

# **The Institute of Trichologists**

## **Terms of Reference for**

## **The Board of Directors**

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## 1. Purpose

The Institute of Trichologists board of Directors is appointed by the Membership to manage and develop the profession of Trichology for its Membership. The purpose of the Institute is to promote private sector practice and enhance the training level skill and knowledge-base of those practitioners accepted into membership and published on the register as the most effective way of ensuring best user experience and safety of the service.

Protection of the public is assured by definition of training parameters, recognized skill levels and stated ethical standards of delivery. The institute will ensure proper treatment of the public from its members by setting standards of training conduct and delivery.

## 2. Aims and Responsibilities

The aim of the board is to ensure that the Membership Register is kept up to date and maintained for display to the general public.

All members of the Register must adhere to the code of professional practice and ethics and this will be part of the responsibility of the board to monitor and take action as required.

The board will review all applications for Membership as they are presented to ensure that all relevant membership criteria is met, if it is then the board will take a vote to allow the application to proceed if not then it will provide advice on what can be done to achieve the necessary criteria and will provide written feedback.

The board will be responsible for ensuring that CPD events are delivered to Members to ensure that they are kept current and up to date with conditions, treatment protocols and legislation, these events can be in the form of video workshops or face to face meetings.

The board will be responsible for ensuring that should any complaints arise that they are dealt with via the Ethics committee with any learning advised to all Members to ensure the protection and safety of the public.

The board are also responsible for ensuring that the Membership stays solvent, operating as a not for profit organisation.

The board will be responsible for Membership Communications.

## 3. Board Membership

### 3.1 Eva Proudman MIT IAT – Chairman

Eva is responsible for the overall growth and development of the Institute of Trichologists, and representing every member of the Institute. Eva is very involved in the PSA accreditation process of the Institute, working extremely hard towards getting us accredited.

### 3.2 Liam Byrne MIT – Vice Chairman

Liam is the IoT's Vice Chairman, and is responsible for Commercial Management and Financials. He is tasked with finding best returns for members.

### 3.3 Shirley McDonald MIT – Director

Shirley is responsible for all Complaints, and is the Compliments Process Manager. Shirley also became the IoT Representative on the Dermatology Council in 2017.

Other members of the DCE are from dermatology related professional bodies such as Ichthyosis, Psoriasis Association, Birth Mark Support and Eczema Outreach as well as industry representatives and political groups.

The main purpose is to add to the collective voices in this diverse dermatology community and to ensure the needs of our patients and members inform future development and delivery to the relevant government and professional bodies.

The DCE aims to:

- Raise the profile of dermatology within the NHS.
- Raise awareness of the impact of skin conditions on people's lives.
- Encourage education and training amongst health care professionals.
- Improve access to dermatology services across the UK.

Meetings are held twice a year (May and November) in Central London at the British Association of Dermatology's office and membership is on a voluntary basis.

### **3.4 Neil Harvey MIT – Director**

Neil is hugely involved in our PSA Accreditation, Representing Membership Appraisal, Education and Audit.

### **3.5 Lorraine Turvey MIT – Director**

Lorraine is responsible for Educational Protocols and is our Accreditation Specialist.

### **3.6 Samantha Stewart MIT – Director**

Samantha is responsible for assisting with CPD Planning, and is highly involved in the education side of the IOT.

### **3.7 Steven Goldsworthy MIT - Director**

## **4. Meetings and Reviews**

There will be 6 Board Meetings annually with Minutes taken and published in the Members area of the Website.

There will be an AGM held annually with all Members invited to attend or submit questions and votes by proxy. The minutes of the AGM will be published in the Members area.

The Board may appoint sub committees for example the Ethics committee that will operate outside of the board but will report into the board.

The Administration and Communications Manager will carry out day to day duties as directed by the Board and will track and progress actions with each board member.

## **5. Working Methods**

The Institute of Trichologists does not have any employees all Board Members are unpaid. The Institute does pay independent contractors to provide PR, Administration and Communication.

Work is largely remote based using secure cloud based systems for information storage and exchange.

All meeting minutes and subcommittee recommendations are reported via the Members area of the website.

## **6. Communications**

Communications are largely electronic to keep the carbon footprint as low as possible, although hard copies can be provided if required.

The Website holds a lot of member information and reference material.

A twice-yearly newsletter is produced and communications are issued as required to all members.

Checks are carried out monthly to ensure compliance with advertising, web presence and adherence to the code of professional conduct and ethics.

