



Association of Dentists in Aesthetic Practice

ADAP Education and Training Committee

Roles and Functions



Association of Dentists in Aesthetic Practice

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FOREWARD

Dear Committee Member

Welcome to ADAP.

It is my pleasure as Chair of the ADAP Education & Training Committee to welcome you. I hope you will find the role interesting, motivating and challenging. By agreeing to join the Education & Training Committee. I would like to remind you that you have committed to operate under the ADAP Code of Conduct, to treat all colleagues with respect and to act with integrity and demonstrate standards expected in such an important role.

As part of the recruitment process, you will have seen the Education & Training Committee Member Job Description and the ADAP Code of Conduct.

I expect you to attend all Education & Training Committee meetings (unless there is a very specific reason why this cannot occur), and to attend the Annual Conference. Members of the Education & Training Committee are also asked to lead in specific areas of ADAP activity if they are available.

ADAP is a fast emerging and growing Association but with limited resources and I expect the Trustees to play an active role in the exciting journey we have ahead. My colleagues and I are delighted you have decided to join us and look forward to your active participation

Yours sincerely

Chair of the ADAP Education & Training Committee



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1. EDUCATION & TRAINING COMMITTEE MEMBERS AND THEIR RESPONSIBILITIES

Education & Training Committee Members are the people who serve on this subcommittee of ADAP. They will be known as committee members.

Education & Training Committee members have and must accept ultimate responsibility for directing the education and training affairs of ADAP and delivering the outcomes for the benefit of the members for which it has been set up.

Compliance -Education & Training Committee members must:

Ensure that the Committee complies with company law;

Ensure that ADAP does not breach any of the requirements or rules set out in its governing document and that it remains true to the purpose and objects set out there.

Comply with the requirements of other legislation and other regulators (if any) which govern the activities of ADAP.

Act with integrity and avoid any personal conflicts of interest or misuse of ADAP funds or assets.

Duty of prudence -Education & Training Committee Members must:

Use funds and assets reasonably, and only in furtherance of the ADAP's objects in education & training.

Avoid undertaking activities that might place the ADAP's reputation at undue risk.

Duty of care -Education & Training Committee Members must:

Use reasonable care and skill in their work using their personal skills and experience as needed to ensure that the ADAP Education & Training Committee is well-run and efficient.

Consider getting external professional advice on all matters where there may be material risk to the ADAP, or where there may be in breach of their duties.



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2. CORE ROLES OF A ADAP EDUCATION & TRAINING COMMITTEE MEMBER

1. Set and maintain vision, mission and values of ADAP.

This responsibility should be carried out in partnership with the Chief Executive of ADAP and should inform all aspects of how the ADAP delivers its mission.

2. Develop strategy

The Chief Executive, with knowledge and understanding of the core business of ADAP, will work closely with Committee members to advise them as they develop the strategic direction of ADAP in Education & Training.

3. Establish and monitor policies

Education & Training Committee Members will sign off policies developed internally and establish monitoring arrangements for each policy to ensure they are being delivered by officers.

4. Ensure compliance with governing document.

Education & Training Committee Members should be aware of the governing documents of ADAP, especially its objects and ensure the work of ADAP is aligned with them.

5. Ensure accountability

The Committee is responsible for ensuring its work is both transparent and accountable.

6. Maintain proper fiscal oversight.

Education & Training Committee Members are responsible for the proper fiscal discipline of the ADAP Education & Training budget.

7. Respect the role of staff.

Staff are the ADAP's greatest asset, Committee Members need to recognise and value their specialist skills, taking time to get to know their work and their aspirations.

8. Maintain effective board performance



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Education & Training Committee Members should be self-critical of their performance and ensure the business of the Committee is properly managed and is geared to support the achievement of ADAP's objects.

9. Promote the organisation

An Education & Training Committee Member is the public face of ADAP in the world of education & training and any opportunity to promote its work and the effectiveness of its staff should be taken; not only to generate investment in its work but to improve the morale of its staff.

3. ADAP CODE OF CONDUCT

All Education & Training committee members should be aware of and act within the ADAP Code of Professional Conduct which can be found on the ADAP website [here](#).

4. CONFLICT OF INTEREST POLICY

ADAP - CONFLICT OF INTEREST POLICY

All Members of the ADAP Education & Training Committee will strive to avoid any conflict of interest between the interests of the Organisation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest. The detailed policy on 'Conflicts of Interest' are set out in the ADAP Articles of Association

5. REGISTERS OF INTEREST

GUIDANCE NOTE

1 As an Education & Training Committee Member of ADAP, anyone who has a **financial interest** in:



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- the supply of work or goods to or for the purposes of ADAP
- any contract or proposed contract concerning ADAP
- any other matter relating to ADAP

must disclose this at the meeting and take no part in discussion or voting on it.

You are also expected to disclose any other relevant situation that may appear to create a conflict of interest or trust when exercising your independent judgement, including situations where **the interest is personal**.

