



## ICS Physiotherapy Committee meeting Agenda

09:00 - 12:00, Monday 29 August 2011,

Location: The Crowne Plaza Hotel in meeting room 3, Glasgow, UK

**Known Attending:** Marijke Van Kampen (Chair) and Helena Frawley (new Chair), Els Bakker, Chantale Dumoulin, Mirian Kracochansky, Beth Shelly, Marijke Slieker Ten Hove (MSL).

Pauline Chiarelli, Jacqueline de Jong, Fetske Hogen Esch, Doreen McClurg, Stephanie Knight

**Known Apologies:** Margaret Sherburn (MSH)

**Welcome** by Marijke Van Kampen

MVK shall welcome all to the meeting. We have to take a committee photograph.

### **The agenda**

1. Approval of Toronto 2010 and teleconference January 2011 meeting minutes
2. Meetings of Physiotherapy committee
3. Chair of the physiotherapy committee and trustee of ICS
4. Round Table
5. ICS Physiotherapy Committee Terms of Reference
6. Physio Website
7. Involvement in workshops and courses
8. Competence Profile of a pelvic floor physio
9. A meeting of physiotherapists with a specific research question
- 10 History of physio
- 11 Scientific committee and physiotherapy
12. Report of other committees
13. Assignment of Tasks
14. Additional business

### **1. Approval of Toronto and teleconference 2010 and 2011 meeting minutes**

#### **2. Meetings of Physiotherapy committee**

One during ICS: 2 hours; in 2011: 3 hours

One teleconference meeting: planned date in January

*Request funds to hold conference call from Executive.*

Look into remote attendance at annual physiotherapy committee meeting for those unable to attend

#### **3. Chair of the physiotherapy committee, members and physio trustee of ICS:**

Helena is our new Chair of the Physiotherapy Committee from September.

Members of physio committee have to renew their membership for 3 years

Stephanie Knight: a new member

We say goodbye to MSL

No trustee (physio) of ICS

Report of Jacques Corcos

#### **4. Round Table**

Round Table in Glasgow organised by MSL, FH and MVK together with Kate Lough and Doreen McClurg (ACPWH). The ICS needs a report for the ICS news.

New programme has to be ready in January.

Action point: who will make the report?

Action point: who will organise the next Round Table in China?

Consider again a survey of members about the timing of the round table to increase attendance

## **5. ICS Physiotherapy Committee Terms of Reference**

Document on the website

Beth, Helena give comments of the document and comments of members are welcome

Action point:

## **6. Physio Website:**

Comments of the members are welcome.

Action point:

## **7. Involvement in workshops and courses**

HF comments on the process of setting up a database of interested people with Dominic Turner and Adrian Wagg.

Action point: who can make a summary of the physio (multidisciplinary) workshops and courses?

Consider working with IOPTWH in offering their yearly course

## **8. Competence Profile of a pelvic floor physiotherapist**

Last profile on the website

BS gives the evolution

Action point:

## **9. A meeting of physiotherapists with a specific research question**

Chantal explains the project in Glasgow: PFMT Adherence State-of-the Science Conference.

Physiotherapy consensus activity and literature review group.

Members discuss future activities: Action point: new concept next year? If a new concept, we have to ask for budget

## **10. History of physiotherapy**

MSL has made the history to present at the Round Table in Glasgow.

Action point: we can put this history on the website

## **11. Scientific committee**

What happened regarding Wendy Bower's position on the Scientific Committee?

We have had 1 physio in the scientific committee (local representative).

Answer from Wendy: "The ICS used a programmer for the communication and he sent emails to an old address, even though ICS office used 2 other addresses. I never received anything after the communication from yourself to Werner. The ICS office has apologised to

me and rectified the problem. As to the process of being part of the Scientific committee, I am in the dark. It seems Werner thought that the presence of the local organising physio was adequate and they did not need another physio to assist her.”

Action point: who is the physio in the scientific committee in China?

