

Candidate pack

Election of general board member

2021

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INFORMATION FOR CANDIDATES

1. What does being elected to the executive board of World Physiotherapy mean?

World Physiotherapy is the operating name of the World Confederation for Physical Therapy. It is a registered charity in the UK [234307].

WCPT Trading Limited is a company owned by the World Confederation for Physical Therapy. It is registered in England and Wales.

World Physiotherapy is an international non-governmental organisation.

The executive board ['the board'] is elected by the member organisations. It may have up to nine members.

The president and vice president are elected by all member organisations at a general meeting.

The five regional members of the board are elected by the member organisations in their region.

A general board member is elected by all member organisations.

Being elected as a board member of World Physiotherapy means that you are a trustee of the charity and you may also be a director of the company, WCPT Trading Limited.

These roles come with serious legal responsibilities – please ensure you read all sections below.

When you submit your signed nomination form, you state that you are familiar with the legal responsibilities and that you have the capacity and understanding to meet them.

2. Why is there an election for a general board member?

In May 2019, the member organisations approved clauses in the constitution to allow for the election of up to two general board members.

The rationale behind this article in the constitution is for the board membership to reflect the diverse needs of the organisation if, or when, this is not reflected through the standard election process. In addition, it was recognised that the board might require additional capacity given that all board members are volunteers and all currently have full-time work commitments.

Following the recent elections of regional board members, the board completed an assessment of the skills, experience, and competence covered by those currently serving as board members.

Two gaps were recognised. The first gap was capacity. The impact of COVID-19 has placed even more demands on the board members from both work and personal perspectives, with increasing challenges from the need to meet virtually and more frequently for World Physiotherapy.

The second gap is related to a regional/cultural perspective. The board believes that we are missing the insights/experiences of a physiotherapist from the Middle East.

At this time the board is calling for the nomination of only one general board member. They will be elected for a two year term from 1 January 2022 until 31 December 2023.

3. Why is there an election now?

This is the first time that an election for a general board member will take place under the new constitution. The timing of this appointment is important, as the terms of office for the president and vice president end in mid-2023, as do the terms of the current board members elected from the Asia Western Pacific and Africa regions.

The terms of the three board members from the Europe, North America Caribbean and South America regions finish in 2025. The appointment of a general board member in 2022, for the two years as outlined in the constitution, provides continuity of World Physiotherapy governance knowledge and experience for a short period after the next electoral cycle.

In addition, it allows World Physiotherapy to understand if the process of electing a general board member, as outlined in the constitution, supports the purpose for which it was intended. If it does not, the general meeting in 2023 will allow member organisations to consider amendments to the constitution.

4. I am thinking about seeking election, who can I talk to?

If you are interested in seeking election to become a general board member, you must contact the president, Emma Stokes president@world.physio, or the CEO, Jonathon Kruger jkruger@world.physio, for a confidential discussion.

5. What skills, knowledge, experience and competence is required?

5.1 Regional and cultural perspective

The preferred nominees for this position would be a physiotherapist from the Middle East and/or who has experience of living and working in this region of the world.

5.2 Time

You should be able to give an average of five hours per week as a member of the board. If this is not possible for you at this time, then it may be better to wait for another time.

5.3 Language

Although World Physiotherapy is a global organisation, the language of the board is English.

Translators have been used for very detailed documents and for some meetings. It is not possible, however, to translate every document. It is also not feasible to provide simultaneous translation or to have multiple translators present at face to face meetings. The possibility of using technology is being investigated for virtual board meetings.

In the past, translators have been used for face to face meetings, however this did not prove to be a helpful solution for the board member in question. As you can imagine, if four board members each require translation into a different language, meetings would be extremely difficult and expensive.

For now, anyone seeking to be elected as a member of the board must be sure that they are comfortable reading detailed documents in English and expressing themselves in English for board discussions.

We work hard to ensure all board members have the time to read and prepare and to contribute at each board meeting but it is demanding work and requires significant commitment from board members.

5.4 Payment

Board members do not receive payment for their time as board members. However, all World Physiotherapy board-related expenses such as travel, accommodation, meals etc are covered.

Additional technology-related expenses related to board participation can be covered.

6. What do board members do?

6.1 Appointment of CEO

The board appoints a chief executive officer (CEO) of World Physiotherapy and will determine their remuneration and the terms and conditions of their employment. The board conducts an annual performance review. The CEO is subject to the direction of the board in controlling and managing World Physiotherapy.

6.2 Strategic direction

The board consults with the community – member organisations, regional executive committees, subgroups, networks and other external organisations – to develop the strategic plan.

A new strategic plan is due to be developed in 2021. You will contribute to the development of the new strategic plan. It is possible you may have to take part in webinars and encourage others to engage in the consultation.

6.3 Implementation of the strategic plan

In general, the board does not 'do' the work of World Physiotherapy. That is why there is a talented staff team and also why we work with external consultants. The board ensures that the implementation of the strategic plan is on time and on budget.

6.4 Policy and advocacy

Not all board members are required to be involved in policy development or advocacy. However, if this is an area of interest, there is opportunity to work with the staff team on these activities.

6.5 Finance and risk management

This is a key area of responsibility. Trustees of the charity and directors of WCPT Trading must be financially literate. This means they must be able to review and sign off management accounts, budgets, and annual reports.

Evaluation of risk, what it means to and for the organisation, and how to manage risk is also a major component of a board's role.

Board members, in their roles as trustees and directors, are financially liable for the organisation. Bespoke finance training, including risk assessment and management, is provided to board members.

You must be ready to participate in the training if your skills, knowledge, and experience are lacking in this area.

