

ATCM Council & Committee Roles & Governance Handbook

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1. Introduction to ATCM Governance

The Association of Traditional Chinese Medicine and Acupuncture UK (ATCM) is governed by a Council and a network of affiliated committees that collectively oversee the strategic, professional, and operational affairs of the Association. This governance framework is rooted in ATCM's Constitution and reflects our commitment to transparency, accountability, and the preservation of Traditional Chinese Medicine's cultural and ethical foundations.

The Council is responsible for managing the routine affairs of ATCM and serves as the Association's principal decision-making body. Council members are nominated in accordance with Article 17.3.2 of the Constitution and are eligible for approval at the Annual General Meeting. Each member typically serves a three-year term.

The Council meets quarterly and comprises nine to eleven members:

- Seven to nine members are appointed and approved from among the Association's membership.
- Two lay members are appointed by the Council within six months of its formation. Lay members do not serve as company directors of the Association.

This structure ensures balanced representation, professional leadership, and the inclusion of external perspectives in ATCM's governance.

To support its work, the Council is assisted by six standing committees, each with delegated authority in its respective domain:

- **Academic Committee** – Organises CPD events, lectures, and the annual academic conference
- **Education Committee** – Oversees educational Standards and training programmes, and professional development. Support TCMA work.
- **Journal Editorial Committee** – Manages the editorial direction and publication of the ATCM Journal.
- **Professional Conduct Committee** – Addresses ethical matters and disciplinary procedures.
- **Public Relations Committee** – Coordinates outreach and public engagement.
- **Research Committee** – Supports research initiatives and academic collaboration.

These committees operate in accordance with defined terms of reference and report regularly to the Council, ensuring that governance remains responsive, inclusive, and aligned with ATCM's strategic objectives.

2. Council Terms of Reference

Purpose

The Council of the Association of Traditional Chinese Medicine (ATCM) is established to provide strategic leadership, governance, and oversight of the organisation's operations, ensuring its mission, values, and professional standards are upheld in accordance with UK legal and ethical frameworks.

Scope

The Council oversees all aspects of ATCM's activities, including administration, finance, membership, education, research, public relations, professional conduct, and publication. It ensures that the organisation operates transparently, ethically, and in the best interest of its members and the public.

Composition

The Council comprises the following officers, each with defined responsibilities:

Role	Key Responsibilities
President	Chairs meetings, ensures impartial decision-making, supervises staff, represents ATCM externally, and coordinates Council activities.
Vice President	Supports and deputises for the President, undertakes delegated tasks, and assists in leadership.
General Secretary	Oversees meeting planning, AGM logistics, legal compliance, and data governance.
Financial Executive (Treasurer)	Manages financial reporting, budgeting, banking, and compliance with financial rules.
Registrar	Manages membership registration, insurance liaison, and entry requirements.
Academic Executive	Organises academic events, supports regional groups activities, and coordinates education committees.

Role	Key Responsibilities
Education Executive	Oversees collaboration between the Education Committee and the TCM Accreditation Board (TCMAB) and approve regional group activities
Research Executive	Administers research funding, evaluates applications, and publishes research updates.
Public Relations Executive	Develops PR strategy, manages media and social platforms, and promotes ATCM activities.
Professional Conduct Executive	Enforces Codes of Conduct, investigates breaches, and provides training and interpretation.
Journal Chief Editor	Oversees journal publication, editorial decisions, ethical standards, and author payments.
Lay Members	Provide independent, strategic input to ensure the Council operates effectively, ethically, and in line with its constitution.
	Represent the perspectives of patients, service users, and diverse communities, offering impartial advice on governance, risk, and finance.

Terms of Office

Each Council Member serves a **three-year term**. Council members may be **reappointed for one additional consecutive term**, making a **maximum of six years** in continuous service. A “year” is defined as the period between **two consecutive AGMs**.

