curriculum Review Committee
- BIBH Quality Manager Duty Statement
- BIBH - All Coordinator Duty Statement

## **BIBH Executive Committee Duty Statement**

The BIBH Executive Committee is responsible and accountable for the overall strategic direction of the BIBH and in upholding its values.

The BIBH Executive Committee is responsible for the development and monitoring of codes, standards and guidelines of its members including Buteyko Practitioner Trainers and Buteyko Practitioners.

The BIBH Executive Committee must ensure that the BIBH is performing effectively, is solvent, and complies with all its obligations.

The BIBH Executive Committee maintains standards of education and the training of Buteyko Institute Practitioners and accepts responsibility for setting standards of ethical and professionally appropriate conduct. The supporting principles are:

- **Compliance** The BIBH Executive Committee must ensure that the BIBH complies with its own governing document, relevant laws, and the requirements of any regulatory bodies.
- **Internal controls** The BIBH Executive Committee is committed to maintaining and regularly review the BIBH's system of internal controls, performance reporting, policies and procedures.
- **Prudence** The BIBH Executive Committee must act prudently to protect the reputation of the BIBH, and ensure that it is able to deliver on its objectives.
- **Managing risk** The BIBH Executive Committee must regularly review the risks to which the BIBH is subject, and take action to mitigate risks identified.
- **Equality and diversity** The BIBH Executive Committee should ensure that it upholds and applies the principles of equality and diversity, and that the BIBH is fair and open to all sections of the community in all of its activities.

The BIBH Executive Committee should have clear responsibilities and functions, and should compose and organise itself to discharge them effectively. The supporting principles are:

- **Committee duties and responsibilities:** Members should understand their duties and responsibilities and should have a statement defining them.
- **The effective board:** The Committee should organise its work to ensure that it makes the most effective use of the time, skills and knowledge of members.
- **Information and advice:** Members should ensure that they receive the advice and information they need in order to make good decisions.
- **Skills and experience:** Members should have the diverse range of skills, experience and knowledge needed to run the BIBH effectively.
- **Development and support:** Members should ensure that they receive the necessary induction, training and ongoing support needed to discharge their duties.
- **Committee Members should:** make proper arrangements for the support of its Chief Executive Officer.

## **Chief Executive Officer Duty Statement**

The CEO is a member of the BIBH Executive Committee and has the added responsibility of ensuring timely delivery of outcomes in accordance with BIBH policy and stated strategic directions and ensures that the entity is managed effectively with sound business acumen. In doing so, the CEO is expected to provide effective leadership in exemplifying the ethical environment of the organisation.

The CEO is the spokesperson for routine and extraordinary communication between the Institute and media and other stakeholders

The CEO is generally the signatory to all legal documents, agreements and contracts although they may delegate this to the Executive Committee member/s.

The CEO is a member of the BIBH Management Review Committee.

The core roles of the CEO include:

- Ensure overall compliance with the relevant Acts and legislation and government policies
- Provide direction and leadership for Executive Committee members
- Provide the overall corporate management, operation and marketing responsibility
- The CEO is the Management Representative on all quality assurance and management system related matters. In this role the CEO is supported by the Quality Manager. As Management Representative, the CEO is responsible for:
  - Ensuring a formalised management system is established, documented, implemented, maintained and continually improved
  - Ensuring regular internal audits are conducted
  - Ensuring BIBH goals and objectives are clearly communicated to and are shared by every member in the organisation
  - Reviewing the performance of the management system and reporting to BIBH management
  - Promotion of client awareness culture in the organisation and ensuring all personnel interacting with clients are aware of client requirements at all times.

### **Executive Secretary Duty Statement**

The Executive Secretary is a member of the BIBH Executive Committee and the BIBH Management Review Committee and has the added responsibilities.

- The Executive Officer (Secretariat) shall keep minutes of -
  - All elections and appointments of office-bearers and ordinary committee members;
  - The names of members of the committee present at a committee meeting or a general meeting; and
  - All proceedings at committee meetings and general meetings.
- Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- The BIBH Secretary is responsible for receiving applications for recognition of prior learning from applicants, in addition to receiving applications from Already Experienced Practitioners.
- The BIBH Executive Secretary to receive applications for membership and monitor accuracy of membership applications, compliance with standards and requirements for Trainee, Associate, and Practitioners

### **Executive Treasurer Duty Statement**

The Executive Officer (Treasury) of the Institute is responsible for its financial policies, procedures and controls. The Treasurer receives and disburses, with the approval of the Institute, all Institute funds; meets all financial obligations of the Institute as they come due; and keeps an accurate account of all transactions.

The Executive Officer (Treasury) of the Institute shall:

- collect and receive all moneys due to the Institute and make all payments authorised by the Institute; and
- keep correct accounts and books showing the financial affairs of the Institute with full details of all receipts and expenditure connected with the activities of the Institute.
- make financial reports to the Institute's Executive Committee annually and upon request

As a member of the BIBH Executive Committee, the Executive Officer (Treasury) also has responsibilities in providing general support for issues requiring executive direction and corporate governance on behalf of the Institute.

The Executive Officer is a member of the BIBH Management Review Committee.

