

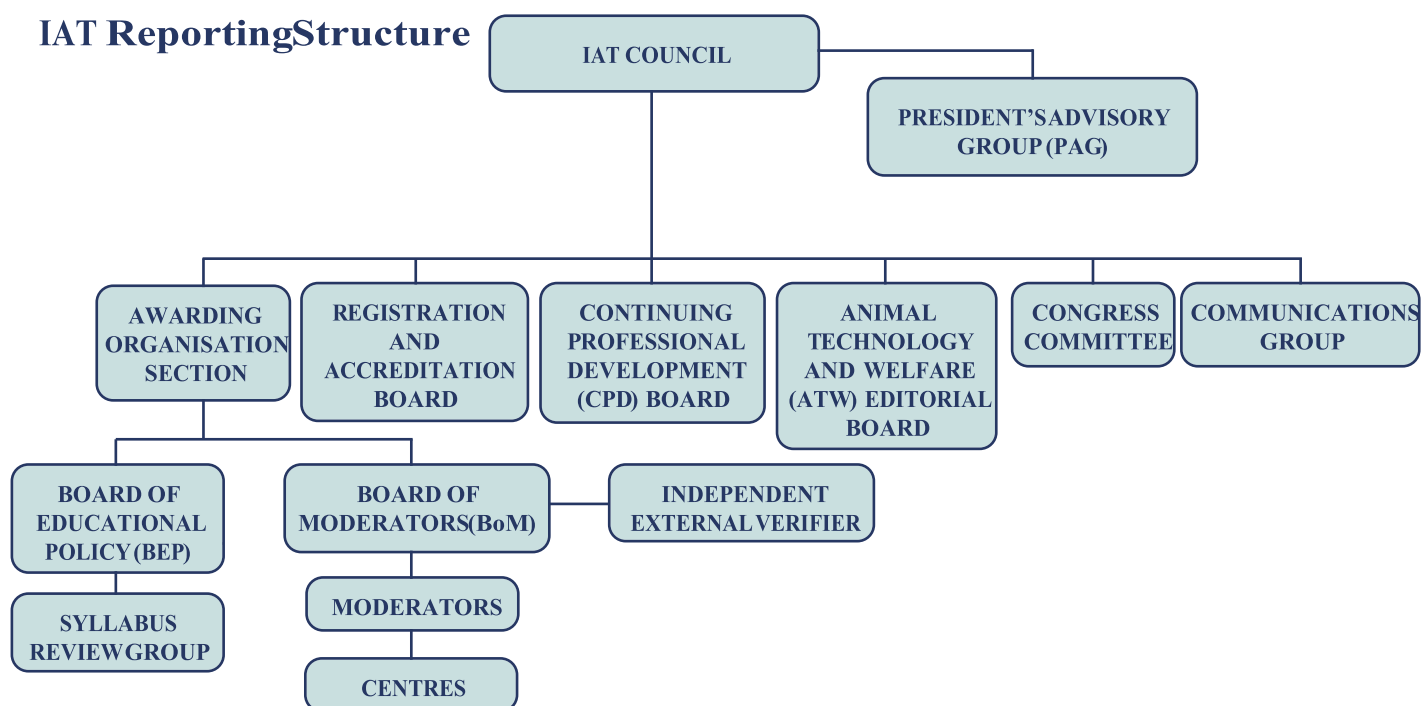


Institute of Animal Technology

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# Committee structure

## IAT Reporting Structure



## IAT organisation and administrative functions

### Council

The Council of the Institute is the governing body and is responsible for managing the business of the Institute. The Council shall be not less than 12 members or more than 25. Usually Council consists of 24 members. No person who is not a Member (MIAT) or Fellow (FIAT) of the Institute is eligible to be a member of Council. The 24 members of Council act as the Directors of the Institute. The Institute is a company limited by guarantee. Members of Council are elected by ballot of the membership. A minimum of one third of Council or eight members must stand down (retire) each year. The retiring members are those with the greatest length of service since election to Council. Therefore, the maximum time a member may serve before retiring is 3 years. A retiring member of Council is eligible for re-election. Council may establish and delegate powers to sub-committees and boards as necessary and elect or appoint members to those sub-committees or boards.

