

5 ACCREDITATION & STANDARDS COMMITTEE CHARTER

Last Updated: August 2022

Date of next review: August 2024

5.1 BACKGROUND

The EMDR Association of Australia (EMDRAA) is a professional association where EMDR practitioners and researchers define and publish minimum standards for EMDR Basic Training programs and the clinical use of EMDR Therapy for its members. The Association is made up of Associate Members and Full Members.

The EMDRAA Board Accreditation and Standards Committee (ASC) was established in 2011 to determine training eligibility, practitioner accreditation, consultant accreditation and the approval of training packages and trainers to protect the community and the integrity of EMDR therapy.

5.2 COMMITTEE PURPOSE

The ASC aims to support the EMDRAA Board to ensure EMDRAA members to maintain agreed standards of practice in EMDR Therapy by:

- approving training programs which are consistent with international practice for the purpose of membership (based on EMDRIA curriculum);
- conducting reviews of applications for accreditation to ensure appropriate standards of accreditation are met at practitioner, consultant and trainer level; and
- supporting a consultancy process to provide support and advanced clinical knowledge to members

The ASC is committed to transparency and consistency in its accreditation activities, and the EMDRAA Accreditation & Standards Committee Procedures Manual supports that goal.

The EMDRAA ASC Procedure Manual works in conjunction with the EMDRAA ASC Charter.

5.3 COMMITTEE AUTHORITY

The EMDRAA Board is responsible for overseeing the ASC committee and relevant sub-committees.

The ASC is authorised by the Board of Directors to:

- Review the applications in a timely fashion and forwarded to the Board for ratification
- Provide reasons for seeking additional evidence from applicants and/or their consultants if there are concerns with the application
- Recommend to the ASC Chair any changes or suggestions for the ongoing development

- of assessment and monitoring of training programs and accreditation processes, for ongoing quality assurance/improvement
- Act as liaison for practitioners, consultants, or trainers as necessary to progress the work of the committee and association
 - Assist in the resolution of any appeals or concerns relating to accreditation and standards
 - Liaise with international bodies to align the standards of training and accreditation with the current international standards in EMDR therapy training and delivery and with the developing evidence base

The Board must approve all recommendations from the ASC prior to publication.

Members of the ASC are only authorised to speak on behalf of the committee when in the official role of a committee member. If members receive feedback when not acting on behalf of the committee, they should recommend that the individual with the complaint or feedback contacts the ASC or the EMDRAA Board via appropriate channels (admin@emdrra.org; accred@emdrra.org).

5.4 COMMITTEE ACTIVITIES

The following are the principal activities of the ASC:

- i. To facilitate the EMDRAA accreditation and re-accreditation process for practitioners, consultants and trainers.
- ii. To establish standards to review Practitioner, Consultant and Trainer credentials.

5.5 COMMITTEE OBLIGATIONS

- i. Progress on Committee's purpose.
- ii. Monthly Reporting to the EMDRAA Board/ExCo covering:
 - o Recommendations for ratification concerning the accreditation of applicants for practitioner, consultant, trainer/ training packages.
 - o Any other ASC matters requiring the Board input
 - o Recommendations for changes/ improvements related to procedures of the ASC.
 - o Formal proposals to the Board, within the scope of the ASC for approval of any significant operational or procedural changes, or requests for funding.
 - o Updates and recommendations regarding any complaints or concerns related to the core business of the committee.

5.6 SELECTION AND APPOINTMENT OF COMMITTEE MEMBERS

- i. Members of the Committee will be appointed by the Board, following a recommendation from the committee.
- ii. The Board will appoint a committee of at least five (5) and no more than nine (9) members. The tenure period for Chairperson and Committee members is 3 years with the option to be re-appointed.
- iii. The Chairperson of the ASC will be appointed by the Board.

- iv. Any staff employed will be appointed by the Board.
- v. All Committee members are subject to the professional ethics, the EMDRAA code of conduct, policies and rules and regulations.
- vi. The EMDRAA Board may dismiss ASC members at its discretion.
- vii. The Executive Officer is not eligible to be a ASC member but may be invited to attend as appropriate.

