



**REGIONAL & SPECIAL INTEREST GROUPS
HANDBOOK 2024**

This handbook is dedicated to the memory of Ericka Johanson, who died on the 31st October 2021. Ericka was the Regional Groups Co-ordinator, and this Handbook was her idea. She started it and did a substantial amount of the work. We remember her with affection and gratitude

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Introduction

Types of Groups within the Association

The Board of the EMDR Association has various committees: for accreditation, conferences, child and adolescent work, governance, research, communications and Equality, Diversity and Inclusion. In addition to this, regional groups and SIGs are formally constituted groups which provide services to a particular region or serve a particular clinical application of EMDR. Committee members of regional groups and SIGs are also officers of the Association.

Focus of Regional Groups and SIGs

Regional groups represent the interests of members and the Association within a geographical region. The EMDR Association's aim is for every member to have access to a regional group (RG) and the chance to contribute towards, and to be consulted on, Association matters. They provide a forum for bringing members together geographically for discussion of all matters relating to EMDR and organise continuing professional development (CPD) events as well as considering opportunities for public engagement.

Special Interest Groups consist of members who share an interest in a particular client group, area of work or issue. They can be formed subject to the Association Board being satisfied that the establishment of the Group will support and enhance the Objects of the Association.

Regional groups and SIGs are a vital link between the members and the national Association. Their role is to adhere to the Association's ethical guidelines, promote best practice, fidelity and the integrity of EMDR.

They provide a forum for discussion of EMDR matters, support and organisation of CPD events such as small scale conferences, courses and workshops. Support for publicising and coordinating events is available from the Association (admin@emdrassociation.org.uk).

They also act as a vital communication link with the Board on matters of interest to local members, ensuring that members have a voice by informing the Board of members' opinions and needs and vice versa, keeping members informed of Board matters.

Members are free to join any Group that supports their interests within the Association. You can find out more about RGs and SIGs through contacting them directly, reading about their activities on the website or via the Regional and Special Interest Groups co-ordinator by email (rsigc@emdrassociation.org.uk).

You will find a list of RGs and SIGs and their reps on the following link:

<https://emdrassociation.org.uk/become-an-accredited-therapist/membership/regional-and-special-interest-groups/>

Research

Research is one of the ways the EMDR UK Association meets its objective 'to advance the theory and practice of EMDR'. To meet this objective, in the past, the Association

has encouraged and supported small scale research from the membership. However, in 2018 NICE Guidance downgraded EMDR for PTSD and since then it has been a goal of the Association to develop and be part of large-scale research to meet the rigorous demands of NICE.

Research also brings with it some legal and moral expectations such as ethical approval, meeting Caldicott Principles, liability insurance. It can also incur high costs in terms of manpower and administration.

The EMDR Board is required to have an oversight of all activities being carried out under the banner of EMDR UK which includes approving any research projects and the costs involved as ultimately all monies held by the Association including regional groups is classed as EMDR UK Association funds.

The Association has a Scientific and Research committee whose role it is to govern the implementation of the Scientific Research Strategy and any applications or consideration for Research.

Research is encouraged and anyone wishing to take part in any research or develop a research project should have an informal discussion with the chair of the Scientific and Research committee in the first instance for advice and guidance. Once the proposal has been formulated an application form should be completed for formal discussion and approval by the Board.

Please note that regional groups should not enter into contracts with other organisations to conduct research without the involvement of the Scientific and Research committee and the Board of the Association.

Formation of a RG or a SIG

It is required that a formal application is made in writing to the Board (see Appendices 2 & 3, pp14-15). The Board will need to be satisfied that the groups will support and enhance the Objects of the Association. There is a minimum number of 10 members required to form a regional group or SIG and constitutional obligations that need to be fulfilled.

Additional support or assistance is required this can be sought from the Association's Regional and Specialist Interest Group Coordinator at rsiqc@emdrassociation.org.uk

Electing Committee Members

When a group is initially formed the group of at least ten members constituting the group need to elect a Chair, a Secretary and a Treasurer, and at least two ordinary members of the committee.