- 2 You also have the opportunity to disclose **potential** financial or personal interests in the **Register of Interests**. The Register enables Education & Training Committee Members and senior staff to disclose business and personal interests in a manner which is open and transparent, and which demonstrates to the public that interests have not influenced the College's decision-making processes. The Register is open to public inspection.

Individuals are in the best position to decide what interests are relevant and should be disclosed. However, the following table contains general guidance as to what might be relevant for disclosure.

Example Interests	Information to be disclosed
Paid employment	Name(s) of employer(s)
Self-employment or consultancies (paid or unpaid)	Names of significant customers/clients
Significant shareholdings	Name of companies where a significant level of shares is held (more than 1%)
Company directorships	Names of companies
Elected office	Name of authority/organisation
Trusteeships or participation in the	Name of body/organisation/charity



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management of charities or other voluntary bodies	
Business or professional partnerships	Name of organisation/partnership
Public appointments (paid or unpaid) or membership of other public bodies/trusts/governing bodies	Name of organisation/ public body
Membership of professional bodies, trade or other associations	Name of body/association
Membership of closed organisations	Name of organisation
Gifts/benefits/hospitality (offered and/or received)	Name of body/person offering gift, hospitality or benefit, its nature and its approximate value.

- 3 Those making a return are invited to register any interests which, as far as they are aware, spouses or partners, children, own/spouse/partner's close relatives (e.g. father, mother, sibling, step-child, grandchild or those living in same household or dependent) may have. Consider whether members of the public, knowing such information, could reasonably conclude that the relevant interest might influence a judgement.

6. THE LEGAL STATUS OF THE ADAP EDUCATION & TRAINING COMMITTEE

ADAP is registered as a company limited by guarantee and subject to the provisions of the Companies Acts.

Education & Training Committee members are required to:

- Act in accordance with ADAP powers and its objectives and
- Safeguard the assets of the company.



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EDUCATION & TRAINING COMMITTEE MEMBER/DIRECTOR RESPONSIBILITIES

Generally, the Education & Training Committee is responsible for the overall functioning of the ADAP activities in education & training.

An Education & Training Committee member is also responsible for monitoring its own performance to ensure it operates to a high standard. In addition, the ADAP Education & Training Committee Chair will carry out Annual Performance Review interviews with each member of the Education & Training Committee (see separate paper).

The legal responsibilities of ADAP Sub Committees are set out in the Memorandum and Articles of Association which cover things such as membership, appointments, and proceedings of meetings.

The model of governance is one of collective decision-making and collective accountability. The legal power of the Education & Training Committee rests with the Education & Training Committee as a whole, not with individual Education & Training Committee members. This places constraints on what Education & Training Committee members may do:

- As a corporate body, Education & Training Committee Members should support decisions taken collectively at formal meetings.
- No Education & Training Committee Member should speak on behalf of the Education & Training Committee unless specifically authorised by the Education & Training Committee.
- All Education & Training Committee Members share responsibility for decisions.
- All Education & Training Committee Members must respect confidentiality.

THE POSITION OF EDUCATION & TRAINING COMMITTEE MEMBER

Voluntary members of the ADAP Education & Training Committee are accountable to the ADAP Management Committee.

The Education & Training Committee will meet at least 4 times a year subject to agreement at its first meeting.

IF THINGS GO WRONG



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- Any concerns should be discussed with the chair in the first instance

7. EXPENSES POLICY

•Rules for Claiming Expenses:

- o Expenses can only be paid where the expense is directly related to the work of the ADAP Education & Training Committee.
- o All Expenses are to be signed off by the Chair after Head office has verified the detail fits in with ADAP Policy.
- o All expenses submitted can be questioned by Head Office / Education & Training Committee Members and queried if necessary.
- o All claims must be supported by receipts.

•Types of Expenses:

- o Business Entertaining – please note the type of expense, for example Meal – Entertaining new clients, drinks with potential new clients.
- o Accommodation – overnight stay in a budget hotel (see ADAP Guidelines re prices), plus a meal to the value of £20 and breakfast to a value of £10.
- o Regional Meeting – Drinks & food.
- o Travel – Rail / Flights
- o Travel – Mileage 45p per mile (this takes into account the fuel, depreciation, insurance, wear & tear on the vehicle).

•Payment of Personal Expenses:

- The payment of Personal expenses will be 14 days after month end

8. EDUCATION & TRAINING COMMITTEE MEMBERS LIST

- An up-to-date list of Education & Training Committee Members can be found [here](#).

9. EDUCATION & TRAINING COMMITTEE WORK AREAS



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The Education & Training Committee will set out its core areas of activity and Action Plan at its first meeting. The key areas to focus on in 2026/2027 will be:

- Development of the ADAP Education, CPD and Training Framework for Dentists working in Aesthetics
- Identifying membership structures that reflect the core skills and experience required at each level.
- Oversight of ADAP education & training partnership projects.
- Strategic influencing of education and training for dentists working in aesthetics.
- Development of the ADAP Education & Training Policy document.
- Reviewing the education and training implications of the Government's new licensing programme in England and changes in this area for Scotland, Wales and Northern Ireland.