Council is responsible for the running of the IAT, all Boards and sub committees are accountable to the IAT Council, and ultimately the Chair of Council. Council meets six times a year to determine policies, evaluate the effectiveness and appropriateness of current policies and procedures, and to oversee the effective running of the IAT and its subcommittees and boards or other appointed officials (this includes the External Verifier). Reports from the Chair of the Board of Educational Policy and Board of Moderators is a standing agenda item on all Council meeting, which are minuted accordingly. In addition to the official Council meetings, Council members meet with Branch Representatives, issue reports and feedback to the membership at the AGM. Council are responsible for ensuring the effective running of the IAT, they appoint the various Board members and requires the Chairs of the Boards and subcommittees to make regular reports to Council. Council can remove failing Chairs as they see fit.

### Board of Educational Policy (BEP) Terms of reference

1. Members of the BEP are charged with ensuring that the IAT's strategy and structure of education and qualification remain current and appropriate to the latest techniques and knowledge in laboratory animal technology and science.
2. The BEP is appointed by Council to advise Council on all aspects of educational policy and procedure.
3. The BEP will consist of not less than three and not more than five members: all of whom shall be elected members of Council.
4. The BEP will meet as required but on not less than three occasions in any calendar year.
5. The BEP will establish criteria for the RPL and equivalent qualifications and advise Council on its implementation.
6. The BEP will annually monitor and evaluate equal opportunities data and report back to Council their findings and recommendations.
7. The BEP shall establish a Syllabus Review Group (SRG) consisting of experts in their field to monitor the structure, scope and relevance of the syllabuses, advising the BEP on any necessary revision.

8. The BEP may also establish other ad hoc subcommittees as required: such subcommittees will have only advisory authority.
9. The SRG and any other subcommittee will be chaired by a member of the BEP.
10. The BEP will liaise with stakeholders to ensure the qualifications remain current and relevant e.g. Lantra and employers.
11. The BEP will organise and administer the annual stake holders review of the IAT qualifications.
12. The Chair of the BEP or one other nominated member will be also be a member of the IAT Executive.
13. Notes will be taken of the proceedings of the BEP and its subcommittees for submission to Council.

### **Board of Moderators (BoM) Terms of reference**

1. Members of the BoM are charged with ensuring the assessment process is reliable, fair, accurate, consistent and relevant for all IAT qualifications.
2. The Chair and Secretary of the BoM are appointed by Council to advise Council on any issues relating to the moderation process.
3. The BoM will consist of not less than 3 and not more than 5 Council members and all appointed Moderators.
4. The BoM will meet as required but not less than on three occasions in any calendar year.
5. The BoM will be responsible for the Accreditation of Centres and be the Centres' point of contact for advice and assistance, including enquiries and complaints.
6. The BoM will allocate Moderators to Centres, ensuring Moderators act in a consistent, fair and accurate manner.
7. The BoM will be responsible for the provision of training and mentoring for new Moderators, ensuring that Moderators fully understand the moderation process and their role within it.
8. The BoM will be responsible for handling any complaints from learners, that cannot be resolved by the Centre, see the Enquiries and Appeals Policy document at [www.iat.org.uk](http://www.iat.org.uk)
9. The BoM will be responsible for the provision of accurate and timely records for all relevant parties, including learners, External Verifier and Ofqual purposes.
10. The BoM will be responsible for the provision and approval of all certification relating to the IAT level 2 and 3 qualifications.
11. Once approved, certificates will be signed and issued by the Chair of IAT Council.
12. The BoM will work closely with the External Verifier on all issues of mutual interest.
13. The Chair of the BoM will be an ex officio member of the Board of Educational Policy and liaise with the BEP on matters of mutual interest.
14. Notes will be taken of the proceedings of the BoM for submission to Council and the External Verifier.

For further details on the Moderation Document visit [www.iat.org.uk](http://www.iat.org.uk)

### **Registration and Accreditation Board**

The Registration and Accreditation Board is appointed by Council to maintain a Register of Animal Technologists (RAnTech) who have been accepted onto the Register and have agreed to be bound by the Code of Professional Conduct. The Board is also charged with investigating reported breaches of the Code and if necessary appointing a Disciplinary Committee. The Registration and Accreditation Board also assesses and accredits Named Animal Care and Welfare (NACWO) Introductory Courses as required by the Home Office.

### **Continuing Professional Development (CPD) Board**

The Continuing Professional Development (CPD) Board is appointed by Council and administers training courses and workshops on a variety of specialist topics. These training opportunities are designed to provide animal technologists with the knowledge and skills necessary to keep abreast of new developments and innovations in laboratory animal science and technology, thereby maintaining a modern and relevant skills base.