This committee will then meet normally at least 4 times a year.

The Committee can co-opt other members, but these members should then be ratified at the next AGM.

The term of office for committee members is two years. It is suggested that membership should be staggered so that some new members are elected every year and members who wish to be re-elected go forward again after their period of office of

two years. Each regional group must hold an AGM every year and this needs to happen at least a month before the Association's March AGM.

Terms of Reference

Each committee should have a Terms of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee.

A Terms of Reference document is a written statement of clear and specific information on how the committee is organised, what the committee is trying to achieve, who the members are, and when and where they meet.

Terms of Reference are not forever and should be reviewed every 12 months. Good practice would be to set a date in advance to make sure you stay on track.

A Terms of reference document could include the following information:-

- **Committee Name** - Official name of the committee or group
- **Type** - Can be standing, ad hoc (special project) or advisory (related to another board, committee or project)
- **Purpose** - Describe the purpose of the committee (what the committee will do, why it was created)
- **Scope** - Clearly describe what is in and out of scope for the committee
- **Authority** - Describe the decision-making authority of the committee (decides, approves, recommends, etc.)
- **Membership** - Type and number of members, how members are appointed, how the chair is appointed and a list of members (Name and functional role)
- **Meeting arrangements** - Meeting frequency and location, meeting procedures (if applicable), quorum, details about agendas and minutes (how these will be distributed, available online, who prepares them, etc.), communication between meetings.
- **Reporting** - Describe whom the committee will report to, in what format, how often
- **Resources and budget** - Describe the available resources (people, rooms, equipment, etc.) available to the committee, Describe the funds available to the committee
- **Deliverables** - Describe the requested/required committee output
- **Review** - State the ToR review frequency and next review date

See Appendix for a TOR template

Minutes

Committees should hold meetings at least four times a year and these meetings need to be minuted. The secretary is normally responsible for this, but the task can be delegated to another member.

To comply with GDPR requirements please do not use any names in minutes except the names of people attending.

Copies of minutes must be sent on a regular basis to the Association's Secretary at l.mackinney@emdrassociation.org.uk.

The AGM must also be clearly minuted and the minutes sent to the Secretary. Although the secretary of the regional group should have a note of the names of people who attend the AGM there is no need to record their names in the minutes. The names of committee members should be recorded plus the number of members attending.

Events and Advertising

Groups normally organise CPD events for their members and other trained EMDR therapists.

It is suggested that groups should organise workshops using "home-grown" trainers, and that international speakers are commissioned by the EMDR Association.

It is important to note that if groups do appoint well-known trainers as speakers that events should not happen six months either side of speakers presenting at the Association's Annual Conference.

Currently events can be advertised by the EMDR Association free of charge. Details need to be sent to the Association's administrator at info@emdrassociation.org.uk. Please send details in plenty of time as it takes up to two weeks for details to be sent out.

Events will not be advertised until they have CPD points agreed by the Association (see below).

The Association requires that fees paid to speakers should be no more than £1000 for a full 6 hour day, or £500 for half a day. This accounts for preparation time. Please note that it is not acceptable to share surplus from a training with the trainer.

It is important to identify if attendees are members of the Association or not. The Association suggests that charges should be considerably more for non-members. Many groups are currently charging £50 for an online CPD event for members, if this is the case, we would suggest that you charge £90 or £100 for non-members.

The Association wants to encourage people to become members, and therefore any non-member who attends a regional group event can be invited to join the Association free of charge for one year. The process for this is for you to send names of people you are forwarding to the administrator on info@emdrassociation.org.uk and then ask the individuals concerned to fill in the form on the website for free membership for a year to people referred from their regional group or SIG.

If individuals attending events require special adjustments to be made, e.g., signers, this must be provided by the regional group. If this would be difficult for the group financially the Association will assist.