Meetings

- Council meetings are convened every three months and chaired by the President.
- The General Secretary ensures agendas are prepared and minutes recorded.
- Committee meetings may be convened by respective Executives as needed.
- The Annual General Meeting (AGM) is organised annually, with quorum and documentation requirements overseen by the General Secretary.

Decision-Making

- Decisions are made collectively, with impartiality and transparency.
- Each Executive is accountable for their domain and reports to the Council.
- Matters requiring approval (eg: expense claim rules, code amendment) are presented for Council vote.
- Some matters require approval by the membership on the AGM (eg: financial budget, Articles amendment)

Reporting & Accountability

- Quarterly and annual reports are prepared by Financial Executives (Treasurer).
- The Council ensures compliance with UK GDPR, company law, and professional standards.
- All actions and decisions are documented and subject to review.

3. Responsibilities and Duties of Councilors

President

- responsible for the smooth and fair running of the organisation.
- To plan and chair council meetings & bring impartiality and objectivity to meetings and decision-making.
- To ensure matters are dealt with in an orderly, efficient manner.
- To co-ordinate the other council members/committee chairs to ensure responsibilities for particular aspects of management are met.
- To supervise the work of office staffs and keep regular updates of the ATCM affairs from ATCM office.
- To communicate effectively the vision and purpose of the ATCM
- To advocate for and represent the ATCM at external meetings and events.
- To be aware of current issues that might affect the ATCM

Vice President

- To assist and support the President in providing leadership to the council and the whole organisation
- To support the President during meetings
- To support the President where necessary in fulfilling duties that need addressing
- To deputise for the President in other meetings & events as needed.
- To undertake other things as delegated by the President or requested by the Council.

General Secretary

- To liaise with the President to plan meetings and helping to prepare agendas for meetings with the President.
- To ensuring meetings are running effectively and minuted by the office secretary.
- To check that agreed actions are carried out.
- To support & oversee the council affiliated Committees' meetings and activities

- To organise the Annual General Meeting and consult with the President to produce the draft agenda
- To make sure copies of the council Annual Report, programme, annual budget plan and annual financial report are ready for the AGM
- To check quorum is present at the AGM
- To upholding the legal requirements of official documents, company law etc (where relevant)
- To act as the data controller officer of the ATCM and exercise overall control over the purposes and means of the processing of personal data in accordance with UK GDPR rules.

Financial Executive (Treasurer):

- To reviewing and protect the ATCM financial status.
- To prepare and present Quarterly financial reports
- To prepare and present Annual financial reports before AGM
- To liaise with committee chairs for preparing annual financial budget before AGM
- To deal with day-to-day bank issues if necessary
- To ensure all payments are approved and in accordance with the ATCM financial rules.
- To make regular check-up of ATCM financial records (book-keepings, receipts, invoices, claim forms)

Registrar

- Responsible for the membership registration the organisation, which including interview, approval, and registration.
- To supervise annual membership & block insurance renewal of the membership
- To liaison and negotiate with block insurance provider for block insurance queries or better deals
- To review ATCM application procedures, entry requirements and test papers periodically, and to suggest amendments for council's approval if necessary
- To receive prepared yearly members' directory from the office for final approval

Academic Executive

- To organise regular academic events (CPD, group lecturers, etc)
- To organise yearly conference & AGM Academic session of the ATCM
- To support regional group activities
- To convene Academic committee meetings when needed.

Education Executive

- To approve & oversee regional group activities
- To support TCMAB board work
- To convene Education committee meeting when needed.

Journal Chief Editor

- To oversee the mission and scope of the journal
- **To encourage and organise general submissions** for the journal year-round
- To take decision-making responsibility for the acceptance or rejection of all manuscripts submitted to the journal
- To finalise and publish two issues per year upon schedule
- To ensure that the journal follows customary ethical policies for scholarly publishing
- If print copies are to be published, the chief editor is responsible to get suitable quotations for the print cost for council's approval
- To seek opportunities to promote the journal
- To calculate and prepare the spread sheet for author & editorial payments following release of each journal issue, so ATCM office can arrange the payments to be issued to those on the list.
- To convene Journal Editorial Committee meetings when needed

