

 **Terms of Reference of the Communication Subcommittee of POGP**

**1. Name**

The subcommittee shall be called the Communication Subcommittee (CSC) of Pelvic, Obstetric and Gynaecological Physiotherapy (POGP), a professional network of the Chartered Society of Physiotherapy

**2. Aims**

* **To promote the work of the POGP via mainstream media and Social media.**
* **To support members with communication across POGP, networking between all subcommittee.**
* **To manage the content within the POGP website, for both patients and members.**

**3. Objectives**

1. To assist the executive in increasing public awareness & encourage the public (men and women) healthcare and other professionals to seek specialist physiotherapy services for Pelvic, Obstetric and Gynaecological problems
2. To liaise with the media (including the CSP press office) to ensure that where possible accurate information is delivered to the public on the provision of pelvic health physiotherapy
3. To oversee membership-facing and patient-facing material, for example the website, website blog, Facebook group, twitter feeds and known places where POGP has a representation (e.g. adverts, information banners), both nationally and globally
4. To work with the Education, Journal and other sub-committee as required to develop educational and promotional material
5. To assist the executive in increasing public awareness & encourage the public, healthcare organizations and other professionals to seek specialist physiotherapy services for Pelvic, Obstetric and Gynaecological problems
6. To liaise with commercial companies, charities, non-profits & other organizations to ensure that accurate information is delivered to the public to empower self-help and seeking the most suitable treatment options
7. To consider any other matters that the POGP Trustees should require the CSC to undertake.

**4. Membership**

Members of the POGP CSC are approved by the POGP Board of Trustees and shall number a minimum of five, of which it is recommended that a maximum of one should also be members of the Board of Trustees as the Chair of the CSC, and the named public relations officer. Onset of service commences after the AGM of POGP. Members of the CSC subcommittee may serve for a term of four years with further terms if mutually desired. In addition, the CSC shall have the power to co-opt persons annually who may or may not be members of POGP for specialist help and for prescribed periods.

1. **Officers**

The Chair is a member of the POGP Board of Trustees and therefore bound by the term of office as set by the schedule of the Charity. In exceptional circumstances, in the interest of the CSC and therefore POGP, the Chair and/or other officer roles may be co-opted by a majority vote of the CSC for a further agreed period of time subject to approval from the POGP Board of Trustees. For example, for the smooth running of POGP the Chair of the CSC should not change at the same time as that of the POGP Board of Trustees.

The CSC will include the following roles :

1. The **Chair** is the named Public Relations Officer and a POGP Trustee as well as being a member of the CSC
2. **The Social Media Officer** responsible for managing the posting on the social media platforms
3. **The Website Officer** responsible for the content and uploads of the website
4. **iCSP moderator** One member of the CSC will be responsible for representing POGP on the iCSP platform.
5. **Newsletter producer** One member will be responsible for the production of the newsletter
6. **Meetings**

There will be up to three meetings per annum, the majority of which will be by teleconference or virtual platforms. The meeting will be considered quorate with three members in attendance. It is the responsibility of each member to inform the chair at least two days prior to the meeting (if possible) if they are unable to attend the meeting. The expenses paid will be in accordance with those of the POGP expenses SOP

1. **Reports**

The chair shall prepare a report for the POGP Board of Trustees and CSCmeetings

**7. Cessation**

The members of the CSC are expected to work together to suit the needs of POGP members. However, the Chair of POGP has ultimate responsibility for resolving conflict within the subcommittee, and between the POGP Board of Trustees, the CSC and the public relations officer. The CSCof POGP may be dissolved by the POGP Board of Trustees at any time. Should this occur, the POGP Trustees will take on the continuing responsibilities of the subcommittee.