



ICS Physiotherapy Committee meeting Agenda

Monday 26th August 2013,

Venue: Centre Convencions Internacional de Barcelona (CCIB)

Room: M215

Time: 07.00-10.00

Known Attending: Helena Frawley (Chair), Jacqueline De Jong, Elizabeth Shelly, Margaret Sherburn, Doreen McClurg, Stephanie Knight, Melanie Morin, Marijke Van Kampen, Chantale Dumoulin, Elisabeth Bakker

Known Apologies: Pauline Chiarelli, William Landry

Also in attendance; Cristina Natanjo Ortiz, Stephanie Madill

In Attendance; Dan Snowdon

Please note a break is scheduled for 8.30am for 15 minutes.

	Item	Lead	Details	Action required	Who	By when
1.	Committee picture to be taken					
2.	Terms of Office (attached)					
3.	Terms of Reference (attached) > Discuss minimum attendance at annual meetings					
4.	Physiotherapy website					
5.	Recruiting PT members for projects- discuss possible projects					
6.	New member's assignment to subcommittees					
7.	Education Subcommittee <ul style="list-style-type: none">• Resources for PT speakers• Competency• Allied health e-learning modules• Intrapartum and postpartum working party• Workshop submissions for 2014					
8.	Membership & Communications Subcommittee <ul style="list-style-type: none">• Succession planning• Post ICS meeting report to					



	newsletter and submission of other articles? (maybe we can ask for volunteers to write an article at the round table?) <ul style="list-style-type: none">• Physiotherapy web site					
9.	Roundtable- discuss invitation/selection procedure of the speakers. Format of the workshops					
10.	Next Meeting					

Physiotherapy Committee Terms of Office

Member	Committee Role	Term Start	Term End	Term Yrs	Elected	Term details	Renew	Stand down	Additional Information
Helena Frawley	Chair	01-Sep-11	30-Oct-14	3	Y	3 year term will finish 2014 - can renew once by formal election			
Fetske Hogen Esch	Committee Member	26-Aug-10	29-Aug-13	3	N	3 year term will finish 2013 - can renew once			Stepping down in Barcelona
Pauline Chiarelli	Committee Member	01-Sep-11	30-Oct-14	6	N	6 year term will finish 2014 – cannot renew			Stepping down in Barcelona
Chantale Dumoulin	Committee Member	01-Sep-11	30-Oct-14	6	N	6 year term will finish 2014 – cannot renew			
Elisabeth Bakker	Committee Member	01-Sep-11	30-Oct-14	6	N	6 year term will finish 2014 – cannot renew			
Elizabeth Shelly	Committee Member	01-Sep-11	30-Oct-14	6	N	6 year term will finish 2014 – cannot renew			
Jacqueline de Jong	Committee Member	01-Sep-11	30-Oct-14	6	N	6 year term will finish 2014 – cannot renew			
Margaret Sherburn	Committee Member	01-Sep-11	30-Oct-14	6	N	6 year term will finish 2014 – cannot renew			
Stephanie Knight	Committee Member	01-Sep-11	30-Oct-14	3	N	3 year term will finish in 2014- can renew			
Marijke Van Kampen	Committee Member	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015 - can renew			
Melanie Morin	Committee Member	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015 - can renew			
Doreen McClurg	Committee Member	23-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Christina Ortiz	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once			New Committee Member 2013
Stephanie Madill	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once			New Committee Member 2013
Bill Landry	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once			New Committee Member 2013

Nominations 2014

Chair position- can be renewed, Helena needs to confirm if standing again.

7 positions to replace committee members. (Pauline & Fetske) stepping down and to replace Chantale, Elisabeth, Beth, Jacqueline and Margaret. If request to keep some on need special request from BoT.

Stephanie needs to confirm if she wishes to renew, if not then this will increase to 8.

Key	
Colour	Meaning
	Stepping down in Barcelona
	Will need to confirm if renewing/ positions will need to be advertised after Barcelona
	New member/position

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

- 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
ICS General Secretary	Ex officio		3 Years
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, currently or in the past. Nominations received by April 1st as advertised. Voting	See Membership Page	Term of office: 3 years, but renewable after notification to the members at an AGM. ICS Bylaw #3.

	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 subcommittees as per by-law 2.3.6^ - committee size between 10 and 12 members 	See membership page	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 Sub-committee • 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 member's 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 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
- c. If no Physiotherapy Trustee Representative at any one time, the Chair of the Physiotherapy Committee will liaise with the Board Allied Health Representative

To view the Terms of Office Information please [click here to view membership page](#)