## ATW Editorial Board

The Animal Technology and Welfare (ATW) Board is appointed by Council and is responsible for all matters relating to the publishing and content of the Institute's official journal Animal Technology and Welfare (ATW). The Editorial Board may call upon the assistance of the President and Vice-Presidents of the Institute and other experts and advisors on any matters relating to the presentation and publication of the journal.

## Congress Committee

The Congress Committee is appointed by Council and is responsible for all aspects of arranging and organising the Institute's annual Congress. The Congress Committee makes recommendations to Council regarding the location and format of Congress and presents a budget and business plan. The Congress Committee may also be asked to assist in the delivery of other national meetings on behalf of the Institute.

## Communications Group

The Communications Group is appointed by Council and is charged with promoting the work and ethos of the Institute both internally to its membership and externally to the other related organisations and the public. The Communications Group may work with other bioscience and related organisations to encourage a positive image of the Institute, biomedical science, teaching and technology.

## President's Advisory Group (PAG)

The President's Advisory Group (PAG) is a non-executive discussion forum to advise the President of the Institute. The President will then pass that advice to the Council of the Institute for consideration and action. The PAG consists of the President and the Vice Presidents of the Institute. The President is normally a Fellow of the Royal Society (FRS), and a world renowned scientist in their chosen field. The President takes the Chair at the Institute's Annual General Meeting and meetings of the PAG. A President and up to twenty-four Vice-Presidents may be elected at the Annual General Meeting of the Institute. The term of office is one year. The President and Vice Presidents are eligible for nomination and re-election each year. Vice-Presidents are drawn from a variety of disciplines and their primary role is to act as a source of expert advice to the President and Council and, through the PAG, comment upon the proceedings of Council.

## IAT Council Officers' Job Descriptions

Council is responsible for the running of the IAT, all Boards and sub committees are accountable to the IAT Council, and ultimately the Chair of Council. Council meets six times a year to determine policies, evaluate the effectiveness and appropriateness of current policies and procedures, and to oversee the effective running of the IAT and its subcommittees and boards or other appointed officials (this includes the External Verifier). Reports from the Chair of the Board of Educational Policy and Board of Moderators is a standing agenda item on all Council meeting, which are minuted accordingly. In addition to the official Council meetings, Council members meet with Branch Representatives, issue reports and feedback to the membership at the AGM. Council are responsible for ensuring the effective running of the IAT, they appoint the various Board members and requires the Chairs of the Boards and subcommittees to make regular reports to Council. Council can remove failing Chairs as they see fit.

<b>Title:</b>	<b>Chair of Council</b>
<b>Committees:</b>	Council and Executive Committee plus Ex Officio to all others
<b>Responsible for:</b>	Ultimately all activities undertaken by and on behalf of Council
<b>Reports to:</b>	Council and the membership via the AGM
<b>Brief Summary of the Role:</b>	To act as the Chief Executive Officer of the IAT and to provide effective leadership of Council, both in the formation of policies and their implementation
<ol style="list-style-type: none"> <li>1. To oversee and be responsible for the efficient management of the IAT both operationally and fiscally.</li> <li>2. To formulate, coordinate and implement IAT policy.</li> <li>3. To engender an effective team spirit and common purpose within Council.</li> <li>4. Chair Council Meetings.</li> <li>5. Chair Executive Committee.</li> <li>6. Attend at the Annual General Meeting.</li> <li>7. Attend IAT Congress and act as host to various dignitaries.</li> <li>8. To Chair as required any special ad hoc groups.</li> <li>9. Lead new initiatives as may be required from time to time.</li> <li>10. Representing the views of the IAT by acting as an ambassador at external meetings as required.</li> </ol>	



<b>Title:</b>	<b>Vice Chair of Council</b>
<b>Committees:</b>	Member of Council and Executive Committee
<b>Responsible for:</b>	Supporting the Chair of Council and undertaking specific initiatives
<b>Reports to:</b>	Chair of Council, Council and the membership via the AGM
<b>Brief Summary of the Role:</b>	To support and deputise as required for the Chair of Council and to lead specific initiatives as requested by Council
<ol style="list-style-type: none"><li>1. To help and support the Chair of Council to formulate, coordinate and implement IAT policy.</li><li>2. In the absence of the Chair of Council to Chair Council Meetings.</li><li>3. In the absence of the Chair of Council to Chair the Executive Committee.</li><li>4. As requested by Council, lead new initiatives as may be required from time to time.</li><li>5. Deputise for the Chair of Council, representing the views of the IAT by acting as an ambassador at external meetings as required.</li></ol>	