## **12. Report of other committees**

All members who are also members of other committees give a report of their work

Els Bakker: CPC committee and the fistula committee

Chantal: Trustee

Margaret Sherburn (written report)

Helena Frawley: Educational committee. We need a new member for the educational committee because Helena leaves this committee. This member would attend the education meeting in January in London as well as the annual Scientific meeting.

A short report has to be presented every year at the Round Table.

Action point: every member of another committee makes a brief report.

## **13. Assignment of Tasks**

We give an overview based on everyone’s mail and put deadlines (as per Agenda item #5):

Marijke Van Kampen (Chair): Round Table organisation

Helena Frawley (new Chair), worked for educational committee

Els Bakker, complete and market the competence profile of a pelvic floor physical therapy

Chantale Dumoulin, organised the PFMT Adherence State-of-the Science Conference.

Mirian Kracohansky:

Beth Shelly, working on competency profile

Pauline Chiarelli:

Jacqueline de Jong, working for educational committee

Fetske Hogen Esch, working on competency profile with Beth and Els; organization of the round table

Doreen McClurg Physiotherapy Round Table Subcommittee / team and Physiotherapy Scientific and Research Subcommittee / team

## **14. Additional business**

Document on terminology ‘Protection of Title’ (see website): Helena and Beth give comments.

Consider working with ICS to offer fellowships to PTs from under privileged countries

**ICS Physiotherapy Committee meeting minutes**

**09:00 - 12:00, Monday 29 August 2011,**

Location: The Crowne Plaza Hotel in meeting room 3, Glasgow, UK

**Attending:** Marijke Van Kampen (MvK) (Chair), Helena Frawley (HF) (new Chair), Els Bakker (EB), Chantale Dumoulin (CD), Mirian Kracochansky (MK), Beth Shelly (BS), Marijke Slieker Ten Hove (MSL), Pauline Chiarelli (PC), Jacqueline de Jong (JdJ), Fetske Hogen Esch (FHE), Stephanie Knight (SK)

**Known Apologies:** Margaret Sherburn (MSH), Doreen McClurg (DM)

**In Attendance:** Jenny Ellis (JE)

**Welcome** by Marijke Van Kampen

MVK welcomed all to the meeting. MVK reminded the Committee that a picture needed to be taken during the meeting- it was decided that this would be taken at the end.

1. **Approval of Toronto 2010 and teleconference January 2011 meeting minutes**  
MVK requested approval seconded by HF.
2. **Meetings of PT Committee: in 2011, a Jan teleconference was held. Plan to hold a Jan teleconference in 2012.**

**Action:** A date needs to be chosen, HF to follow up and email options to committee.

3. **Physiotherapy Chair**  
MVK confirmed that HF will be the new Physiotherapy Chair from tomorrow (30<sup>th</sup> August)
4. **Renewal of Committee Members**  
MVK confirmed that all eligible Physiotherapy Committee members would like to renew and she was happy for them to renew.  
  
**Action:** JE to renew eligible members
5. **Welcome to New Members**  
MVK welcomed Stephanie Knight to the Committee
6. **Goodbye to members stepping down**  
MVK confirmed that MSL would be stepping down from the Committee, she thanked MSL for her hard work. All of the Committee showed their appreciation and then MSL was given a gift from the Committee.
7. **Physiotherapy Trustee position**
  - **CD presented Trustee Report at Roundtable**
  - MVK highlighted that there is currently no Physiotherapy member on the Board of Trustees. The Physiotherapy and Nurse position is combined and that person

represents both groups- which is ineffective. The Physiotherapy Committee need to submit a proposal to the Board requesting that there should be a representative for each discipline on the Board.

**Action: Proposal to be prepared and submitted to the Board of Trustees requesting that one member from each discipline is represented- CD to action.**

### **Physiotherapy Roundtable 2011**

#### **8. Physiotherapy Roundtable 2012**

- **MSL presented Roundtable report at Roundtable**

- MVK stated that some members felt that the scientific information wasn't as good as last year's meeting.