CPD Points

These are awarded by the Accreditation committee for events which are teaching and promoting the practice of EMDR.

A full day's CPD (6 hours contact time) will normally be awarded 6 CPD points. To obtain CPD points a regional group needs to fill in the form found on the EMDR UK website and send to admin@emdrassociation.org.uk.

Please send in your form plenty of time before your event to allow you to get the CPD points before advertising the event. You should receive a reply within one month of application. If this does not happen, please contact admin@emdrassociation.org.uk.

There is currently no charge for awarding CPD points to regional groups. CPD points are currently being awarded for both in person and online events.

The Use of Event Management Services

Advertising, CPD applications, fee collection (and refunds), the use of and support with delivery of a virtual event and also support with setting up and running an in person or hybrid event.

The Association can help you with admin services, e.g., the use of the Association's Zoom account for meetings/workshops etc if this is not already booked by others.

They can also help you with the administration of workshops, meetings etc.

They can be contacted on admin@emdrassociation.org.uk

There would be a small fee for some of this work – especially for activities requiring significant input such as events especially when you are gathering funds. However, the fee would not be charged at the rate of a profit-making institution – it would be at cost.

Finances

The EMDR UK Association is the central registered and regulated organisation which the regional groups are affiliated to. The EMDR Association is a charitable company limited by guarantee with obligations under both company law and charity law. Each year the trustees of EMDR Association are obliged to file accounts with both Companies House and the Charity Commission. The Association Trustees must be able to demonstrate that the Association is complying with all relevant laws, is well run and effective, and ultimately the trustees are obliged to have oversight over all the activities carried out under the banner of the EMDR UK Association.

As a subsidiary group of a registered charity, the books can be examined at any time so they have to be kept up to date.

- a. Formally constituted Regional Groups will need to present their annual accounts to regional members at their own AGM. They are also required to send annual accounts to the Association Treasurer for inclusion in The Association's Annual Report. This can be in the form of a simple income and expenditure summary and should be submitted by 30th November each year.
- b. Each Regional Group needs to hold its own AGM at least a month before the Association's AGM, which is normally in March of each year.

We appreciate that many SIGs do not have any income at all, but if any fees are taken or CPD arranged with fees accounts need to be kept and sent to the Treasurer of the EMDR Association by 30th November of each year.

As a charity the Association is not able to make a profit therefore any surplus income must be allocated to activities which meet the objects of the Association (see below – Surplus funds).

- The relief of sickness. Without prejudice to the generality of the forgoing to advance the theory and practice of EMDR
- The relief of poverty and distress wherever it may arise by the provision of humanitarian aid.

Banking and Accountancy

All groups must have someone who takes responsibility for maintaining records of the group's financial dealings, whether you just have a cash box, bank independently or use the association for banking (this task gets you the title of treasurer).

Some groups still have their own bank accounts but there is no need for this as the association has an account devoted to holding funds on their behalf. All regional groups and special interest groups formed after September 2024 will be required to hold an account with the Association. Funds raised by each group will be designated as belonging to the group that raised the funds. Groups with existing accounts who choose to move their accounts to the Association will no longer be required to submit accounts by 30th November as this will be done by the Association treasurer.

The Association is also now in a position to extend the services of its business support team to assist you with the financial and organisational aspects of running an RG or SIG group. The person nominated as treasurer would be responsible for liaising with the bookkeeper.

Your treasurer will keep the bookkeeper informed of your income and outgoings. The bookkeeper will place this information in a suitable format for you to present at your own meetings and for the annual Trustees Reports and financial statements (Due on the 1st December every year).

