

## **APPLICATION PACK REGISTRANT MEMBER OF THE BOARD**

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Dear Applicant

**CNHC Board vacancy for a Registrant member**

I am delighted to introduce the enclosed application pack and thank you for your interest in the current vacancy on the CNHC Board. As Chair, I believe this is an exciting opportunity to become part of a dedicated and forward-thinking team at this point in our journey as a leading Accredited Register for complementary therapy.

Inside, you will find all the information needed to guide you through the application process, including details about our organisation, the role, and the qualities and experience we are seeking. We are committed to ensuring a fair and transparent recruitment process and encourage applicants from all backgrounds to apply.

Applications are welcome from CNHC registrants on any of our 18 registers. If, after having read the role description and person specification, you feel that you meet the necessary requirements, we look forward to receiving a completed application from you.

Once appointed, all Board members fulfil similar roles as equal members of the body corporate. CNHC is a company limited by guarantee and therefore all Board members are directors of the company.

Interviews for shortlisted applicants will take place in person in central London on 10 February 2025.

If you have any questions or require further information, then please email [info@cnhc.org.uk](mailto:info@cnhc.org.uk) and arrangements will be made. We look forward to receiving your application and thank you once again for considering joining our Board.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Iain McInnes'.

Iain McInnes

Chair

## Complementary and Natural Healthcare Council

### Board Member recruitment information

#### About us:

Established in 2008, the Complementary and Natural Healthcare Council (CNHC) is a well-respected and trusted organisation, dedicated to protecting the public in the field of complementary healthcare. Initially set up by the government to protect the public:

- We are a voluntary regulator and uphold the highest standards of professional practice through the operation of an Accredited Register covering eighteen different complementary healthcare professions.
- We ensure that all our registrants have met the rigorous standards of practice established by the Government, are insured and committed to continuous development.
- We are the holder of an Accredited Register by the Professional Standards Authority for Health and Social Care (PSA), an independent body, accountable to the UK Parliament.
- We are dedicated to integrity and transparency.

CNHC works with 40 Professional Associations who check the details of practitioners' training, insurance and experience and confirms whether they are eligible for CNHC registration. All CNHC Registrants have agreed to be bound by the highest standards of conduct and have registered voluntarily. All of them are professionally trained and fully insured to practise.

We make the case to government and a wide range of organisations for the use of complementary healthcare to enhance the UK's health and wellbeing, and we raise awareness of complementary healthcare and seek to influence policy wherever possible to increase access to the disciplines we register.

## **Equality, Diversity and Inclusion**

CNHC is committed to equal opportunities in our appointment of Company Directors, appointment of members of the CNHC Professional Committee and members of Profession Specific Boards (PSBs), employment of staff, registration of practitioners and delivery of our Strategic and Operational Objectives. We will make every effort to prevent discrimination against any of our current and potential Company Directors, Committee members, PSB members, staff and registrants on grounds of the following protected characteristics:

- a. Age
- b. Disability
- c. Gender reassignment
- d. Marriage and civil partnership (employment only)
- e. Pregnancy and maternity
- f. Race
- e. Religion or belief
- g. Sex
- h. Sexual orientation.

## **Nolan Principles**

In performing their duties, the Board Directors must uphold the seven principles identified by the Nolan Committee in its report on standards in public life. Whilst this was first published in May 1995 it is still highly relevant today. The seven principles are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **Therapy professions**

CNHC currently covers the following professions:

Alexander Technique teaching; Aromatherapy; Bowen Therapy; Colon Hydrotherapy; Craniosacral Therapy; Healing; Hypnotherapy; Kinesiology; Massage Therapy; Microsystems Acupuncture; Naturopathy; Nutritional Therapy; Reflexology; Reiki; Shiatsu; Sports Massage; Sports Therapy; Yoga Therapy.

## How to apply

Applications should be submitted to [info@cnhc.org.uk](mailto:info@cnhc.org.uk) by midday on **Thursday 29 January 2026**.

Interviews will be held on **Tuesday 10 February 2026** at the **School of Philosophy and Economic Science, 11-13 Mandeville Place, London W1U 3AJ**.

An application should contain a CV of not more than 3 sides of A4; with a Supporting statement to cover the personnel specification below and include the following four sections:

- Motivation for application;
- Relevant Essential skills;
- Relevant Experience;
- Relevant Personal Attributes.

As a guide your statement should be concise and not exceed 200 words per section.

If you require any reasonable adjustments such as access or information in an alternative format, please inform us soon as you are able so that we can make the appropriate adjustments.

