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**Pelvic Obstetric & Gynaecological Physiotherapy**

**National Conference Organising Committee – Committee Members Information & Application Form**

**Dear member,**

POGP are delighted to announce that the National Conference Organising Committee (NCOC) is looking to appoint two new members. This group is made up of individuals from around the UK with a keen interest in the planning and development of the POGP Annual Conference.

We are currently seeking two proactive and enthusiastic individuals to join the NCOC on a three year term of office commencing in November 2016. This is open to all POGP members interested in being part of the committee. Simply complete the attached application form and e-mail to Derrick Lothian at our Association Management Company – Fitwise: **Jacqueline.McCafferty@fitwise.co.uk** closing date for applications - Monday 28th November 2016.

**Overview:**

POGP National Conference Organising Committee comprises of six members, each serving a two or three year term of office (depending on requirements). Two members will join and two will leave annually. The main focus of the group is to implement and develop our annual conference programme including suggesting and liaising with potential speakers, suggesting locations and agreeing programme topics to deliver a balanced conference programme which inspires, educates and encourages discussion and debate.

**Structure:**

* Attend one face to face meeting per year (if required). This will be held in late October/early November to commence the programme implementation for the following year.

All other meetings throughout the year (4 to 6 depending) will be by teleconference unless otherwise agreed by all members.

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**Structure Cont...**

* To support the NCOC chairperson in the implementation and development of the scientific programme in line with the educational aims of the Association.
* To identify suitable venues for annual conference a minimum of two years in advance.
* 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 use knowledge and experience to develop the group members’ skills effectively and provide guidance in carrying out the specific roles of the group (as required).

**POGP Contribution:**

In order to ensure the smooth running of this group POGP will offer the following financial support:

Travel, accommodation (if required) and subsistence expenses relating to work carried out on behalf of the NCOC (chairperson must be in agreement for any work undertaken).

50% discount off the delegate registration fee at the POGP Annual Conference excluding overnight accommodation. Please note that during conference you will be required to assist the Chair with conference related duties (i.e. chairing sessions, managing the POGP stand, speaker liaison etc) All duties will be thoroughly explained prior to conference and our onsite management team will be on-hand to assist at all times.

**Applications:**

Please complete the attached application form and e-mail to Derrick Lothian at our Association Management Company Fitwise Closing date for applications - **Jacqueline.McCafferty@fitwise.co.uk** Monday 28th November 2016.

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**National Conference Organising Committee - Application Form**

**3 Year Term of Office**

There are two posts available on the ACPWH National Conference Organising Committee (NCOC). Application forms should be completed and sent to Derrick Lothian at Fitwise The applicant is requested to sign that she is **Jacqueline.McCafferty@fitwise.co.uk** 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 complete the information above attaching any relevant information to support your application and e-mail to Derrick Lothian at our Association Management Company Fitwise **Jacqueline.McCafferty@fitwise.co.uk** Closing date for applications - Monday 28th November 2016.