**Title:****Committees:****Responsible for:****Honorary Secretary of Council**

Member of Council, Executive Committee and Registration and Accreditation Board

Administration of Council activities and to support the Chair of Council

Chair of Council, Council and the membership via the AGM

**Reports to:****Brief Summary of the Role:**

To act as the administrator for Council meetings and to facilitate the smooth operation of Council activities

1. Liaise with the Chair and produce the agendas for meetings of AGM, Council, Executive and Registration and Accreditation Board.
2. In conjunction with the Administrator, ensure minutes are produced for the AGM, Council, Executive and Registration and Accreditation Board meetings.
3. Write letters as instructed to do so by Council.
4. Write and present the Secretary's report at the AGM.
5. In conjunction with the Administrator, book in advance the venues and facilities for the Council and Executive meetings.
6. To keep accurate archive records of meetings and reports on behalf of Council.
7. To order and supply Certificates and Diplomas to successful learners and RAnTech certificates.
8. Monitor membership data, bringing any issues to Council and providing statistics for the Secretary's Report at the AGM.
9. Represent the views of the IAT both internally and externally.

**Title:****Treasurer****Committees:**

Member of Council, Executive Committee and Registration and Accreditation Board

**Responsible for:**

Recommending to Council various fiscal policies, informing Council of the financial position of the Institute

**Reports to:**

Chair of Council, Council and the membership via the AGM

**Brief Summary of the Role:**

To monitor and authorise the income and expenditure of the Institute, alerting Council of any concerns and liaising with the appointed auditors

1. Recommend to Council fiscal policies.
2. Write and present the Treasurer's report at the AGM.
3. Present the accounts for annual audit by the appointed accountants.
4. Maintain the computerised accounts records.
5. Liaise with the various committees of Council on fiscal matters.
6. Liaise with HM Revenue regarding VAT issues.
7. Monitor and instigate all payments to suppliers and expenses.
8. Monitor all income and expenditure.
9. Represent the views of the IAT both internally and externally.

**Chair of Board of Educational Policy (BEP)**

Council, Executive Committee and Board of Educational Policy

All activities undertaken by Board of Educational Policy and on behalf of Council

Chairman of Council, Council and the membership via the AGM

**Reports to:****Brief Summary of the Role:**

To act as the Chairman of the Board of Educational Policy and the IAT (Ofqual) Responsible Officer. To provide effective leadership of Board. To ensure the delivery of the IAT qualification system meets the mandate of Council, membership and QCF requirements

1. Act as IAT (Ofqual) Responsible Officer.
2. To oversee and be responsible for any matters relating to the awarding organisation with regard to its Conditions of Recognition.
3. Ensure the ability of the awarding organisation to undertake the efficient development, delivery and award of qualifications.
4. Ensure the standards of qualifications.
5. Assurance of any matters which may affect public confidence in the qualifications.
6. Ensures compliance with Equalities Law.

**Title:**

**Committees:**

**Responsible for:**

7. Produces an accurate annual statement to Ofqual on behalf of the awarding organisation specifying that the awarding organisation is fully compliant with its Conditions of Recognition at the date of the statement. If not compliant, the statement must describe each instance of non-compliance and the date by which the awarding organisation expects to rectify the failure.
8. Chair the Board of Educational Policy.
9. To engender an effective team spirit within Board of Educational Policy.
10. To oversee and be responsible for the efficient management of the Board of Educational Policy, both operationally and fiscally.
11. Provide minutes of the Board of Educational Policy meetings to Council.
12. To formulate and Chair any ad-hoc groups that may be required to progress specific initiatives e.g. Levels 4-7 syllabus review.
13. Liaise with the Chair of the Board of Moderators.
14. To bring to Council any concerns so that the IAT can ensure resources both in people and fiscally are allocated to meet the qualification requirements.
15. Represent the views of the Board of Educational Policy both internally and externally.