In addition the Treasurer has been delegated other administrative duties endorsed by the Executive Committee at the 2007 AGM. These duties carry a monetary reimbursement and continue until such a time that Executive Committee deems the arrangement invalid or, the Treasurer chooses not to continue the administrative duties.

The Treasurer of the BIBH is responsible for the following administrative tasks:

- **Membership Records/Renewals** This involves maintaining an accurate and complete register of individual members of the Institute, including the address and status of each individual member for:
  - **New Trainees**  
Process application forms; complete trainee payment process; advise Secretary of payment received to send out welcome letter; Set up member record (Aust. Only); Set up website access; advise BIBH-all co-ordinator  
Update BIBH Member list
  - **New Associates**  
Check and process application forms; Advise Secretary of Associate Practitioner No.; Update Member record (Aust. Only); Create website entry; Advise BIBH-all co-ordinator; Issue BIBH Certificate; Update BIBH Member List; File in paper archive
  - **New Practitioners**  
Check application form for completeness; Advise Secretary of Practitioner No. for welcome letter; Update Member record (Aust. Only); Update/check website entry  
Issue BIBH Certificate; update BIBH Member List; File in paper archive
  - **Membership renewal declarations** that each Practitioner in signing agrees to:
    - ❖ Current First Aid certificate
    - ❖ Current Public Liability and Professional Indemnity insurance
    - ❖ Record of Professional Development has requirements
    - ❖ No pending convictions, findings of guilt or court appearances or convictions
  - **Other BIBH Member List and BIBH-all changes**  
Update Member record (Aust. Only); Update BIBH Member List; Update Website; Advise BIBH-all co-ordinator
  - **Update and Maintain all BIBH Member lists and membership Files**
  - **Resignations/Status changes**  
Advise Secretary to send status change letter; Update Website; Advise BIBH-all Coordinator; Update BIBH Member List
- **Requests for copies of Member List**  
Remove resignations from Member List; Update line no. System; For non-executive requests remove data covered by privacy provisions; Reply to request
- **Liaison with BIBH Executive Secretary**  
Follow-up on tasks; keep Secretary informed; support to role of Secretary

- **Annual Return to Registrar-General's Office ACT**  
Prepare, get signatures and send off BIBH Annual Return to Registrar-General's Office ACT.
- **Duties associated with Executive Committee support**  
AGM - Prepare membership report and statistics  
CBHS Health Fund Ltd - Collect, check and update information for monthly report to CBHS
- **Website support** - Liaison with website maintainer on membership issues; Co-ordination of ad hoc requests for website updates

### **BIBH Management Review Committee**

The BIBH Management Review Committee which is responsible for monitoring the effectiveness of the Quality Management System. The Committee comprises:

- Quality Manager
- CEO
- Executive Secretary
- Executive Treasurer

The BIBH Management Review Committee will meet twice per year to review policies and to monitor how the BIBH is tracking against its quality management system.

The Terms of Reference are documented in the BIBH Quality Manual.

### **BIBH Curriculum Committee**

The BIBH Curriculum Committee which is responsible for reviewing curriculum materials. The Committee comprises:

- Quality Manager
- Two Practitioner Trainers (one being the CEO)
- An Associate Practitioner
- A Trainee Practitioner

The BIBH Management Review Committee will meet annually to consider feedback provided on the curriculum.

The Terms of Reference are documented in the BIBH Quality Manual.

### **BIBH Quality Manager Duty Statement**

The Quality Manager role is not a part of the BIBH Executive Committee, but must be at least an Ordinary member and participate in and report on quality activities at the Management Review meetings.

The overall purpose of the Quality Manager role is to support the CEO to carry out his/ her responsibilities in regard to quality assurance and continuous quality improvement related matters.

The Quality Manager is a member of the BIBH Management Review Committee.

Specifically, the Quality Manager role ensures that the management and provision of BIBH services and programs which address the training, accreditation and professional development of BIBH members is fit for purpose, is consistent and meets both external and internal requirements. This includes the following responsibilities:

- Liaison with internal and external stakeholders to ensure the quality management system is working properly
- Reporting to the CEO (or Executive Committee) on the performance of the quality management system and any improvement needs
- Setting up and maintaining document and record controls (*See: BIBH Document and Record Control policy and procedure*)
- Monitoring and maintaining continuous improvement, preventive and corrective activity (*See BIBH Continuous Improvement –Corrective and Preventive Action and Control – Policy and Procedure; BIBH Internal Audit Policy and Procedure; BIBH Risk Management Policy and Procedure*)
- Support BIBH Executive Committee on purchasing process and control of preferred suppliers (*See BIBH Suppliers and Purchasing policy and procedure and BIBH Continuous Improvement –Corrective and Preventive Action and Control – Policy and Procedure*)

### **BIBH – All Coordinator Duty Statement**

The BIBH – All Coordinator is not a part of the BIBH Executive Committee, but must be at least an Ordinary member of the BIBH. The role of the BIBH – All Coordinator is responsible for moderating the email group and maintaining the membership of the e-mail communication group [bibh-all@yahoogroups.co.uk](mailto:bibh-all@yahoogroups.co.uk).

The BIBH-All Coordinator is responsible for keeping the website up to date. BIBH utilises an external website manager to undertake requested changes.