5.7 COMMITTEE MEETINGS

- i. The Committee will meet as often as required but at least six times per year, with the authority to convene additional meetings as circumstances require.
- ii. A quorum will be determined by the ASC but will be a minimum of 50% of the membership of the Committee, including the chair or a nominee.
- iii. As necessary, the ASC may invite members of the Board or others to attend meetings and provide pertinent information.
- iv. Meeting agendas will be prepared and provided in advance to ASC members, along with appropriate briefing material.
- v. The Committee will keep minutes of all meetings and will report regularly to the Board with respect to its activities.
- vi. The minutes of any ASC meetings should be circulated to the EMDRAA EO and the Board within five (5) working days from when the meeting was convened.
- vii. ASC members must immediately inform the Committee of any conflicts of interest that arise

5.8 COMMITTEE REMUNERATION

- i. ASC members are voluntary members and not paid for time given while engaging in the core business of the ASC.
- ii. The Board recognizes Trainer application reviews require expertise and significant time commitments beyond the usual activities of the committee. A fee for Trainer application will be granted as approved by the Board.

5.9 COMMITTEE COMPOSITION

Due to the expertise needed to maintain standards the committee is comprised of EMDRAA members who are accredited practitioners, consultants and/or trainers only. Refer to Appendix for list of ASC members.

7 POLICIES COMMITTEE CHARTER

Last Updated: March 2022

Date of next review: March 2024

7.1 BACKGROUND

Over the past years, EMDRAA has grown into an organisation that requires greater accountability and formal processes for financial accountability, but also in order to be able to demonstrate good governance. With this in mind, the EMDRAA Board appoints the Policies Committee to assist with drafting a number of Policies on behalf of EMDRAA. Members of the Committee are to include members of EMDRAA as well as representatives of the Board, thereby ensuring a diversity of inputs and helping with a broad spectrum of ideas when drafting Policies. The Board will decide upon which Policies are required and in which order such Policies are to be drafted.

7.2 COMMITTEE PURPOSE

The Policies Committee ('the Committee') is responsible for reviewing and making recommendations to the EMDRAA Board in relations to:

- Ensuring the Association has an appropriate vehicle for drafting suitable policies covering ethical standards and corporate governance policies
- Regularly review existing EMDRAA Policies (including the EMDRAA Constitution) and
- Provide relevant input so that EMDRAA is able to issue an annual corporate governance statement.

7.3 COMMITTEE AUTHORITY

The EMDRAA Board is responsible for overseeing the Policy Committee
The Policy Committee is authorized:

- To obtain information from, and access to EMDRAA management.
- To consult directly with external advisors as required.
- To obtain independent advice as appropriate.
- To refer items to the Board, as and when considered appropriate.

7.4 COMMITTEE ACTIVITIES

The following are the principal activities of the Policy Committee:

To consider and make recommendations to the Board concerning:

- iii. Take on board policy directions from the Board in determining which Policies to draft and in which order.
- iv. Draft Governance policies in light of best practice, regulatory developments and the

- needs of the organisation as stipulated by the Board.
- v. Prepare pertinent input on behalf of EMDRAA for inclusion in a corporate governance statement for inclusion in the Company's Annual Report.

7.5 COMMITTEE OBLIGATIONS

- iii. Regular reporting to the EMDRAA Board
- iv. Annual Report to the EMDRAA Board covering the Committee's activities during the year. This information can be used in deriving the Association's annual Governance statement.

7.6 SELECTION AND APPOINTMENT OF COMMITTEE MEMBERS

- viii. Members of the Committee will be appointed by the Board.
- ix. The Board will appoint a Committee of at least 5 and no more than 8 members of which 2 will be Board Members
- x. One of the Board members on the committee will be responsible for reporting back to the Board on a needs basis, or to provide regular updates to the Board.
- xi. The Chairperson of the Committee will be appointed by the Board
- xii. Each Committee member will be an independent non-executive director or a full member of EMDRAA.
- xiii. Any person employed to assist the committee, must first be approved and appointed by the Board.
- xiv. The EMDRAA Board may dismiss Policy Committee members at its discretion.
- xv. The Executive Officer is not eligible to be a Committee member but may be a regular invitee to provide an operational perspective to matters under review.

