

## BRITISH ACUPUNCTURE ACCREDITATION BOARD

63 Jeddo Road  
London  
W12 6HQ

### VICE-CHAIR TO THE BOARD

#### ROLE DESCRIPTION

**T:** +44 (0)20 8735 0466  
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1.0 The Vice-Chair of the Board shall be an acupuncturist member of the Board, elected on an annual basis. Any member of the Board, with the exception of those with specific roles (Financial Adviser, Treasurer and Chair of the Accreditation Committee) is eligible for election.

2.0 The role holder has three key functions:

#### **2.1. To advise the Chair on acupuncture issues**

The Vice-Chair is expected to brief the Chair of the Board on specific issues relating to the acupuncture profession as required, to ensure that the Chair is fully aware of, and understands, the relevant issues prior to debate at the Board.

#### **2.2. To contribute to the Board's Executive Group and function**

The Vice-Chair is a member of the Board's Executive Group and will contribute an acupuncture education perspective to the Group's discussions, ensuring that acupuncture education issues are properly represented on the agenda and commenting on drafts of papers prior to their presentation to the Board.

#### **2.3. To deputise for the Chair in his/her absence**

In the absence of the Chair of the Board, the Vice-Chair will chair Executive Group and Board meetings. This may include taking relevant follow-up action as necessary and briefing the Chair on his/her return.

NB. For institutional items that require an accreditation decision by the Board, the Chair for this item would be delegated to a non - acupuncturist member of the Board, who, if necessary, will also be the signatory for the formal notification of accreditation to those institutions.

If the Chair's absence is prolonged, the Vice-Chair will liaise with the Chair of the Accreditation Committee about relevant issues. S/he might also be required to undertake the performance review of the Executive Secretary and the Chair of the Accreditation Committee.