Professional Conduct Executive

- To implement and monitor the compliance of both Codes within the ATCM
- To disseminate the Codes among membership and provide the requisite updates
- To provide interpretations of the Codes and advise on its application to the members when required
- To organize Professional conduct code & practice code trainings
- To work with the Professional Conduct Committee members to investigate any breaches of the Codes or received complaints pertaining to any report of non-compliance with the Codes. Assessing the applicable sanctions and make appropriate decisions.
- To review the Code periodically and recommend approval thereof to the council
- To convene PCC Committee meetings when needed

Public Relation Executive

- To work on a proactive PR strategy for the ATCM
- Responsible for communicating with the media on behalf of the ATCM
- To write or approve media releases and other press materials

- To write or approve digital content for ATCM social media outlets, such as website, youtube & facebook.
- If approved or requested by the council to organise promotional events or multi-media productions about the ATCM.
- To keep good relationship with other organisations
- To educate ATCM as an organisation to support the marketing of members
- To keep people informed about the organisation's activities by social media such as WhatsApp, Facebook, ect....
- Convening PR Committee meetings when needed

Research Executive

- To encourage and remind membership of the yearly research fund applications
- To review& evaluate the research application received with Research committee members. Then to provide report to the council for final approval
- To approve the research fund release upon the receipt of the research progress reports
- To Prepare and publish quarterly research updates
- To convene Research Committee meetings when needed

Lay members

(Two Lay Members are appointed to the ATCM Council in a non-voting, non-executive capacity, contributing independent oversight and public interest perspectives.)

- Participate in Council discussions, offering independent advice and public interest perspectives.
- Comment on matters of governance, risk, finance, and professional standards.
- Attend at least two Council meetings per year and contribute to strategic reflection.
- Maintain confidentiality regarding draft documents and internal deliberations.
- May request that their comments be formally minuted.

4. Council Affiliated Committee Terms of Reference

Academic Committee - Terms of Reference

Purpose

To enhance members' academic proficiency and clinical competence in Traditional Chinese Medicine through high-quality Traditional Chinese Medicine academic events, regional activities, and professional development.

Scope

- Organising CPD events, lectures, and the annual academic conference
- Supporting regional group activities
- Convening academic-related meetings and coordinating with regional leaders

Composition

Chaired by the Academic Executive, with committee members appointed based on expertise and engagement.

Responsibilities

- Plan and deliver academic sessions for the AGM
- Organise CPD events, lectures, and academic sessions for the AGM
- Support regional group activities
- Convene committee meetings as needed

Procedures

- **Event Planning:** Academic events are proposed by the Executive and reviewed by the committee. Final schedules are submitted to the Council for approval.
- **Meeting Protocols:** Committee meetings are convened as needed, with agendas circulated in advance and minutes recorded.
- **Feedback & Evaluation:** Post-event feedback is collected and reviewed to improve future programming.

Terms of Office

Each committee member serves a **three-year term**. Committee members may be **reappointed for one additional consecutive term**, making a **maximum of six years** in continuous service. A “year” is defined as the period between **two consecutive AGMs**.

Reporting & Accountability

- Reports to the ATCM Council via the Academic Executive
- Submits event plans, attendance data, and feedback summaries to the council
- Documents all meetings and decisions for Council review

Education Committee - Terms of Reference

Purpose

To support the development and promotion of high-quality Traditional Chinese Medicine (TCM) education in alignment with the standards and strategic goals of the Traditional Chinese Medicine Accreditation Board (TCMAB).

Scope

- Advising the TCMAB on academic quality and institutional compliance
- Supporting the development of best practices in TCM education
- Assisting in the formulation and refinement of TCM education standards
- Facilitating communication between TCMAB, ATCM Council, and educational stakeholders

Composition

Chair by Education Committee Executive, with committee members appointed based on expertise and engagement.