7.7 COMMITTEE MEETINGS

- viii. The Committee will meet as often as required but at least 2 times per year, with the authority to convene additional meetings as circumstances require.
- ix. A quorum will be determined by the Committee but will be a minimum of 4 members of the Committee.
- x. As necessary the Committee may invite members of the Board, management, auditors, applicants or others to attend meetings and provide pertinent information and input.
- xi. The Committee may hold private meetings with auditors and management. EMDRAA Board members may attend Committee meetings at any time.
- xii. Meeting agendas will be prepared and provided in advance to Committee members, along with appropriate briefing material.
- xiii. The Committee will keep minutes of all meetings and will report regularly to the Board with respect to its activities.
- xiv. The minutes of any Committee meetings should be circulated to members, the EMDRAA EO and the Board within five (5) working days from when the meeting was convened.
- xv. Members must immediately inform the Board of any conflicts of interest that arise.

7.8 COMMITTEE COMPOSITION

Refer to Appendix for list of Policy Committee members.

9 MEMBER RELATIONS COMMITTEE CHARTER

Last Updated: May 2022

Date of next review: May 2024

9.1 BACKGROUND

EMDRAA has a Code of Conduct and Constitution which defines our expectations for members. However, EMDRAA has identified a need for a considered and thoughtful approach to ensure effective resolution where grievances, complaints or other issues of concern are raised with the Board.

9.2 COMMITTEE PURPOSE

The Member Relations Committee (MRC) ('the Committee') is responsible for seeking resolutions which act in the service of our members as well as adhering to EMDRAA's business continuity and legal obligations to:

- ensure following the Association's disputes policies and procedures;
- recommend resolution options to the EMDRAA Board for EMDRAA member conflicts; and
- create a caring and confidential environment to receive complaints.

9.3 COMMITTEE AUTHORITY

The MRC is an advisory committee to the EMDRAA Board.

The EMDRAA Board oversees and delegates the MRC to:

- receive and evaluate grievances to recommend action to be taken and resolve through conciliation if possible following EMDRAA Code of Conduct, professional ethics, and risk factors (public image, financial, community expectations);
- receive complaints about possible breaches of practice behaviour or professional ethics and advise complainants to contact the relevant bodies for investigation; and

9.4 COMMITTEE ACTIVITIES

The following principal activities of the MRC are:

- vi. to draft dispute procedures that adhere to EMDRAA Code of Conduct;
- vii. to facilitate dispute resolution amongst members through discussions prior to disciplinary investigations; and
- viii. to provide a safe and constructive environment for members to raise concerns.

9.5 COMMITTEE OBLIGATIONS

- v. Regular reporting to the EMDRAA Board. All reports will de-identify names.
- vi. Annual Reporting to the EMDRAA Board covering the Member Relations Committee's activities during the year.

9.6 SELECTION AND APPOINTMENT OF COMMITTEE MEMBERS

- xvi. Members of the Committee will be appointed by the Board.
- xvii. The Board will appoint a Committee of at least 3 and no more than 5 members of which a minimum of 2 will be Board Members
- xviii. At least one Committee Member must report back to the Board (sponsor) regularly.
- xix. The Chairperson of the Committee will be appointed by the Board
- xx. Each Committee member will be an independent non-executive director or a full member of EMDRAA.
- xxi. Any person employed to assist the committee, must first be approved and appointed by the Board.
- xxii. All Committee members are subject to the EMDRAA's code of conduct, policies and regulations as well as confidentiality agreements.
- xxiii. The EMDRAA Board may dismiss Members Relations Committee members at its discretion.
- xxiv. The Executive Officer is not eligible to be a Committee member but may be invited to attend as appropriate.

9.7 COMMITTEE MEETINGS

- i. The Committee will meet as often as required but at least 2 times per year.
- ii. Extraordinary meetings may be called to address emerging issues.
- iii. A quorum will be determined by the Committee but will be a minimum of 50% of the membership of the Committee.
- iv. As necessary the Committee may invite members of the Board, management auditors, applicants or others to attend meetings and provide pertinent information. It may hold private meetings with auditors and management.
- v. Meeting agendas will be prepared and provided in advance to Committee members, along with appropriate briefing material.
- vi. Proposed resolutions will be drafted for Board consideration.
- vii. The Committee will keep minutes of all meetings.
- viii. The minutes of any Committee meetings should be circulated to members, the EMDRAA EO and the Board within five (5) working days from when the meeting was convened.
- ix. Members must immediately inform the Board of any conflicts of interest that arise

9.8 COMMITTEE COMPOSITION

Refer to Appendix for list of Members Relations Committee members.