BS stated that this was because some people were holding back because they were presenting at the annual meeting.

CD highlighted that this isn't supposed to be a parallel meeting. The roundtable is a forum whereby students can present their work.

MVK suggested reducing the number of presentations allowed per person, to two.

The members voted that Masters or Phd students not in the main meeting would be allowed 2 presentations each.

MVK asked who would like to organize the 2012 roundtable?

JDJ requested to be involved together with Fetske and MVK.

MVK confirmed that the programme needs to be ready by January

**Action: HF to make preliminary investigations of China / HK / Taiwan contacts for Physiotherapy roundtable then pass organisation over to Roundtable sub-committee**

**Action: Physiotherapy Roundtable needs to be prepared by January 2012. Subcommittee to meet / email over next few months to organise this**

BS stated that the Committee needs to advertise on the Physiotherapy microsite and also conduct a mail out to generate interest in presenting and attending the roundtable.

**Action: JDJ to email the Roundtable 2012 information to JE and HF**

**Action: JE Roundtable needs to be advertised on Microsite and an email to all PT ICS members**

HF stated that we need to add in a clause that should presenter's abstract be selected into the main ICS programme, they cannot present at the roundtable.

**Action: JDJ needs to add a clause to the Roundtable information stating that should they be selected for the main programme, they cannot present at the roundtable.**

MVK asked who would be writing the 2011 report?

BS volunteered to write the report.

**Action: BS to write the 2011 Physiotherapy Roundtable report**

JE asked if we have an evaluation form for the Roundtable?

MSL confirmed that we used to provide a form but didn't this year. A survey will be sent out following the annual meeting. EB to send this form to MSL.

**Action: EB to send last year's evaluation form to MSL**

**Action: MSL to email all roundtable attendees an evaluation form**

MVK confirmed that going forward an evaluation form will be supplied at the meeting.

Do we have a guideline / protocol for organizing and running the roundtable?

## **9. Beijing 2012**

CD informed the Committee that Werner Schaefer had suggested holding a Physiotherapy day in China- in conjunction with the Education Committee Physiotherapy Rep.

The committee suggested the following titles:

Physiotherapy what is it, suggested by PC

Meet the Physio, suggested by FHE

What is Physio? Or what is Pelvic Floor Physiotherapy? Suggested by HF

All members like what is pelvic floor physiotherapy?

MVK highlighted that this would be discussed further at a later date but some members have to take responsibility for the organization.

**Action: To be organized by Roundtable sub-committee in liaison with Education Rep and Education and PD sub-committee. Planning required to start immediately.**

## **10. Terms of Reference (TOR)**

MVK confirmed that all members had reviewed the TOR online?

All confirmed that they had and they were happy that the information was correct.

CD highlighted that any changes need to be approved to the Board of Trustees.

**Action: TOR names & dates to be updated by Office and submitted to Trustees for approval. Could CD submit updated TOR to Trustees.**

***Following the meeting the office confirmed that they will update the TOR- the only information which needs updating are the members TOO information.***

## **11. Physiotherapists on other ICS Committees**

BS highlighted that we need to ensure that Physios on other committees are replaced when stepping down.

HF asked how we find out who is a physiotherapist on other committees.  
CD confirmed that this information is searchable on the ICS website.  
MVK stated that this should come under the Physiotherapy Membership & Communication Sub-Committee task

**Action: Physiotherapy Membership & Communication Sub-Committee (BS, MK, SK) need to research all ICS committees to ascertain whether and of the Committees members are physiotherapists. This is to ensure that another physiotherapist replaces them when they step down. See attachment called: "Physiotherapy Committee Roles"; Communication sub-committee to complete this list**

## 12. Education Committee Rep

- HF presented Education Rep report at Roundtable.

Agenda Item #7: Involvement in workshops & courses: Education Committee Rep responsible for liaison on this. The new Faculty Database developed by Education Committee and office is designed to assist the Education Committee identify ICS members who are interested to speak on ICS workshops & courses.