If you wish, the bookkeeper will issue invoices, receive payments, and pay bills for you. All this will be meticulously recorded for you and reports will be available either as an ongoing record in a shared folder or on request. There could be a small fee for some of this work – especially for activities requiring significant input such as hosting

events especially when you are gathering funds. However, the fee would not be charged at the rate of a profit-making institution – it would be at cost to the association. Not every group may need banking, it could be sufficient for a group handling small amounts of cash to work from a lockable cash box. In this instance your group still needs to nominate a responsible person (treasurer) to maintain the cashbox and records of income and expenditure. They will be required to provide a summary of the financial situation to the group's members and to the Board as and when required. You should not be keeping more than £500 in a cash box.

All groups should have Records which need to be simple and transparent.

Most importantly, it is essential that all groups inform the association of their CURRENT BALANCE on 30th November AND the bank account details of any account you hold every year for the auditors (independent examination) and the preparation of the Trustees Report and Financial Statements (TRFS). If needed, our bookkeeper will assist you with this free of charge.

However, as the Association gathers momentum with higher membership numbers and consequent increase in TURNOVER, brief reports of your financial activity for each year (1 Dec - 30 Nov) are preferable not only as good practice but because we need to be prepared for more detailed audits in the future.

Business Support

RGs and SIGs are eligible for the services of our business support team to assist with the financial and organisational aspects of running an RG or SIG group, if required.

This support includes:

Surplus Funds

The Association and therefore the RGs and SIGs are not able to make a profit thus holding on to surplus funds could cause problems. Any surplus over and above the amount needed for operating costs must be for the benefit of the membership and/or meet the Objects of the Association. As a charity we exist for the public benefit and not as a profit-making entity therefore sums held must be designated for charitable activity in support of our charitable aims and objectives.

The amount to be held by any group should not exceed £7,500. This should be more than adequate for operating costs or organising events; however, any group can put a case to the trustees if they have need for further funding. We suggest that should you get close to that threshold or have more than you need you should donate to charitable associations for the further promotion of EMDR Association Objectives. Examples include charities which support relief from suffering, EMDR UK to support research in line with the Association's research strategy, donations to the EMDR UK hardship fund which aims to offer 5 training places to charities who cannot afford to pay for their staff to attend EMDR training.

Whilst we appreciate that you may wish to give funds to, say, a local hospice, this does not advance the theory and practice of EMDR and therefore could be questioned by the Charity Commission.

If you need further guidance on this subject, please contact the Association RSIG Coordinator or the Association Secretary.

Payment to Committee members

There has been some discussion around the question of whether or not it is acceptable to make payments to committee members. We have now received advice from the Association's solicitors, which is as follows:

“It is possible for charity trustees and regional group committee members to provide goods or services to the charity in return for payment. However, there are strict requirements that apply to such arrangements.

- The goods or services are actually required by the charity.
- The fees to be paid are reasonable in the circumstances.
- The decision to engage with the individual is made only by unconflicted trustees / committee members.
- No more than a minority of trustees / committee members can be paid in any one financial year.”

This clearly means that committee members could be paid for providing a training event, for example, but cannot be paid for normal activities which would be considered as part of the duties of a committee member, e.g., arranging training, writing minutes etc. It also means that if you have a committee of six members, no more than two of those could be paid for activities in any one financial year.

Insurance

Groups are normally unable to obtain insurance as they are not charities in their own right, but part of the EMDR Association UK.

General activities are covered by the Association, but groups must take care not to enter into agreements or activities which create risk for them or for the Association.

Good Standing

Members of committees are expected to be in good standing with the EMDR UK Association and with their own accrediting body. If a complaint is made against a member which is being investigated by their professional body, this should be reported to the Association, together with the results of any investigation.

GDPR

It is important to ensure that the Group is complying with confidentiality and GDPR regulations.

Therapeutically we recommend that the legal basis for keeping data should never be consent, but rather legitimate interests. However, in the case of a Group the legal basis could be consent.

The Group should have a privacy policy. The Association's policy, which is on the website could be adapted.

It is important to ensure that all members or people on a contact list have opted in and they need to be given information about how their details are stored and who has access to this, and when they will be used e.g., emailing about activities etc. Regional groups do not need to be individually registered with ICO.