Responsibilities

- Convene meetings with TCMAB and education committee members as needed
- Collaborating with the TCMAB board on educational initiatives
- Approve regional group activities

Procedures

- **Collaboration:** The committee works closely with the TCMA board and other relevant bodies to align educational goals.
- **CPD Approval for Regional Groups:** Regional group activities are reviewed and approved to ensure consistency with ATCM standards.
- **Meeting Protocols:** Committee meetings are convened as needed, with agendas circulated in advance and minutes recorded.

Terms of Office

Each committee member serves a **three-year term**. Committee members may be **reappointed for one additional consecutive term**, making a **maximum of six years** in continuous service. A “year” is defined as the period between **two consecutive AGMs**.

Reporting & Accountability

- Reports to the ATCM Council via the Education Executive
- Ensures educational activities align with ATCM standards and member needs
- Documents all meetings and decisions for Council review

Journal Editorial Committee - Terms of Reference

Purpose

To oversee the publication of the ATCM Journal, ensuring academic integrity and professional relevance.

Scope

- Managing submissions, peer review, and editorial decisions
- Publishing two issues annually
- Upholding ethical publishing standards
- Coordinating author payments and print logistics

Composition

Chaired by the Journal Chief Editor, with editorial members selected for academic and publishing expertise.

Responsibilities

- Encourage and manage journal submissions year-round
- Make editorial decisions on manuscript acceptance or rejection
- Publish two journal issues annually
- Ensure ethical publishing standards and manage author/editorial payments
- Convene editorial meetings and seek promotional opportunities

Procedures

- **Submission Management:** Manuscripts are received year-round. Authors are notified of acceptance or rejection after peer review.
- **Editorial Review:** All submissions are reviewed for academic quality and ethical compliance.
- **Publication Cycle:** Two issues are published annually. Timelines are managed by the Chief Editor.
- **Payment Coordination:** Author and editorial payments are calculated post-publication and submitted to the ATCM office.
- **Meetings:** Editorial meetings are held to discuss submissions, policy updates, and promotional strategies.

Terms of Office

- Each committee member serves a **three-year term**. Committee members may be **reappointed for one additional consecutive term**, making a **maximum of six years** in continuous service. A “year” is defined as the period between **two consecutive AGMs**.

Reporting & Accountability

- Reports to the ATCM Council through the Journal Chief Editor
- Submits publication schedules, editorial decisions, and payment spreadsheets
- Maintains records of peer review and publication ethics compliance
- Documents committee meetings and journal development plans

Professional Conduct Committee - Terms of Reference

Purpose

The Professional Conduct Committee (PCC) is established to uphold and enforce the ethical and professional standards of the Association of Traditional Chinese

Medicine (ATCM). It ensures that all members comply with the ATCM Code of Professional Conduct and Code of Practice, fostering public trust and safeguarding the integrity of the profession.

Scope

The PCC is responsible for:

- Monitoring compliance with ATCM's Codes
- Providing interpretation and guidance on ethical standards
- Investigating complaints and breaches
- Recommending sanctions and corrective actions
- Reviewing and updating the Codes periodically
- Organising training and education on professional conduct

Composition

The PCC is convened and chaired by the **Professional Conduct Executive**, who reports to the ATCM Council. Committee members are appointed based on expertise, impartiality, and commitment to ethical practice.

Responsibilities

- Implements and monitors compliance with both Codes
- Disseminates updates and provides interpretation to members
- Organises training sessions on professional conduct and practice standards
- Leads investigations into reported breaches or complaints
- Assesses appropriate sanctions and presents findings to the Council
- Reviews Codes periodically and recommends amendments
- Convenes PCC meetings as needed </details>
- Participate in investigations and assessments
- Maintain confidentiality and impartiality
- Contribute to Code reviews and training development </details>

Procedures

- **Complaints Handling:** All complaints are reviewed promptly. Investigations are conducted fairly, with due process and respect for all parties involved.
- **Sanctions:** Sanctions may include warnings, suspension, or removal of membership, depending on the severity of the breach.
- **Training:** Regular training sessions are organised to educate members on ethical expectations and updates to the Codes.

