



The Tai Chi Union for Great Britain C.I.C.

Company Roles & Responsibilities Overview

TCIA is a trading name for The Tai Chi Union for Great Britain C.I.C.

Registered in England & Wales. Company number 11249130

*Registered office address: Solo House The Courtyard, London Road, Horsham, W. Sussex,
England, RH12 1AT*

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Summary

This document outlines the roles and responsibilities for the Board of Directors for The Tai Chi Union of Great Britain C.I.C. (Union / Company), its Support Team and Technical Panel sub-committee.

The structure chart showing how these various roles report to the Board is in the [Appendix](#).

Board of Directors

The Union has 5 Board directors with allocated responsibility for running the company. All the directors are volunteers who receive no form of payment or remuneration for their work.

<u>Area of responsibility</u>	<u>Name</u>
Marketing & Public Relations	Paul Roberts
Training & Education	Colin Hamilton
Health & Research	Dr Ben Morris
Operations	Roy Williams
Finance	Peter Ballam

Support Team

These are the people who do the work that keeps the company running and enable the Board to fulfil their responsibilities. We have one paid employee and everyone else is a volunteer who receives no form of payment.

<u>Role</u>	<u>Name</u>
Membership Support	Contractor
Bookkeeper & General Admin	Contractor
Magazine Editor	Ken Symon (volunteer)
Courses & Events Manager	Vacancy (volunteer)
Marketing Support	Contractor
Health & Research Support	Vacancy (volunteer)
Operational Support	Volunteer

Technical Panel

The Panel is appointed by the Board and has delegated authority to admit Instructor Members. All the Panel members are volunteers who receive no form of payment for their work

Colin Hamilton (Joint Chair)	Betty Sutherland (Joint Chair)	
Tina Faulkner Elders	Jane Launchbury	Gordon Faulkner

Outline of Responsibilities

Board of Directors - Volunteers

The Directors have overall responsibility for running the Union.

All members of the Board must be in the FULL Class of Membership. These Classes of Membership are laid out in Article 27.5 of the Articles of Association and the requirements for FULL membership class have been set by the Board of Directors as [laid out in this document](#).

The main areas of responsibility for each Director are as follows:

Marketing & Public Relations

- Communications strategy
- Internal and external promotion of Union incl Magazine
- Spokesperson for Union

Training & Events

- Setting acceptable standards
- Provision of training – courses & other channels e.g. YouTube
- Public education

Health & Research

- Locating and assessing Research Papers and articles.
- Establishing a good relationship with Research establishments.
- Promotion of Union as a trusted source of reliable information on the benefits of tai chi and the internal arts. This responsibility is shared with the Marketing & PR Director

Operations

- Focus on shaping long-term operational strategies and aligning operations with business objectives
- Systems and controls including all IT Systems except the accounting system
- Website functionality

Finance

- Contribute to the achievement of the company's business objectives by providing advice and guidance on financial strategy.
- Develop and control the company's annual operating budget to ensure that all financial targets are met and financial and statutory regulations complied with.
- Financial risk reporting and reporting including compliance with accounting standards and deadlines

Support Team

These are the people who do the work that keeps the Company running and enable the Board to fulfil their responsibilities.

As Members' Funds permit, we are transitioning the Company to having more paid roles making it less reliant on the goodwill of volunteers. This is to enable the Union to continue to become a more professional organisation supporting the members and public.

Membership Support – **contractor**

Reports to: Operations Director

This is a key role in the Union which is why it is paid. It is the public facing “front office” of the Union that responds to all initial enquiries from the membership and the public passing on queries to the relevant support team member or Board Director as required.

Bookkeeper – **contractor**

Reports to: Finance Director

This is a key role in the Union which is why it is paid. It is a “back office” role carrying out the detailed day-to-day financial work e.g., issuing invoices, paying suppliers, processing payments, updating the accounts system, Quickbooks Online.

Magazine Editor - volunteer

Reports to: Marketing & Public Relations Director

Main tasks are:

- Content planning and selection ensuring a balanced unbiased content
- Proofreading rewriting content, checking for spelling, grammar and style guide considerations
- Legal and ethical considerations

NB: Production editing continues to be carried out by an external professional company as it always has been. Under the direction of the Editor, this role decides on page layouts and formatting, and oversees artwork and design

Marketing Support – **contractor**

Reports to: Marketing & Public Relations Director

Main tasks are:

- External promotion so the Union becomes “the” place to find competent Instructors for Tai Chi Internal Arts and enable the public to have free unbiased information about the Internal Arts.
- Internal promotion to allow our members to get the best from their membership and keep up to date with all the latest news.

Courses & Events Manager - volunteer

Reports to: Training & Events Director

Main tasks are:

- implementing and managing various training courses
- supporting our members in organising events
- regular input into members updates, newsletters etc about upcoming events and training

Operations Support – volunteer & **contractors**

Reports to: Operations Director

Paid contractors used for one-off specific projects

Volunteer currently supporting Finance and Operations Directors

Health & Research Support – volunteer

Reports to: Health & Research Director

This role will be advertised if the Director requires additional support

Technical Panel – sub-committee – volunteers

Reports to: Training Director

The Panel is appointed by the Board and has delegated authority to admit Instructor Members. This is the only delegated authority given to the Panel.

They support the work of the Board by maintaining the standards of Union Instructors and are responsible for making recommendations to the Board regarding those standards. This includes training requirements and changes to the assessment criteria and process.

Appendix – Company Structure