**Title:**

**Chair of the Board of Moderators (BoM)**

**Committees:**

Council, Chair of Board of Moderators, Syllabus Review Board member

**Responsible for:**

Ensuring that moderators carry out their role efficiently and in a consistent manner to maintain the agreed standards on behalf of Council

**Reports to:**

Chair of Council, Council and the membership via the AGM

**Brief Summary of the Role:**

To act as the main link between Council, the Centres and the Syllabus Review Board, providing advice to the Moderators and the Centres, in the formation of policies and their implementation

1. To oversee and be responsible for the efficient management of the moderation process, both operationally and fiscally.
2. Chair Board of Moderator Meetings.
3. Provide accurate records Ofqual purposes.
4. Allocation of Moderators to Centres.
5. Ensure moderators assess the work within and between Centres in a professional, fair and consistent manner.
6. Ensure moderators evaluate the grading of assessments in a consistent, fair and accurate manner.
7. To provide advice to Centres.
8. To advise Council and Syllabus Review Board.
9. Represent the views of the Board of Moderators both internally and externally.

**Secretary to the Board of Moderators (BoM)**

Council and Board of Moderators

Facilitating the activities of the BoM, ensuring all records of its actions are recorded and acted upon in a timely manner

**Reports to:**

Chair of Board of Moderators

**Brief Summary of the Role:**

To act as the Secretary of the BoM and supporting the Chair of the BoM and deputising in their absence

1. Liaise with the Chair of the BoM, produce and pre-circulate the agendas for meetings of the BoM, book venues etc.
2. Produce minutes of BoM meetings.
3. Write letters and administer correspondence on behalf of the BoM.
4. Ensure that learner registrations are received and recorded in a timely manner.
5. Responsible for collating learner feedback.
6. Maintain an archive of all BoM activities and decisions made.
7. Deputise for the Chair of the BoM.
8. Represent the views of the Board of Moderators both internally and externally.

**Title:**

**Chair of the Registration and Accreditation Board**

**Committees:**

Council, Executive Committee, Chair of Board of Educational Policy

**Title:****Committees:****Responsible for:**

**Responsible for:** Function and activities of the Registration and Accreditation Board. Revision of education and training syllabuses

**Reports to:** Chair of Council, Council and the membership via the AGM

**Brief Summary of the Role:** To act as Chair of the Registration and Accreditation Board. To provide leadership to the Board facilitate its function

1. To lead the Registration and Accreditation Board and ensure it fulfils its remit from Council to maintain a Register of animal technologists accepted by virtue of their qualification, experience and personal conduct.
2. To ensure due diligence in matters relating to the Register of Animal Technologists.
3. To ensure the Guide to Professional Conduct remains current.
4. To provide an accreditation process for NACWO courses run by independent training providers as required by the Home Office.
5. Oversees the monitoring of uptake of CPD by Registered Animal Technologists.
6. Represent the views of the Registration and Accreditation Board both internally and externally.

**Title:****Chair of the Continuing Professional Development (CPD) Board**

**Committees:** Member of Council

**Responsible for:** Provision and development of CPD Workshops and Courses for the IAT members

**Reports to:** Chair of Council, Council and the membership via the AGM

**Brief Summary of the Role:** To organise, develop and provide a range of CPD Workshops, which will help support IAT members to keep their knowledge and skills current

1. Chair CPD Board meetings.
2. Develop a range of CPD Workshops.
3. Organise the provision of CPD Workshop as demand requires.
4. Liaise with providers of CPD Workshops, including payments.
5. Organise the advertisement, registration and receipt of monies for CPD Workshops.
6. Liaise with the Chair of the Congress Committee on the provision of CPD Workshops at Congress and other IAT events.
7. Allocation of CPD Credits for CPD Workshops and other courses as requested.
8. Report to Council on pertinent issues regarding CPD Workshops.
9. Represent the views of the IAT both internally and externally.

**Chair of Animal Technology and Welfare (ATW) Editorial Board**

Member of Council

Editorial content of ATW

**Reports to:** Chair of Council, Council and the membership via the AGM

**Brief Summary of the Role:** Responsible for all aspects of ATW

1. Chair ATW Editorial Board meetings, monitoring the activities regarding the publication of ATW including sourcing publishable material, instigating changes to style and layout, liaising with printers and the advertisement manager.
2. Provide editorial in hard copy and disk format to printers to a pre-arranged schedule.
3. Receive, proof-read and sign off proofs from the printers to a pre-arranged schedule.
4. Write editorial.
5. Select reviewers for scientific papers, collate reviews and report back to authors.
6. Arrange for translation of scientific paper summaries into 4 languages.
7. Promote ATW to allied bodies both within and outside the UK.
8. Liaise with the Chair of Council and the Treasurer on pertinent issues regarding ATW.
9. Liaise with the Membership Secretary regarding the monitoring of subscribers to ATW.
10. Liaise with Honorary Secretary and Branch Liaison Officer to maintain accurate IAT Officers information.
11. Represent the views of the IAT both internally and externally.