Contacts

Members of the UK Association Board can be found here:

<https://emdrassociation.org.uk/meet-the-team/>

Appendix 1.

Terms of Reference for A N Other Regional/ Special Interest Group

A N Other is a regional group affiliated to EMDR UK Association.

Purpose

To be able to give EMDR members who live or work in this region a chance to contribute towards and to be consulted on Association matters

Scope

The committee is elected by the members and has a formal mandate to represent the regional membership, and to adhere to the Association’s Ethical Guidelines and promote best practice, fidelity, and the integrity of EMDR. To be the focus of coordinating EMDR activity within the geographical region and promote the Objects of the Association by: -

1. Providing a forum for discussion of EMDR matters, and supporting and coordinating smaller groups within the region such as interest groups, supervision groups etc.
2. Act as a vital communication link with the Board on matters of interest to local members. To be proactive in seeking membership feedback and informing the Board of members opinions and needs to ensure members have a voice
3. To disseminate information and provide CPD in EMDR by organising conferences, courses and workshops and any other appropriate activities at a local level.

Authority

The Regional membership is made up therapists trained by an EMDR Europe Accredited trainer who have completed at least Part 1 of the EMDR Training. The regional membership is made up of Association members and non-members.

Membership

The Region has a minimum of 10 members, the committee is elected by the membership, made up of a Chairperson, Secretary, Treasurer and no fewer than two ordinary members. The tenure of the office is two years. Currently the Committee is made up of

- Chairperson
- Secretary
- Treasurer
- Ordinary Member
- Ordinary Member

Meeting

Committee meeting take place every 2 months on a.....(day) from (time) using an online platform. Where possible or appropriate the committee will meet in person (--- frequency) at a venue agreed by the committee members.

The secretary will ensure minutes are distributed to the committee members as soon as possible after the meeting and no later than 1 week prior to the next meeting. Proposals made at the meeting will be seconded before they are passed. To pass a proposal there must be a quorum made up of 4 members of the committee. Communication between meetings is through the members' regional group email address or via WhatsApp.

Arrangements**Reporting**

The committee reports to the Association Board any queries or concerns to be raised with the RSIG Coordinator who acts as a direct communication link between the Board and the Regional Coordinators. Minutes of meetings will be forwarded to the Association Secretary after each meeting and the minutes/reports from the Regional AGM will be submitted at least one month before the National Annual Conference and AGM.

Resources**&****Budgets**

The Regional Group will hold a working balance of monies in the Regional Bank Account. Additional surplus will be sent to the Association for managing Association business and meeting the Association Objects, or to other EMDR charities.

Deliverables

The Committee will ensure that a regional conference is arranged in October every year. They will also arrange a 2-hour workshop at the AGM and two more workshops each year. Wherever possible Association members will receive a reduction on CPD events put on by the region. Every effort will be made to increase the Association membership by promoting membership at the workshops/events.

Review

These terms of reference will be reviewed and updated as required to stay relevant and appropriate. They will be reviewed in November each year the next review date is

Appendix 2.**EMDR Association UK Application to Form a Regional Group**

Name of Person Applying	
Email Address	
Telephone	
Name of proposed Regional Group	
Names of initial members (At least 10)	
How will you raise funds?	
Names of Committee members	
Chair	
Secretary	
Treasurer	
Ordinary Members (at least 2)	

Please complete this form and send to the Regional Groups Co-ordinator and the Secretary of the Association.

Appendix 3.**EMDR Association UK Application to Form a SIG**

Name of Person Applying	
Email Address	
Telephone	
Name of proposed SIG	
Names of initial members (At least 10)	
Will you need to raise funds?	
Names of Committee members	
Chair	
Secretary	
Treasurer	
Ordinary Members (at least 2)	

Please complete this form and send to the Regional & SIG Groups Co-ordinator and the Secretary of the Association.