- **Review Cycle:** The Codes are reviewed at least once every two years, or sooner if required by legal or professional developments.

Terms of Office

- Each committee member serves a **three-year term**. Committee members may be **reappointed for one additional consecutive term**, making a **maximum of six years** in continuous service. A “year” is defined as the period between **two consecutive AGMs**.

Reporting & Accountability

- The PCC reports its findings and recommendations to the ATCM Council.
- All decisions and actions are documented and stored securely.
- The PCC operates in accordance with UK legal standards and ATCM governance policies.

Public Relations Committee - Terms of Reference

Purpose

To enhance ATCM’s public image and communication through strategic media engagement and digital outreach.

Scope

- Managing media relations and social media platforms
- Organising promotional events and multimedia productions
- Supporting member marketing and public awareness

Composition

Chaired by the Public Relations Executive, with members skilled in media, communications, and outreach.

Responsibilities

- Develop and implement a proactive PR strategy
- Manage media communications and digital content (website, YouTube, Facebook, WhatsApp)
- Organise promotional events and multimedia productions when approved
- Support member marketing and maintain external relationships

Procedures

- **Strategy Development:** PR plans are drafted by the Executive and reviewed by the committee before implementation.
- **Content Approval:** Press releases, social media posts, and promotional materials are reviewed and approved prior to publication.
- **Event Coordination:** Promotional events or multimedia productions are proposed to the Council for approval, then executed by the committee.
- **Monitoring:** Engagement metrics and public feedback are tracked to assess impact.
- **Meetings:** Convened regularly to review campaigns, content, and external relations.

Terms of Office

- Each committee member serves a **three-year term**. Committee members may be **reappointed for one additional consecutive term**, making a **maximum of six years** in continuous service. A “year” is defined as the period between **two consecutive AGMs**.

Reporting & Accountability

- Reports to the ATCM Council via the Public Relations Executive
- Submits media plans, campaign results, and engagement metrics
- Ensures all communications reflect ATCM values and professionalism
- Documents committee meetings and strategic decisions

Research Committee - Terms of Reference

Purpose

To foster research excellence in Traditional Chinese Medicine and manage the ATCM research fund.

Scope

- Promoting research fund applications
- Reviewing and evaluating submissions
- Publishing quarterly research updates
- Convening committee meetings

Composition

Chaired by the Research Executive, with committee members selected for research experience and impartiality.

Responsibilities

- Promote annual research fund applications among members
- Review and evaluate submissions with transparency and fairness
- Approve fund release upon receipt of progress reports
- Publish quarterly research updates and convene committee meetings

Procedures

- **Application Cycle:** Research fund applications are opened annually. Deadlines and criteria are published to members.
- **Review Process:** Applications are evaluated by committee members using agreed criteria. Recommendations are submitted to the Council.
- **Fund Release:** Upon receipt of progress reports, the committee approves fund disbursement.
- **Updates:** Quarterly research summaries are prepared and published.
- **Meetings:** Convened as needed to review submissions, progress, and policy updates.

Terms of Office

- Each committee member serves a **three-year term**. Committee members may be **reappointed for one additional consecutive term**, making a **maximum of six years** in continuous service. A “year” is defined as the period between **two consecutive AGMs**.

Reporting & Accountability

- Reports to the ATCM Council through the Research Executive
- Provides evaluation summaries and funding recommendations
- Maintains records of funded projects and outcomes
- Ensures research activities comply with ethical and professional standards

5. Review & Amendment Protocol

All Terms of Reference may be reviewed annually and amended by Council resolution to reflect evolving needs and governance standards.

Appendix: ATCM Governance Portal

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└─	<u>General Secretary</u>
└─	<u>Financial Executive</u>
└─	<u>Registrar</u>
└─	<u>Academic Executive</u>
└─	<u>Education Executive</u>
└─	<u>Journal Chief Editor</u>
└─	<u>Professional Conduct Executive</u>
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