



## ASSOCIATION OF PAEDIATRIC CHARTERED PHYSIOTHERAPISTS

### SPECIALIST COMMITTEE CONSTITUTION

#### OBJECTIVES

The Specialist Committee will focus on their specific clinical/occupational field within paediatric physiotherapy.

The objectives of Specialist Committees will be as follows:

- i. to present the views of the Specialist Committee at National Committee via the elected Specialist Committee Representative;
- ii. to promote the Association and paediatric physiotherapy;
- iii. to provide a forum for clinical networking, peer support, and continuing professional development (CPD) through study days and courses;
- iv. to provide an expert body of skills and knowledge to promote and ensure a national standard of best practice;
- v. to develop and promote the use of evidence based practice;
- vi. to develop and maintain links with relevant organisations within the field.

#### MEMBERSHIP

- Membership is open to all current member of the Association.

#### COMMITTEE

- The Specialist Committee will consist of a minimum of 5 and a maximum of 12 elected committee members.
- Committee members will be full members of the Association with expertise in the specific field and, where possible, will be elected to represent the variety of work within this field.
- A notice of committee vacancies will be circulated to the Group's members annually - nominees must be proposed and seconded by full members of the Association.
- An email ballot of APCP members will be required where more nominations than vacancies are received.
- Specialist Committee members will be elected for a 4-year term and then will be eligible for re-election for a second 4-year term. Committee members will then normally stand down and will only be eligible for re-election to the Specialist Committee after a period of 2 years has elapsed.
- In exceptional circumstances (e.g. where the Committee is struggling to maintain a viable committee) a Committee member who has served for 8 years may be elected for a further 2 years, during which time the Committee will actively seek to recruit new members.
- Committee members are expected to attend all meetings where possible and to contribute to the activities of the Specialist Committee.
- A committee member may be asked to step down if they fail to attend two consecutive meetings or if the other members of the Specialist Committee unanimously agree that the member is not contributing to the activities of the Committee.

## **ELECTED OFFICERS**

- The Specialist Committee will elect a Representative to National Committee.
- The Specialist Committee Representative will be elected for a 2-year term and then will be eligible for re-election for a second 2-year term.
- In exceptional circumstances where the Specialist Committee is unable to identify a replacement Representative, a Specialist Committee Representative may be elected for further 2-year term up to a maximum of 8 years.
- The Specialist Committee will elect additional officers as deemed necessary (e.g. Chair, Secretary). These officers will be elected for a 2-year term and then will be eligible for a second 2-year term.

## **CO-OPTED COMMITTEE MEMBERS**

- The Specialist Committee will have the right to co-opt members as deemed necessary (e.g. to assist with clinical projects).

## **ANNUAL MEETING / ANNUAL REPORT**

- The Specialist Committee will endeavour to hold an Annual Meeting each year to present a review of the Committee's events and activities, finances, election of new committee members, and other relevant business.
- Notification of the date, time and location of the Annual Meeting together with details of committee vacancies will be circulated to the Group's members at least one month prior to the Committee's Annual Meeting.
- Where the Specialist Committee is unable to hold an Annual Meeting, an Annual Report will be published in the Summer issue of the APCP Newsletter and a notice of committee vacancies will be circulated to APCP members prior to publication of the Annual Report so that election of new committee members can be included in the Annual Report.
- Where committee nominations exceed the number of vacancies, an email ballot of the APC members will be undertaken prior to the Annual Meeting / publication of the Annual Report.
- Where nominations do not exceed the number of vacancies, the nominees will be elected unopposed.

## **FINANCES**

The Specialist Committee's funds will be held in the National APCP account and managed by the National Treasurer. The National Treasurer will keep a record of the Committee's day-to-day income and expenditure.

## **PROCEDURES**

A record of business proceedings and activities will be kept. These will be made available all members of the Committee and will be retained for 5 years.

## **AMENDMENTS TO THE CONSTITUTION**

Any amendments to the constitution are to be made in consultation with, and with the agreement of, the APCP National Committee.

## **DISSOLUTION**

The Specialist Committee can be dissolved with the agreement of the National Committee.

*This is an appendix to the APCP National Constitution and must be read in context with the National Constitution*