

Focus on the ACPWH committees: the National Conference Organizing Committee

Introduction

The Association's National Conference Organizing Committee (NCOC) was formed following our Annual Conference in London on 21–22 September 2012. This group is made up of individuals from around the UK who have an interest in the planning and development of the ACPWH Annual Conference.

The NCOC is currently comprised of six members, who will each serve either a 2- or 3-year term of office, depending on requirements. From 2014, it is intended that two new members will join the Committee and two will leave annually. The main focus of the group is to implement and develop our Annual Conference programme, which includes suggesting and liaising with potential speakers, proposing locations for the event, and agreeing programme topics in order to ensure that delegates enjoy a balanced conference programme that inspires, educates and encourages discussion and debate.

Here the members of the NCOC describe what they do for us and give an insight into what their roles involve.

Wendy Rarity
Co-editor

Jane Lofts, Chair



My role

I chair the NCOC and took on this 2-year post when our brand-new working group was approved by the ACPWH Executive Committee and first activated at Conference 2012.

What I enjoy about the post

I enjoy working with the other members of the NCOC in order to provide the ACPWH mem-

bership with diverse, stimulating and enjoyable annual conferences.

How much time is involved?

We have teleconference meetings every 2–3 months in conjunction with Fitwise Management Ltd, our invaluable event management team, and communicate regularly with each other by e-mail. The time involved varies hugely according to what needs to be done... It can entail anything from several minutes to several hours a week!

What skills do you need?

Good and efficient organizational skills, the ability to work in a team, the capacity to delegate, an interest in and enthusiasm for being involved, and a willingness to be proactive are all essential. The Committee is too small to carry passengers!

Lucia Berry, Secretary



My role

I am the Secretary of the NCOC. My role is to support the chair and help with administrative tasks.

What I enjoy about the post

I enjoy the organizational aspects of the role; for example, picking the venue, or arranging for speakers to come and share their knowledge.

How much time is involved?

My time is mainly spent on teleconference calls, which last for approximately 1.5 h. There are four of these throughout the year. I also need to be good at collecting and sending e-mails, which takes a few hours each month.

What skills do you need?

For this role, I think you have to be very good at networking with many clinicians, have a passion for new research, and want to help with their learning and development.

Becky Aston



My role

I contribute ideas about possible speakers, topics and venues for future ACPWH conferences.

What I enjoy about the post

Although there is only a small amount of work involved in the NCOC in comparison to some other ACPWH roles, I feel that I am contributing positively to the Association.

How much time is involved?

There is a small amount of e-mail correspondence and we also have regular teleconferences throughout the year. These don't take up much time at all.

What skills do you need?

You need to have attended the ACPWH Annual Conference so as to have an idea about what the role is aiming to achieve. It's also useful to hear speakers from outside our Association because a big part of being on the NCOC is finding and approaching experts who you know or have heard, and believe would be interesting to the wider ACPWH membership.

Rebecca Bennett



My role

I hold a 2-year post on the NCOC.

What I enjoy about the post

I enjoy being able to discuss the Annual Conference and giving input on who will speak at it.

How much time is involved?

It involves around 2 h every other month, usually spent on teleconferences.

What skills do you need?

You need organizational skills, people skills, good links with other professionals, and interesting and innovative ideas for Conference.

Liz Benson



My role

I am the ACPWH's area representative for the South region. Since I work in a Bristol hospital and the 2013 Annual Conference will be held in the city, I have arranged for a local speaker to give a presentation at the event. I am also responsible for assembling a group of physiotherapists who will assist with any extra duties required at Conference.

What I enjoy about the post

I enjoy working with the NCOC team, and have found that being on a national committee means that I can learn a lot from other committee members with more experience.

How much time is involved?

By the time that the Annual Conference takes place in September, the NCOC members will have had approximately four teleconferences, each lasting about 2 h. We planned where to hold the event at the first teleconference, then we each suggested speakers and discussed whom to invite at subsequent meetings. Since most of the work is done by e-mail or telephone, I have not found this very time consuming.

What skills do you need?

The skills needed to be a member of the NCOC are no different to those we use in our everyday work. Each member takes on the responsibility to contact speakers by e-mail and invite them to attend. When we receive a positive response, Fitwise take over and make further arrangements.

Shernaz Screwvala

My role

I contribute ideas to the Chair about the organization of the Annual Conference prior to the event. These include suggestions about speakers, subjects for lectures, possible venues, and the choice of entertainment and meals. I help to set



up at the venue, register delegates and generally lend a hand as required so as to make the weekend a rewarding, stimulating and enjoyable 2 days for the delegates.

What I enjoy about the post

Since I have only just joined the Committee, I am not yet sure, but I imagine that it will be the satisfaction of organizing a project and seeing it through to a successful end.

How much time is involved?

We have already had a few teleconferences and I will help over the 2 days of the Annual Conference. Some time spent on the computer using e-mail to contact speakers and get their responses is also involved.

What skills do you need?

Good communication skills, diligence, perseverance, patience and hard work.