

EAHAD Physiotherapists Committee Terms of Reference

Version approved on December 2018

1. Purpose of the Committee

The purpose of the committee is to improve the provision and quality of physiotherapy care to patients with haemophilia throughout Europe by promoting physiotherapy and musculoskeletal services as a core component of comprehensive care.

2. Membership of the Committee

The Physiotherapists Committee is comprised of five (5) to seven (7) physiotherapists including a chair, vice-chair and secretary.

Committee members must be registered or qualified physiotherapists, able to speak and write in English, have experience in caring for people living with haemophilia and allied bleeding disorders and preferably participating in advanced physiotherapy activities. At any given time, there should be no more than two members being from the same European country.

Members of the committee have a term of three (3) years and can be re-appointed for a second period of up to three (3) years. The maximum membership term will be a total of six (6) years. Terms of membership will be staggered to ensure that there will be a balance of new and experienced members.

Appointment of members:

When a vacancy arises, or a new need is identified from the committee, a call for new members will be published on the EAHAD website and circulated via EAHAD's social media channels.

Existing committee members will review the applications. Agreement within the committee is desired and a majority of members of the committee must agree on the appointment of a new member. In case of a tie, the chair of the committee has the deciding vote.

Selection of the chair, vice-chair and secretary will be made by the committee every two (2) years. The vice-chair will automatically be appointed to the position of chair after the expiry of his term as vice-chair. The committee can choose to co-opt the outgoing chair for a maximum period of two (2) years. A committee member whose mandate as committee member expires whilst his/her mandate as chair, vice-chair, or secretary has not yet expired may be reappointed for another mandate as a committee irrespective of having exceeded six (6) years on the committee.

Committee members can choose to co-opt additional committee members during the year if they are of the opinion that the committee does not contain an adequate number of members representing experienced physiotherapists throughout Europe. Co-opted members serve a term of one (1) year. Nevertheless, the total number of members cannot exceed seven (7).

3. Function of the Physiotherapists Committee

The committee will work towards a set of objectives and activities agreed upon in discussion within the committee itself and with the EAHAD Executive Committee.

All committee members are required to actively participate in the work of the committee. Each member must attend no less than 50% of scheduled meetings in a given calendar year. This can include participating via web/teleconference.

See Appendix 1 for a full list of Roles and Responsibilities of the Physiotherapists Committee members.

4. Frequency and funding of Physiotherapists Committee Meetings

The committee meets in person up to three (3) times per year. One (1) meeting will be in connection with the annual EAHAD Congress. The meetings will be funded via and organised by the EAHAD Office and at least one staff representative of the EAHAD Office will attend each meeting. Teleconferences may be scheduled in addition to in-person meetings.

Quorum for the meetings of the Physiotherapists Committee is set at four (4) members, including at least one of the following: chair or vice-chair.

5. Reports to be produced by the Physiotherapists Committee

The committee will produce an annual report outlining progress on agreed objectives.

6. Agendas and Minutes

The chair will determine the agenda prior to the meeting. The agenda will be circulated to the committee members at least one (1) week prior to the meeting.

Minutes will be distributed to committee members within two (2) weeks of the meeting date.

7. Review of the terms of reference

The committee will review the terms of reference every two (2) years.

Appendix 1

Roles and Responsibilities of the Physiotherapists Committee

The **chair** of EAHAD Physiotherapists Committee:

- Serves as the representative of EAHAD Physiotherapists Committee
- Attends the Executive Committee meetings and reports on the work of the Physiotherapists Committee
- Attends the EAHAD Annual General Meeting (AGM)
- Convenes meetings of the Physiotherapists Committee
- Chairs the meetings of the Physiotherapists Committee
- Determines the agenda for the meetings of the Physiotherapists Committee
- Leads the strategic planning process with the Physiotherapists Committee
- Connects and maintains relations with key persons in the Physiotherapists field throughout Europe
- Oversees the planning process of the annual EAHAD Pre-Congress Day
- Is responsible for good collaboration with vice-chair to facilitate a smooth hand over at the end of his/her term of office

The **vice-chair** of EAHAD Physiotherapists Committee:

- In the absence of the chair: chairs the meetings of the EAHAD Physiotherapists Committee
- Evaluates the progress of projects together with the chair
- Works with and provides assistance to the chair in undertaking the duties under his/her mandate

The **Secretary** of EAHAD Physiotherapists Committee:

- Writes up the Minutes of EAHAD Physiotherapists Committee meetings
- Keeps track of attendance at EAHAD Physiotherapists Committee meetings
- Collects nominations for EAHAD Physiotherapists Committee members

The **Committee members** of EAHAD Physiotherapists Committee:

- Are members of EAHAD
- Are responsible for carrying out the annual objectives and activities of the EAHAD Physiotherapists Committee
- Represent the interests of physiotherapists working in rare bleeding disorders services towards the improvement of musculoskeletal care for people living with haemophilia and other allied disorders in Europe
- Contribute to the strategic planning process of EAHAD Physiotherapists Committee
- Shall have designated specific responsibilities as agreed by the EAHAD Physiotherapists Committee