MVK asked who would like to replace HF in the Education Committee as the Physio Rep?

PC, JDJ and MSL all volunteered.

The Committee voted and MSL received the highest number of votes- she will now replace HF on the Education Committee.

JDJ will be MSL's contact within the Committee- she will pass the information back to the Committee through JDJ.

**Action: HF suggests Education Committee Rep (MSL) in liaison with Education and Professional Development Subcommittee (JDJ, EB & FHE) may like to start planning Workshop Abstracts for ICS 2012, as submission date is 1<sup>st</sup> Dec 2011 and this process takes a few months to organize.**

## 13. Physiotherapy Microsite

MVK stated that it would be useful to have the Physio Roundtable presentations online- on the microsite.

BS, MSL & MVK stated that they will discuss further and look at how we can ensure this happens going forward.

**Action: BS, MSH & MVK (or Membership & Communications sub-committee- TBC) to discuss how to ensure that the Physio presentations are available online, going forward.**

## 14. Competency Profile

EB confirmed that Kari Bo had reviewed the Physiotherapy Competency Profile and added some suggestions to it. Kari has suggested some ethical points which need to be added.

EB in conjunction with Kari Bo and Bary Berghmans will amend the profile and then

send to the committee members to review.

The committee discussed the offer of IOPTWH to co-create a statement. Committee decided to proceed without IOPTWH input. BS has asked EB to communicate with Rebecca at IOPTWH

**Action: EB to make amendments to the Physiotherapy Competency profile and then email to the Committee**

#### 15. History of Physio

MSL prepared the physio roundtable history and passed this to the membership and Communications Sub-Committee.

**Action: Membership and communication subcommittee to prepare physio history and send to ICS office for posting on the physio web site.**

#### 16. Scientific committee and physiotherapy

HF asked who or if there is a physio rep in the scientific committee for Beijing meeting? This information is not currently available.

PC & Wendy Bower have expressed an interest on being on the scientific committee.

**Action: HF to contact the Board of Trustees to enquire whether a physio rep will be on the scientific committee and if not could we add one?**

#### 17. Report of other committees

MVK informed the members that, should they be involved in other Committees, they will need to produce a report.

EB asked whether MVK would like a fistula report? MVK confirmed that this would be useful.

**Action: EB to send HF a report (can be a PowerPoint presentation) on the fistula committee, prior to the forthcoming teleconference.**

**All members of other committees to also write a report to send to HF by end of this year, and to present at Jan teleconference**

MVK confirmed that this would be reviewed following the conference call (MVK to clarify what is to be reviewed).

#### 18. Additional Items

- 'Protection of Title' document:

HF asked whether all of the committee members had read the document on 'Professional Title' terminology?

All had read this information and were happy with the content.

HF will contact the Standardisation Steering Committee with this information, so that it can go online

**Action: HF to contact SSC with the physio terminology document, to review and will feedback to committee the progress of this issue.**



JE suggested contacting the PCC as well, to review. Also when contacting the SSC, ask whether this could be placed on the wiki page?

***Following on from the meeting HF asked JE to clarify who the PCC are and what does the Committee need to do for the wiki page?***

***JE confirmed that the PCC are the Publications and Communications Committee, they are in charge of the ICS e-news, newsletter etc. If you wish to advertise your committee/functions etc. externally then it is advisable to run this past the Committee for approval- they may wish for you to amend some of the information so that it is in line with the ICS approved terminology/guidelines etc. Jerzy Gajewski is the Chair of this Committee. The SSC is the Standardisation Steering Committee; Marcus Drake is the Chair, they are in charge of the ICS Wiki page;***  
<http://wiki.icsoffice.org/>

- Assignment of Committee Roles: please see document called: "Physiotherapy Committee Roles"

- Adherence Seminar Research Activity (Aug 26 & 27):

This was an activity of the Scientific and Research sub-committee, initiated and chaired by CD. CD will be submitting an official report of this activity to appear in the Jan edition of the ICS news.

