



**Professional
Conductors'
Association**

**PCA Committee
Terms of reference
2025-2026**

1. These terms of reference aim to:

Represent PCA Members

Ensure the committee effectively represents the interests, perspectives, diversity and priorities of PCA members in all deliberations and decision-making processes.

Support Strategic Objectives

Assist the committee in fulfilling its strategic role, including guiding long-term planning, setting priorities, and aligning initiatives with the overall goals and mission of the PCA.

Provide a Governance Framework

Establish a clear structure and set of processes to support PCA members in their participation, engagement, and understanding of the committee's function and decision-making.

Define Roles and Responsibilities

Clearly outline the roles, responsibilities, and expectations of committee members, including the chairperson, secretary, and any subcommittees.

Establish Meeting Protocols

Specify the frequency of meetings, quorum requirements, procedures for calling meetings, and protocols for minute-taking and record-keeping.

Promote Effective Communication

Ensure transparent, consistent, and timely communication between the committee and PCA members, as well as with relevant stakeholders.

Decision-Making Process

Define how decisions will be made (e.g., consensus, majority vote) and documented, including procedures for resolving conflicts or disagreements.

Accountability and Reporting

Outline mechanisms for accountability, including regular reporting to PCA members, annual reviews of performance, and evaluation of outcomes.

Inclusivity and Representation

Promote diversity, equity, and inclusion in committee membership and ensure that all voices within the PCA community are heard and respected.



Review and Amendments to ToR

Set a timeline and process for regular review and amendment of the Terms of Reference to ensure they remain current and relevant.

Code of Conduct

- Professional Standards for Conductors in the UK
- Code of Practice for Conductors

PCA publications - Professional Conductors Association (PCA UK).



2. Membership

The committee shall consist of no fewer than 6 members, with a preferred minimum of 8 members, including: the Chair and the Secretary.

The Chair and the Secretary , treasures of the committee shall be elected biannually.

All other members shall be re-elected every 4 years.

3. Quorum

The quorum for meetings shall be five committee members including the chair, or secretary or treasure.



4. Annual Activities

Resource Allocation:

Manage the PCA's budget and allocate resources effectively.

Event Planning:

Organise conferences, workshops, and networking events for members.

Membership Engagement:

Foster member involvement and address their needs and concerns.

Professional Development:

Promote training, certification, and continuing education opportunities.

Advocacy:

Represent the interests of the profession.

Evaluation and Feedback:

Assess the effectiveness of programs and initiatives and gather member feedback for improvement.

Communication:

Facilitate information sharing within the organisation and with external parties.



5. Meetings

10 meeting in total online on TEAMS

1 workshop early Autumn Term

1 Conference mid Spring Term

Additional committee meetings can be called as deemed appropriate by the chair of the committee.

Agenda and papers will be distributed to committee members a minimum of 7 days prior to the meeting date, and minutes distributed within 1 week post meeting.

6. Committee Members' Duties

General Duties (for All Committee Members)

1. Attend and actively participate in meetings.
2. Review and provide feedback on proposals, reports, or initiatives.
3. Uphold and promote the values of the PCA.
4. Collaborate with other committee members.
5. Stay informed on issues relevant to the committee's focus.
6. Support and advocate for the organisation externally.
7. Uphold the standards set out in the by The Code of Practise for Conductors [pca conduct](#) and Professional Standards for Conductors in the UK [CEPEG Standards Document 2017.pdf](#)

Specific Roles and Duties

Chair

Lead committee meetings and ensure effective discussion.
Set meeting agendas in consultation with committee members
Track action items and follow-up responsibilities.

Secretary

Take and distribute meeting minutes.
Maintain attendance and official records of the committee.
Track action items and follow-up responsibilities.

Treasurer/Finance Lead

Monitor committee budgets and expenditures.
Provide financial updates or forecasts as needed.

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7. Review

Terms of reference will be reviewed annually at the last Committee Meeting of the academic year, and approved and adopted at the first meeting of the academic year.

Next Review: June 2026





Professional Conductors' Association

**PCA exists to bring people working in Conductive Education (CE) together.
Connect with us on social media (Facebook and Instagram)**

**Address: Cannon Hill House, Russell Road, Moseley, Birmingham, B13 8RD
Email: info@pca-ce.org**

October 2025