6.6 Governance

It is essential that board members have experience of being a member of a board of either a member organisation, a regional executive committee, or another board-level committee.

Board members chair key World Physiotherapy committees, working groups and task forces. For example, the finance committee, membership committee, accreditation committee, and the global task force on education. You must be willing to chair one such committee.

7. Conflicts of interest and conflict of loyalty

Real and perceived conflicts of interest and/or loyalty must be managed very carefully. For example, if you are a member of the board or executive committee of your member organisation, you may find there is a conflict of interest in the decisions you make as a member of the board of World Physiotherapy. This means you may not be able to participate in all decisions of the board.

If your member organisation were seeking to host the World Physiotherapy congress in 2025 or 2027, you might not be in a position to participate in any discussions regarding this decision because of a conflict of interest.

If the board were recommending an increase in membership fees and you believe 'that's too much for my organisation', then this would be a potential conflict and you would have to excuse yourself from the discussions.

8. Confidentiality and consensus

All board discussions remain confidential unless the board agrees otherwise. Of course, the board is open and transparent about its decisions and how it makes decisions but the discussions remain confidential to the board and papers should not be shared with anyone outside the board.

The board rarely 'votes' on decisions and tries very hard to achieve consensus – a decision that everyone can be happy with. However, from time to time, issues may require a vote. Board members must feel free to express disagreement with one another, and in discussion, challenge and conflict may arise. This is normal.

Once the board make a decision, whether you have agreed with it or not, the entire board supports the decision collectively.

9. Engagement, meetings and communication

As you will know, some board members are active on social media, and this is very helpful for communicating the work of World Physiotherapy. It is not, however, a requirement of board members.

You may be asked to represent World Physiotherapy at meetings of member and other organisations and the communications team will assist you in the preparation of your contribution.

Since COVID-19, there have been few face to face meetings of member organisations or regions, but it is expected that when they re-commence you would be available to travel to and participate in face to face meetings. This requires making timely arrangements for visas. The staff team will provide all supporting documentation but you must make the application yourself. Any costs for visas will be refunded.

In the past, the board has held two or three face to face meetings each year. The location varies, but there has been traditionally one meeting in London. Since COVID-19, all meetings have been virtual and are usually held around 12.00 or 13.00 UTC. This is to accommodate the spread of time zones across the world.

Virtual meetings have taken place monthly. You are expected to attend at least 85% of meetings during a 12-month period and to have completed the required preparation for discussions at meetings.

10. Who do I represent?

The board is not a representative board and, to avoid conflicts of interest and loyalty, board members do not normally sit on regional executive committees.

Your role is not to defend the interests of your region or member organisation on the board of World Physiotherapy. Your regional experience and perspective, however, are very important for board discussions.

11. Is there any other important information I should know?

Yes.

To act as a board member of World Physiotherapy, you must meet certain personal legal requirements, which are listed in the declaration form.

12. Are there any other documents I should read?

Yes.

If you are considering nominating, please read the following documents

1. [Annual review 2020](#) with a specific focus on the annual financial report
2. [Constitution](#)
3. [The essential trustee: what you need to know, what you need to do](#)

INSTRUCTIONS TO CANDIDATES

To be considered as a candidate for the World Physiotherapy general board member position, individuals should:

- meet with the president and/or CEO of World Physiotherapy
- read and understand the constitution

and must:

- complete the attached declaration form.
- provide a curriculum vitae (up to two pages), headshot photograph and candidate statement (up to 1,000 words) suitable for publication and distribution to the World Physiotherapy member organisations
- supply a nomination form in support of your candidacy from your own member organisation and one other member organisation.
- send these documents by email to jkruger@world.physio by 17:00 UTC on 15 October 2021.

Please note that the World Physiotherapy constitution requires board members to be physiotherapy members from member organisations that complies with its duties under clause 10.

One of the duties outlined under clause 10 relates to the payment of fees.

Therefore, nominations can only be accepted from member organisations that have paid their annual membership subscriptions.

DECLARATION FORM

WORLD PHYSIOTHERAPY GENERAL BOARD MEMBER 2022 - 2023

Name of candidate:	
Member organisation:	

If you are a member of any other World Physiotherapy member organisation then please list in the box below:

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Declaration

In accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 I give my consent for the information contained in this form to be processed for the purpose of elections to the role of World Physiotherapy general board member. I understand that if elected, this application form will become part of my file. I declare that the information contained in this form is true and accurate. I understand that false information may lead to my trusteeship being terminated without notice.

By completing and signing this form, you declare that if elected you:

- are willing to act as a trustee of World Physiotherapy / WCPT and a company director of WCPT Trading Limited
- agree to act in accordance with the key duties of a trustee of a charity and company director in England and Wales at all times
- understand World Physiotherapy / WCPT purposes (objectives) and rules set out in its governing documents

Are not prevented from acting as a trustee because you:

- have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- have an individual voluntary arrangement (IVA) to pay off debts with creditors
- are disqualified from being a company director
- are subject to an order made under section 429(2) of the Insolvency Act 1986 (UK) or equivalent law in any country
- have previously been removed as a trustee by WCPT, any charity regulator or any court for any reason, including misconduct or mismanagement
- have been removed from management or control of any body under the laws of any country, including section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
- are disqualified from being a trustee or company director in any country, including by an order of the Charity Commission under section 181A of the Charities Act 2011

Signature:	
Date:	

NOMINATION FORM
WORLD PHYSIOTHERAPY GENERAL BOARD MEMBER 2022 - 2023

Name of candidate:	
Candidate's member organisation:	

Nominated by:

Name:	
On behalf of (member organisation):	
Position in member organisation:	
Signature:	
Date:	

Please ensure that the nominee has consented to the nomination.
