



IPT UK EXECUTIVE COMMITTEE 2025 TO 2027 – ROLE DESCRIPTIONS & CRITERIA

Thank you for taking the time to read the role descriptions for each of the Executive Committee positions. The 2 new ones are the Professional Standards Lead and Membership Engagement Coordinator, however, some of the other roles have been amended slightly too, so well worth a read through.

Please note that every Executive position is provided with admin support from within IPT UK.

If you or your nominee are interested in discussing any of these roles further (in complete confidence) please get in touch with Fiona [here](#) and she will direct you to the relevant person.

TITLE	ROLE DESCRIPTION
<p>CHAIR</p> <p>Minimum accreditation level: Supervisor, Previous member of the Training Committee, Executive Committee, or a Regional Rep</p> <p>Minimum experience: To have had experience in a leadership role</p>	<p>Responsibilities as Chair will include:</p> <ul style="list-style-type: none"> • Take overall role in relation to managing and supporting the Admin team including regular meetings, conducting annual appraisals, and updating job descriptions and terms and conditions of employment. • Arranging and chairing IPT UK meetings and conference calls. Approving meeting minutes. • Have an overall awareness and understanding of the work of IPT UK committees and subcommittees • Ensuring an effective relationship between IPT UK and the membership • Representing IPT UK to external agencies and organization in order to maintain the organisation’s professional standing • Promoting the professionalisation of the IPT and IPT-A workforce • Oversee the implementation of executive committee elections according to the agreed timetable • Supporting IPT UK administrator to respond to member enquiries, where required • Coordinate initiatives to plan for the future direction and growth of IPT UK <p>In addition, Chair will engage in/ lead on other projects as agreed with the IPT UK Executive Committee.</p>
<p>DEPUTY CHAIR</p> <p>Minimum accreditation level: Supervisor</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Supporting the Chair in their role • Working with the Professional Standards Lead • Managing the website transition

<p>TREASURER No voting rights as this is a permanent position as per our legal requirements as a Ltd Co.</p>	<p>Responsibilities and duties:</p> <ul style="list-style-type: none"> • overseeing all aspects of financial management • liaison with accountants to ensure tax returns filed on time • monthly payments including pension payments, tax and wages • financial reports to IPT UK meetings • planning and budgeting for IPT UK events • ensure IPT UK functions within all legal and regulatory requirements • develop further robust systems for internal financial control
<p>TRAINING COMMITTEE CHAIR Minimum accreditation level: Trainer</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Scheduling and chairing bimonthly training committee meetings and approving minutes for circulation • Providing an agenda for the bimonthly training committee meetings and ensuring members have the appropriate documentation needed for the meeting • Participation in the Complaints procedure • Overseeing and communicating the guidelines and standards agreed by the training committee to the IPT UK membership • Work with the Professional Standards Lead to monitor compliance of IPT UK accredited training organisations • Directing and/or responding to enquiries about training matters as appropriate • Responding to individual submissions to the training committee promptly and in accordance with training committee decisions and IPT UK standards and guidelines • Taking a lead role in projects, policies and/or procedures relevant to training committee business
<p>DEPUTY TRAINING COMMITTEE CHAIR Minimum accreditation level: Supervisor</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Supporting the TC Chair in their role
<p>EDI LEAD Minimum accreditation level: Practitioner</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Working with the EDI subgroup to ensure that IPT UK is EDI compliant, and that policies and protocols are in place and upheld • Develop and implement EDI policies and strategies • Training and education • Monitor and evaluate EDI initiatives • Provide support and guidance • Raise awareness
<p>PROFESSIONAL STANDARDS LEAD*</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Working with the Deputy Chair to develop and maintain professional standards

<p>Minimum accreditation level: Practitioner</p>	<ul style="list-style-type: none"> • To work with the Executive Committee to ensure that IPT UK as an organisation is compliant and has the necessary policies, processes, and protocols in place • Communicating relevant information to the membership
<p>MEMBERSHIP ENGAGEMENT COORDINATOR* Minimum accreditation level: Practitioner</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Supporting our members by enhancing their experience with the organisation and ensuring they receive the maximum benefit from our training and accreditation services • Working with admin to facilitate member communication & support • Engage members in participating in IPT UK activities • Facilitating member feedback

* New roles within the Executive Committee