



ICS Physiotherapy Committee meeting Agenda
Sunday 14th October 2012,
Venue: China National Convention Center (CNCC), Beijing
Room; 401
Time: 09.00-12.00

Known Attending: Helena Frawley (HF) (Chair), Doreen McClurg, Pauline Chiarelli, Chantale Dumoulin, Fetske Hogen Esch, Melanie Morin, Marijke Van Kampen, Margaret Sherburn

To be linked remotely: Elizabeth Shelly, Els Bakker

Known Apologies: Mirian Kracochansky, Stephanie Knight

The agenda

	Item	Lead	Details	Action required	Who	By when
1	Committee picture to be taken	JE				
2	Previous minutes	HF	<ul style="list-style-type: none"> - Errors / amendments: - Approval required of Glasgow 2011 and teleconference January 2012 meeting minutes 	Proposed Seconded		
3	Follow up of items from previous minutes' actions					
a.	Board of Trustees PT Rep; PT Rep on ICS Scientific Comm	HF	Current status:			
b.	Beijing Round-table (R-T) planning	R-T sub-comm				
c.	Beijing R-T evaluation form	EB, MSI				
d.	PT representation on range of ICS committees	BS & M'ship & Commun'n sub-comm				
e.	PT Competency Profile	EB				
f.	Preparation of 'PT History in ICS'	M'ship & Commun'n sub-comm				

g.	Education Committee Report from PT Rep	MSI				
4	Regular / ongoing business					
a.	Physiotherapy Committee Roles document	HF	All members to be aligned with a portfolio & actively contributing as per bylaws 2.3.2 & 2.3.6			
b.	Terms of Reference document	HF	p1, Functions: point 3, 1 st bullet point: see query from HF			
c.	Appendix A: Terms of Office	HF	MvK to be added back; MM to be added			
d.	Submission of 2011 – 2012 reports from committee members representing PT on other committees	All committee members representing PT on other committees				
e.	Membership & Communication	BS / SK / MS				
	i. Planning for future PT contributions to ICS newsletter	BS				
	ii. succession planning	BS	Recruitment, induction, hand-overs			
	iii. other					
f.	Round-table (R-T) sub-comm report	FH-E, JdJ, MvK				
	i. Future planning		Identify a local liaison for future meetings: - 2013 Barcelona: - 2014 Rio de Janeiro: - 2015 Lyon:			
	ii. other					
g.	Scientific and Research	CD / DM / HF / PC / MS				
	i. Adherence Project	CD / DM / HF	Timelines for completion of project			
	ii. Standardisation Steering Committee (SCC) Terminology Documents	HF				
h.	Education and Professional Development	JdJ, EB, FHE; liaison with MSI				

	i. workshop submissions	JdJ, MSI			
	ii. PT speakers in ICS Educational Courses: - 2011 – 2012 events - resources for speakers to use?	MSI HF BS	Update from MSI HF: Jakarta; BS: Argentina. Proposal to prepare some resources, + / - powerpoint slides, for speakers invited to present		
	iii. PT Competency Profile	EB			
i.	Status / activity of PT Representation on main ICS Committees:	BS / SK / MS			
	i. Board of Trustees	HF			
	ii. Scientific	HF			
	iii. Education	MSI			
j.	Financial: budget requests	HF / JE			
5. New Business / Future Planning					
a.	M'ship & comm'n	BS			
	i.				
b.	Round-table	FH-E			
	i.				
c.	Scientific & Research	CD			
	i. new topic / activity once Adherence project completed	BS	e.g. review of lit on overflow, facilitation of PFM contraction		
	ii. other				
d.	Education & Professional Development	JdJ			
	i.				
e.	Other				
	i. Future meetings	BS	A 'stand-alone' face-to-face committee meeting (in addition to Annual Meeting) instead of a 2 nd		

			teleconference?			
	ii. ICS 'named' lectures	BS	Is it possible to have a lecture named in honor of a PT? How to investigate this?			
	iii. Proposal for Lifetime Achievement Award	BS	What is process and eligibility criteria for proposing a PT name for Lifetime Achievement Award? Same process as used for Jo Laycock proposal? BS suggests Kari Bo for a future recipient			
6.	Next meeting: 2013	HF / JE	- January teleconference - 2 nd teleconference, pre-Barcelona meeting - August meeting Barcelona			

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 :

Total Members	Method of Appointment	Name	Term of Office	Term Start/End Term No.
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	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

	a committee member, currently or in the past. Nominations received by April 1st as advertised. Voting regulations as stated.			
Membership	<p>All members of the ICS Physiotherapy Committee must be:</p> <ul style="list-style-type: none"> - 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	<p>The physiotherapy committee will convene the following subcommittees:</p> <ul style="list-style-type: none"> • Physiotherapy Membership and Communication Subcommittee • Physiotherapy Round Table Subcommittee • Physiotherapy Scientific and Research Subcommittee • Physiotherapy Professional Development Subcommittee • Others as deemed appropriate from time to time 			

*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 Working Group

- a. Reports to:
 - i. Physiotherapy Chair
 - 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. Liaison with 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. Liaison with 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 1st, 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