**Briefing paper on the transition from an ACPWH local conference organising committee to an ACPWH national conference organising committee**

**Overview**

Following a decision taken by the ACPWH Executive Committee in 2011 it was agreed that, with effect from the 2012 annual conference, all conferences would be organised by a national organising committee (NOC).

**Structure**

The new NOC would comprise 6 members with each member serving a three year term of office. There would be an annual rotation of members with two new members voted onto the committee and two members who would leave the committee on completion of their respective terms of office; so two members on and two members off each year. A three year term of office would allow members’ experience to be fully utilised to the advantage of the Association in providing a broader base from which to attract conference speakers. Membership of the NOC would be open to all ACPWH members with anyone interested in being part of the committee simply completing an application form. The chair of the group would be a full member. In both instances the ACPWH Executive Committee would decide on the group members. Additionally, the Honorary Treasurer would be an *ex officio* (by virtue of the office) member of the group as conference represents the single largest investment the Association makes in any one year. Accordingly there would be no requirement for a committee treasurer. However, there would be a need for a committee secretary to record minutes and ensure the smooth functioning of the administration of the group.

**Communication**

While local organising committees normally finds it easier to meet because of the advantages of easy accessibility to local meetings, new systems will be put in place to counter any negative effects of NOC members being based anywhere across the UK. On an annual basis, the first meeting of the new committee will normally be held at a venue being considered for a future conference. This is likely to be the only face to face meeting held unless exceptional circumstances dictate otherwise. All other meetings throughout the year would be either teleconference meetings or more probably Skype meetings which are generally free. Skype meetings would be set up through the Fitwise office.

**Initial structure of NOC**

As a result of having rotational membership, the initial membership of the group would require applicants who would be willing to serve either a term of office of one year, or two years, or three years. As the chair and secretary of the committee for the 2012 event is already in place, both would have the first choice as to what term of office each would prefer to take up. This leaves four posts currently available for joining this new national organising committee. Applicants for these posts should state what term of office they would prefer as follows:

* One year term of office
* Two year term of office
* Three year term of office
* All three options

Application forms would be available by contacting the Honorary Secretary, Katie Mann by email at dkmann@supanet.com or from the Fitwise office by contacting katie@fitwise.co.uk. A role profile and terms of reference for the chair is available on request.

**ACPWH National Organising Committee Chair - Role Profile**

1. **Accountable to**

ACPWH Executive Committee Chair

1. **Aims**
* To lead and co-ordinate the organisation of the annual conference and exhibition in line with all legal and contractual obligations.
* To manage the scientific programme in line with the educational aims of the Association
* To further the aims of the ACPWH in keeping with the objectives stated in the ACPWH constitution
* To work with the Honorary Treasurer in the preparation of a financial forecast for every event
* To lead members in the provision of a business plan for the annual conference and exhibition
* To identify suitable venues for annual conference a minimum of two years in advance of the event
* To foster mutual understanding of the members of the group and encourage the group to act in a mutually supportive manner
* To mentor new members of the group
* To provide a succession planning policy for chairing the group
* To chair meetings of the group and ensure that minutes are taken for record purposes
* To liaise with the ACPWH Executive Committee on a regular basis as required by the Executive Committee.
* To produce a report using a standard template detailing the activities and outputs of the conference organising committee on a quarterly basis
* To use knowledge and experience to develop the group members’ skills effectively and provide guidance in carrying out the specific roles of the group.
* To provide a full report of the annual conference to include delegate and exhibitor evaluations plus a final financial report
1. **Role criteria**
* The chair must be a full member of the Association and conversant with the workings of the Association
* The chair must have demonstrable leadership skills
* The chair must have good communication skills, both written and oral
* The chair must have the ability to inspire and build confidence in members of the group
* The chair must be able to commit enough time on a voluntary basis to the requirements of the role
* The chair must be financially astute
1. **Duration of office**

The chair will hold office for a two year period.

1. **Meetings**

In collaboration with the group secretary the chair will be responsible for the conduct and organisation of all meetings.



**Association of Chartered Physiotherapists in Women's Health**

**National Conference Organising Committee - Application Form**

There are 4 posts available on the ACPWH newly formed national conference organising committee. A briefing paper is attached outlining the background to this new operating policy. Application forms are available by contacting the Honorary Secretary, Katie Mann by email at dkmann@supanet.com or from the Fitwise office by contacting Katie Laing by email at katie@fitwise.co.uk The applicant is requested to sign that she is willing to stand for the post and is asked to submit:

* a brief profile of past experience and offices held
* information/evidence on both oral and written communications skills and IT skills, as these are required within the committee. Good general organisational skills aligned to good networking skills is a further requirement.

**Name of Applicant ...............................................................................................................**

**[Please print]**

**Professional Status .............................................................................................................**

**Membership No ..................................................................................................................**

**Signature .......................................................……………………………………………………**

**Email address……………………………………………………………………………………….**

**Please indicate by ticking the box which term of office is preferred:**

* One year term of office 🞎
* Two year term of office 🞎
* Three year term of office 🞎
* All three options 🞎

Please return completed applications by **1st October 2011** toKatie Mann, c/o Fitwise Management Ltd, Drumcross Hall, Bathgate EH48 4JT. A role profile including terms of reference are available on request by

 emailing Katie Laing at Fitwise at katie@fitwise.co.uk Further information on the role can be obtained from Katie Mann by emailing dkmann@supanet.com