The Survey Monkey survey for patients / carers will remain active on the ICS website until 30 Nov, as patient response numbers are very low (good response from clinicians, but not patients). Please could committee members distribute the flyer to their clinics / departments and encourage patients to complete the survey (recognising English not the first language for many).

**Action: committee members to distribute the patient survey as widely as possible please and encourage patient responses by 30 Nov.**

- Fellowships: CD highlighted the need to remind the physios about the fellowships on offer. This reminder could be added to the PT page on the website.

- Research Database: HF highlighted that we need to work on the research database. CD, & MK will work on this (this is probably a Scientific and Research sub-committee activity).

- Newsletter: HF highlighted that Jane Meijlink has offered the committee space in the newsletter for the physio report, post Glasgow. BS confirmed that all newsletter requests should be directed to her.

**Action: BS to write a piece for the newsletter on the annual meeting.**

**The group then posed for a Committee photograph.**

**All clapped and thanked MVK for her leadership of the Physiotherapy Committee.**

## **Meeting Ends**

*Post-meeting notes from HF to add to next meeting (Jan teleconference) agenda:*

- Handovers from retiring committee members to new person in role*
- Archiving of previous reports*
- Succession planning*

## **Physiotherapy Committee Roles, Structure and liaison with ICS committees**

- Physiotherapy Committee Chair – Helena
- Physiotherapy Membership and Communication Subcommittee / team – Beth (lead), Mirian, Stephanie
  - Physiotherapy Round Table Subcommittee / team – Fetske (lead), Marijke vK, Jacqueline
- Physiotherapy Scientific and Research Subcommittee / team – Chantale (lead), Doreen, Pauline, Margaret
- Physiotherapy Education and Professional Development Subcommittee / team – Jacqueline (lead), Els, Fetske
- ICS committee representatives
  - ICS Scientific Committee Physiotherapy Representative – Wendy Bower (TBC)
  - ICS Education Committee Physiotherapy Representative – Marijke SI
  - ICS Trustee Physiotherapy Representative – Chantale
  
- Physiotherapy Representation on other ICS committees (not necessarily members of PT Committee):
  - Fistula?
  - Ethics?
  - Continence Promotion?
  - Children's: Wendy Bower

## Physiotherapy Survey Flyer

The International Continence Society (ICS), through its Physiotherapy Committee (Dr Helena Frawley, Assoc Prof Chantale Dumoulin, Dr Doreen McClurg), together with an expert panel, is investigating adherence strategies for pelvic floor muscle exercise training. Adherence to pelvic floor muscle training is a crucial part of an effective intervention.

A conference was held in Glasgow on August 26 – 27, where health professionals discussed this topic. We seek input from members of the public to give their opinion on this important topic as well, so that our knowledge and future directions represent all people involved in this issue.

Comments are sought from members of the public (patients / carers / consumers) who have an interest in incontinence, pelvic organ prolapse or pelvic-perineal pain, or who have experience with any of these conditions in a personal or support capacity. We seek responses and comments to the following questions:

- (1) what do you think are the barriers to adherence to pelvic floor muscle exercises?
- (2) what do you think are the facilitators or strategies to improve exercise adherence?
- (3) what ideas for future research into this area do you have?

You may submit your responses via this link:

<http://www.surveymonkey.com/s/PFMPhysiotherapyGeneralPublic>

The survey will close on 30<sup>th</sup> November. Therefore we encourage you to submit your comments as soon as possible. It will only take a few minutes, and your contribution would be extremely valuable. Thank you in advance!



**ICS Physiotherapy Seminar**  
State of the Science  
Friday August 26th and Saturday August 27th  
Glasgow, UK

**PELVIC FLOOR  
MUSCLE EXERCISES  
STICK WITH THEM  
TO GO HIGHER!**

**ICS** International Continence Society

*Take part in our pelvic floor muscle training survey...*

The flyer features a woman in an orange shirt performing a pelvic floor exercise on a yellow ring. The ICS logo is a stylized blue and white emblem.