**Title:**

**Committees:**

**Responsible for:**

**Title:**

### Chair of the Congress Committee

**Committees:**

Member of Council, Executive Committee and Congress Committee

**Responsible for:**

The organisation and implementation of the annual Congress

**Reports to:**

Chair of Council, Council and the membership via the AGM

**Brief Summary of the Role:**

Responsible for all aspects of Congress

1. Booking of suitable venues up to three years in advance.
2. Providing a budget for Congress and working towards an agreed profit margin from Council.
3. Chair all Congress Committee meetings, monitoring the activities of all the various aspects of Congress including, scientific programme, delegate bookings, Congress Handbook, trade exhibition, social functions, security, etc.
4. Liaise with the Chair of Council and the Treasurer on pertinent issues.
5. During Congress act as the main point of contact between the IAT and the venue, including any security issues.
6. During Congress ensure that the various functions are timetabled and organised, including presentations and awards.
7. During Congress ensure that the various VIPs and guests are appropriately hosted.
8. Report back to Council post Congress any important issues that may arise during the event.
9. Chair the Trade Representatives' meeting.
10. Represent the views of the IAT both internally and externally.

### Chair of the Communications Group

Member of Council

Promoting the role of the IAT both to the membership and externally

**Reports to:**

Chair of Council, Council and the membership via the AGM

**Brief Summary of the Role:** Promotes the various activities of the IAT, to the membership, other related organisations and the general public

1. Chair Communications Group meetings.
2. Suggest various initiatives to interact with the IAT membership, especially new and learner members.
3. Bring to Council in a timely fashion, suggestions for IAT representation at external meetings.
4. Organise the provision of the IAT stand and various literature at IAT Congress.
5. Provide speakers to various media initiatives, while consulting with the IAT's external Public Relations Advisor.
6. Report to Council on pertinent issues regarding promotional activities.
7. Represent the views of the IAT both internally and externally.

**Title:**

### External Verifier (EV)

**Committees:**

Council and Board of Moderators

**Responsible for:**

Acting as an independent quality assurance expert, notifying the Chair of the Board of Moderators of any concerns or potential risks

**Reports to:**

Chair of Board of Moderators

**Brief Summary of the Role:**

To monitor and review the IAT qualifications FE by Centre visits, training and working closely with the Moderators attending Board of Moderator meetings or grading review meeting for HE

1. Review the training of Moderators and assess their performance.
2. Review the assessment process, both academic and competency based.
3. Visit Centres to confirm that they are conforming to the agreed processes.
4. To ensure that internal verifiers and qualification coordinators are undertaking their duties to the required standard.
5. Monitor internal quality assurance systems of Centres and sampling assessment activities, methods and records.
6. Provide prompt, accurate and constructive feedback to all relevant parties on the operation of Centres assessment systems.
7. Help Centres to develop internal assessment and evidence evaluation systems that are fair, reliable, accessible and non-discriminator.
8. Maintain records of Centre visits and make these available for auditing purposes.

**Title:****Committees:****Responsible for:**

9. Act as a source of advice and support throughout the educational process.
10. write and review regularly the external verification strategy.
11. Give assistance with the appeals procedure as and when they arise.
12. If required assist with Ofqual approval.
13. As requested attend meetings with the BoM and other IAT Officers.

**Conflict of Interest Policy:**

A conflict of interest exists in relation to an awarding organisation where –

- (a) its interests in any activity undertaken by it, on its behalf, or by a member of its Group have the potential to lead it to act contrary to its interests in the development, delivery and award of qualifications in accordance with its Conditions of Recognition,
- (b) a person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with the awarding organisation's Conditions of Recognition, or
- (c) an informed and reasonable observer would conclude that either of these situations was the case.

A personal interest is any interest which may affect objective judgements. This might include, for example, a person assessing a family member or whose remuneration is in part determined by the outcome of the assessment.