Please note there is a Board meeting scheduled for **Wednesday 18 February 2026**; if successful it would be good if you could be available for that Board meeting in London. It will be a full day meeting. Other dates of Board meetings in 2026 are as follows:

- Tuesday 21 April
- Wednesday 22 July
- Tuesday 17 November.

## **CNHC Board members: Role description**

The role of the CNHC Board and its individual members is to oversee the continuing development of this reputable voluntary regulatory body within the field of complementary healthcare and ensure that all statutory requirements are met. The responsibilities encompass making key decisions, formulating and implementing business strategies, to maintain a viable revenue generating organisation to ensure the sustainability of the Accredited Register.

### **The responsibilities of Board members**

The responsibilities of Board members fall into nine key areas:

#### **1. Strategy**

Board members must contribute to the development of strategy, agreeing overall policy, defining organisational goals and challenging constructively where required.

#### **2. Performance**

In meetings of the Board, members must scrutinise the performance of the executive against agreed goals and objectives and monitor the reporting of performance.

#### **3. Financial risk**

Board members must satisfy themselves that financial information is accurate and that financial controls and systems of risk management are clear, explicit, robust and defensible.

#### **4. Other risk**

Board members must ensure that regular risk assessments of the organisation's activities are carried out.

#### **5. Compliance**

Board members must ensure that the organisation complies with its governing documentation, company law, and any other relevant legislation or regulations.

## **6. People**

Board members are responsible for determining appropriate levels of remuneration of staff and have a prime role in appointing, monitoring and, where necessary, removing, senior management and in succession planning.

## **7. Board development and effectiveness**

Board members must ensure that the Board has the skill mix to effectively perform its functions and should adopt procedures for auditing its own performance.

## **8. Promoting the organisation**

Board members must safeguard the good name and values of the organisation at all times and represent the organisation at functions and meetings, as appropriate.

## **9. Collective responsibility**

Board members must recognise their collective responsibility for the decisions, actions, direction and progress of the organisation.

### **Qualities of an effective Board member**

Effective Board members:

- i) uphold the highest ethical standards of integrity and probity
- ii) question intelligently, debate constructively, challenge rigorously and decide objectively
- iii) listen objectively to the views of others, inside and outside the Board and make decisions accordingly
- iv) act impartially for the overall benefit of the public and take collective responsibility
- v) earn the trust and respect of other Board members
- vi) demonstrate the highest standards of corporate governance
- vii) support executives in their management of the organisation, while monitoring their conduct
- viii) undertake continuing professional development (whether Lay or Registrant member).

## **Time commitment**

A Board member can expect to spend approximately six days a year on CNHC associated business, including the necessary time to read Board papers in preparation for the quarterly meetings.

This time commitment can be extended where a Board member agrees, in discussion with the Chair, to undertake any additional work on behalf of the Board, such as chairing or being a member of a task and finish working group as required or representing CNHC at an external event.

## **Fitness to practice**

To ensure appropriate separation of function, Board members do not play any part in fitness to practice procedures.

## **Terms of office**

Board members will be appointed for two or three years on substantive appointment. This may be extended for up to two further terms, subject to satisfactory performance and the relevance of skills and demonstrated continuing professional development, to a maximum of nine years.

## **Remuneration**

Board members will not be remunerated for attendance at meetings. An attendance allowance at a rate of £150 for a half day/£300 for a full day, up to a maximum of £1,500 per annum, may be claimed for time spent on other activities.

Reasonable travel and accommodation costs will be reimbursed in accordance with CNHC policies. Receipts are required for all expenditure. Expense claims submitted more than two months after the event will not be paid.



## **CNHC person specification**

The role of the CNHC Board and its individual members is to take the organisation forward, consolidating and enhancing its current position as a reputable voluntary regulatory body within the field of complementary healthcare. Competencies required include:

### **Essential**

#### Knowledge

An informed knowledge of governance, based on experience.  
An understanding of the overall delivery of healthcare.  
An interest in complementary healthcare regulation.

#### Skills

Recent board/senior organisational experience.  
Practical understanding of collective responsibility.  
Sound independent judgement, common sense and diplomacy.  
Well-developed interpersonal and communication skills.  
Self-sufficient computer literacy.

#### Attributes

Objective, strategic thinker.  
Ability to see the 'whole picture'.  
Ability to understand strategic issues, to analyse and resolve difficult problems.  
Decision maker.  
Ability to work effectively as a team member.

### **Desirable (any of the following)**

Legal or accountancy qualification.  
IT/digital technology skills.  
First-hand experience of regulation.  
Knowledge of current education assessment processes.  
Awareness of issues affecting complementary healthcare.  
Understands the relationship between NHS delivery and the Accredited Registers community.