## ICS Physiotherapy Committee Terms of Reference

**1. PURPOSE:** The Physiotherapy Committee represents and supports ICS physiotherapy members and the physiotherapy contribution to various ICS committees in order to encourage and maintain the multidisciplinary strength of the ICS. It acts as a liaison body between the Chair of ICS, ICS Board of Trustees and its physiotherapy members regarding matters of mutual concern.

### **2. FUNCTIONS:**

The Physiotherapy Committee has 3 functions: communication, research and education.

#### 1. Membership and communication

- Organise the annual Round-Table meeting
- Create and manage the Physiotherapy Website
- Seek out and encourage PT members to run for key ICS committees.
- Maintain and archive information of the history of the physiotherapy committee on the ICS physiotherapy web site.

#### 2. Scientific and Research

- Foster PT involvement in workshops and courses
- Encourage research
- Keep ICS member physiotherapists informed of new, international research opportunities, developments and outcomes
- Facilitate an International scientific study group

#### 3. Education and Professional development

- Create and manage a list of interested physiotherapy speakers for educational courses
- Foster physiotherapy education under the auspices of ICS that is of the highest quality, including but not limited to, courses and workshops at Annual Meeting and Educational Activities in developing countries.
- Create and market a competence profile of a pelvic floor physical therapy
- Produce educational material specific to physiotherapy

**3. RESPONSIBLE TO:** ICS Board of Trustees and ICS General Secretary

### **4. COMPOSITION :**

<b>Total Members</b>	<b>Method of Appointment</b>	<b>Name</b>	<b>Term of Office</b>	<b>Term Start/End Term No.</b>
ICS General Secretary	Ex officio	Sender Herschorn	2011-2014	2011-2014
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being ICS members. Ideally the Chair will have served as a committee member,	Helena Frawley	Term of office: 3 years, but renewable after notification to the members at an AGM. ICS Bylaw #3.	2011-2014, can renew once by formal election

	currently or in the past. Nominations received by April 1st as advertised. Voting regulations as stated.			
Membership	All members of the ICS Physiotherapy Committee must be: - active ICS members (paid for current membership year) as per by-law 2.3.2* - have completed a disclosure form - have been a member of ICS for at least 1 year and / or attended at least 1 Annual Meeting, to have first-hand experience of the workings of the Society - be active physiotherapy representative members on various ICS committees and subcommittees, and / or active on physiotherapy committee working parties or sub-committees as per by- law 2.3.6^ - committee size between 10 and 12 members	See Appendix A	3 years, but renewable once by Chair/Committee approval.	
Subcommittees	The physiotherapy committee will convene the following subcommittees:  <ul style="list-style-type: none"> <li>• Physiotherapy Membership and Communication Subcommittee</li> <li>• Physiotherapy Round Table Subcommittee</li> <li>• Physiotherapy Scientific and Research Subcommittee</li> <li>• Physiotherapy Professional Development Sub- committee</li> <li>• Others as deemed appropriate from time to time</li> </ul>			

\*2.3.2. All members of ICS committees must be active ICS members as defined under membership in these bylaws.

^2.3.6. The performance of committee members will be reviewed annually by the committee to determine their contribution based on attendance at meetings, responsiveness to projects etc. Non-active members will then be asked to resign.

**5. MEETINGS:**

- One face-to-face meeting during the Annual Scientific meeting.
- One teleconference, normally in January.
- Other communications by email.

**6. QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.

**7. MINUTES:** As per the 2009 ICS Bylaws:

**6. Minutes**

**6.1.** Minutes of all General Meeting, Board of Trustee meetings, Executive Committee meetings, any formal meetings of ICS officials and ICS committee meetings must be recorded, and kept at the ICS office and published on the ICS website in the members only section.

**6.2.** Draft minutes of the meetings shall be sent to all those who attended for correction and subsequently made available to all ICS members via the website within six weeks of the date of that meeting.

**6.3.** Only a member attending the meeting in question may comment on the accuracy of the draft minutes. Any ICS member can comment on the subject discussed or the issues raised.

**6.4.** Sensitive issues will be recorded in the published minutes by the subject only.

**8. MEMBERSHIP ROLES AND REPORTING FUNCTIONS:**

1. Physiotherapy Committee Chair

a. Reports to:

- i. Trustees
- ii. Responsible for submitting an interim report to the Board of Trustees' mid-term meeting - date given in advance each year.
- iii. Prepare an annual report to the Board of Trustees outlining achieved goals/budget requests and future objectives and strategies.

b. Roles:

- i. Coordinate the activities of the physiotherapy committee
- ii. Be present at the Annual General Meeting should the membership have any questions about committee activities.
- iii. Lead all committee members in active participation in committee activities
- iv. Review committee member performance annually as per by-law 2.3.6.

2. Physiotherapy Membership and Communication Subcommittee / Team

a. Reports to:

- i. Physiotherapy Chair
    - ii. Report to be given at the Physiotherapy Round Table Meeting each year.
  - b. Roles:
    - i. Create and manage the Physiotherapy Website
    - ii. Maintain and archive information of the history of the physiotherapy committee on the ICS physiotherapy web site.
    - iii. Develop and implement strategies to help ICS physiotherapy members connect / network / become involved in ICS Physiotherapy activities
    - iv. Seek out and encourage PT members to run for key ICS committees. (See below for specifics)
      - Board of Trustees
      - ICS Education Committee
      - ICS Scientific Committee
        - Such representative members will be expected to provide a written report prior to each physiotherapy committee meeting, and be able to discuss relevant issues to their portfolio during the committee meetings.
  - c. Composition:
    - i. Lead and team members
3. Physiotherapy Round Table Subcommittee / Team
- a. Reports to:
    - i. Physiotherapy Membership and Communications Subcommittee lead
    - ii. Report to be given at the Physiotherapy Round Table each year and as requested.
  - b. Roles:
    - i. Plan and coordinate the Physiotherapy Round Table at Annual ICS Meeting each year
    - ii. Determine structure of Round Table to possibly include
      - 1. Report of physiotherapy subcommittee leads
      - 2. Presentation for research of good quality not accepted for the annual meeting
  - c. Composition
    - i. Physiotherapy Round Table Subcommittee lead – an experienced Round Table Subcommittee member
    - ii. Member of the Physiotherapy Scientific and Research Subcommittee – responsible (with the help of other round table subcommittee members) to plan the scientific component of the meeting
    - iii. Member of the Physiotherapy Membership and Communication Subcommittee
    - iv. Site liaison – from the country elected for the subsequent annual meeting. In situations where there is no site physiotherapist available, the site liaison member would be elected from the current committee or from the general membership
    - v. Other members as needed
4. Physiotherapy Scientific and Research Subcommittee / Team
- a. Reports to



- i. Physiotherapy chair
      - ii. Report to be given at the Physiotherapy Round Table each year.
    - b. Roles:
      - i. Works with ICS Scientific committee physiotherapy representative to foster PT involvement in workshops and courses
      - ii. Keep ICS member physiotherapists informed of new, international research opportunities, developments and outcomes
      - iii. Encourage research – possibly including an international scientific study group.
    - c. Composition
      - i. Lead and team members
5. ICS Scientific Committee Physiotherapy representative
- a. Reports to
    - i. ICS Scientific committee chair
    - ii. Physiotherapy Chair and Committee, activities related to role as Physiotherapy Representative on ICS Scientific Committee
  - b. Roles
    - i. Be an active contributing member to the ICS Scientific Committee: Represent physiotherapy members and their contribution to ICS research activities
    - ii. Act as liaison between the Physiotherapy Scientific and Research Subcommittee / team and ICS Scientific Committees
6. Physiotherapy Education and Professional Development Subcommittee / Team
- a. Reports to
    - i. Physiotherapy chair
    - ii. Report to be given at the Physiotherapy Round Table each year.
  - b. Roles:
    - i. Create and manage a list of interested physiotherapy speakers for educational courses
    - ii. Create and market the competency profile of Pelvic Physical Therapists
    - iii. Produce educational materials specific to physiotherapy
  - c. Composition
    - i. Lead and team members
7. ICS Education Committee Physiotherapy representative:
- a. Reports to:
    - i. ICS Education Committee Chair
    - ii. ICS Workshops and Course Sub-committee (WACS) Chair
    - iii. Physiotherapy Chair and Committee, activities related to role as Physiotherapy Representative on ICS Education Committee
  - b. Roles:
    - i. Be an active contributing member to the ICS Education Committee and WACS:
      - 1. Represent physiotherapy members and their contribution to ICS Educational Activities
      - 2. Attend 2 Education Committee meetings per year (Annual Scientific Meeting, and January committee meeting in London)

3. Read and score workshop applications submitted to Education Committee (Dec – Jan each year)
- ii. Act as liaison between the Physiotherapy Professional development Subcommittee / team and ICS Education Committees
  1. Propose, design and co-ordinate submission of workshops representing (but not limited to) high quality physiotherapy contribution to the ICS, for submission each year by Dec 1<sup>st</sup>, with assistance from the Physiotherapy Professional Development Subcommittee
  2. Co-ordinate the physiotherapy contribution to ICS external Educational Activities (speakers, topics, content), in conjunction with the Physiotherapy Professional Development Subcommittee

#### 8. ICS Trustee Physiotherapy Representative

- a. Reports to
  - iii. ICS Board of Trustees
  - iv. Physiotherapy Chair and Committee, activities related to role as Physiotherapy Representative on ICS Board of Trustees
- b. Roles
  - v. Be an active contributing member to the ICS Board of Trustees: Represent physiotherapy members and their contribution to ICS
  - vi. Act as liaison between the Physiotherapy committee and ICS Board of Trustees

## Appendix A

### Terms of office

Member	Committee Role	Term Start	Term End	Term Yrs	Elected	Term details
<u>Helena Frawley</u>	Chair	01 Sept 2011	30 Oct 2014	3	Y	3 year term will finish 2014 - can renew once by formal election
<u>Elisabeth Bakker</u>	Committee Member	01 Sept 2011	30 Oct 2014	6	N	6 year term will finish 2014 – cannot renew
<u>Pauline Chiarelli</u>	Committee Member	01 Sept 2011	30 Oct 2014	6	N	6 year term will finish 2014 – cannot renew
<u>Jacqueline de Jong</u>	Committee Member	01 Sept 2011	30 Oct 2014	6	N	6 year term will finish 2014 – cannot renew
<u>Fetske Hogen Esch</u>	Committee Member	26 Aug 2010	29 Aug 2013	3	N	3 year term will finish 2013 - can renew once
<u>Chantale Dumoulin</u>	Committee Member	01 Sept 2011	30 Oct 2014	6	N	6 year term will finish 2014 – cannot renew
<u>Mirian Kracochansky</u>	Committee Member	01 Sept 2011	30 Oct 2014	6	N	6 year term will finish 2014 – cannot renew
<u>Doreen McClurg</u>	Committee Member	23 Aug 2010	29 Aug 2013	3	N	3 year term will finish 2013 - can renew once
<u>Elizabeth Shelly</u>	Committee Member	01 Sept 2011	30 Oct 2014	6	N	6 year term will finish 2014 – cannot renew
<u>Margaret Sherburn</u>	Committee Member	01 Sept 2011	30 Oct 2014	6	N	6 year term will finish 2014 – cannot renew
<u>Stephanie Knight</u>	Committee Member	01 Sept 2011	30 Oct 2014	3	N	3 year term will finish in 2014- can renew