

Candidate pack

Election of president and
vice president

2023-2027

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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 (WCPT). WCPT is a registered charity in the UK [234307]. WCPT Trading Limited is a company owned by WCPT. 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 and up to two general executive board members are 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 would ordinarily 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. What is the role of the president?

The president of World Physiotherapy is the primary representative of the organisation and they chair the board. The chair will:

- ensure the integrity of the board's governance arrangements
- ensure the effective management of the board's processes
- represent World Physiotherapy to outside parties as required
- be the primary spokesperson for World Physiotherapy

It is recognised that:

- the chair is bound by World Physiotherapy constitution/regulations/policies/guidelines and has no authority to alter, amend or ignore these governance documents
- while it is necessary and appropriate for there to be a close working relationship between the chair and the chief executive officer (CEO), this does not displace the CEO's accountability to the board as a whole

The constitution states that to be nominated for the position of president, an individual must:

- a) be a physiotherapist member of a member organisation that complies with its duties under clause 10; and
- b) have served for a period of at least two years on the governing body of a member organisation.

3. What is the role of the vice president?

The vice president deputises for the president if they are unable to perform their function.

The constitution states that to be nominated for the position of vice president, an individual must:

- a) be a physiotherapist member of a member organisation that complies with its duties under clause 10; and
- b) have served for a period of at least two years on the governing body of a member organisation.

The vice president of World Physiotherapy is the current chair of a board subcommittee.

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

4.1 Time

You should be able to give an average of twelve to fifteen hours per week as president or vice president. As president or vice president you need to be very flexible as you may be called upon to respond quickly to urgent business in a timely manner.

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.

The president or vice president should expect to travel internationally every six to eight weeks to attend high level meetings, member organisation conferences and other significant events.

If this commitment is not possible for you at this time, then it may be better to wait for another time.

4.2 Language

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

Translators have been used, for very detailed documents and some meetings, however, it is not possible 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 online 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 to manage and would be long 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. The president will develop the agenda papers with the CEO in the weeks prior to the board meeting.

The president and vice president are often requested to present at international forums. Therefore, you must be comfortable in speaking publicly at these high-level events, which are most often conducted in English.

4.3 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.

In addition, should your participation as a board member require additional technology-related expenses, these can also be covered.

5. What do board members do?

5.1 Strategic direction

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

A new strategic plan was developed in 2022. Implementation of the plan will be a key responsibility of the new board.

5.2 Implementation of the strategic plan

In general, the board oversees 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.

5.3 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 to you, there is opportunity to work with the staff team on these activities.

5.4 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.

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

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

The president is legally responsible for confirming the final audited accounts for the Charity Commission. Therefore, they must have comprehensive understanding of all the organisation's finances.

5.5 Governance

It is essential that the president and vice president have significant experience of leading and chairing a board of either a member organisation, a regional executive committee, or another board-level committee.

Ordinarily the president chairs the meetings of the board and by convention the vice president chairs the meetings of WCPT Trading.

In addition, board members chair other key World Physiotherapy committees, working groups and task forces. For example, the finance committee, membership committee, accreditation committee, and the education committee. You must be willing to take on these additional governance responsibilities.

6. 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 was seeking to host the World Physiotherapy congress in 2027 or beyond you may not be able 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. This is particularly important to note if you are also a member of the executive committee/board or are an employee of your member organisation which is why we suggest that this is not ideal if you are seeking to be elected as president or vice president of World Physiotherapy.

7. 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 unless this is specifically agreed.

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

8. 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, however it is not a requirement of board members.

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

During the pandemic there were fewer face to face meetings of member organisations or regions, but over the past year these have started to recommence. As president or vice president it is expected that you will be available to travel to and participate in face to face meetings and attend member organisation events.

This requires making timely arrangements for visas. The staff team will provide all supporting documentation, but you will have to make the application yourself. Any costs for visas will be refunded to you.

In the past, the board has held two or three face to face meetings each year. The location varies, but there has usually been one meeting in London. Additional board 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.

Online meetings have taken place every two months and last 60-90 minutes. You are expected to attend at least 85% of meetings during a 12-month period and to have completed the required preparation for chairing and/or discussions at meetings.

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

Yes.

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

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

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

11. Are there any other documents I should read?

Yes.

If you are seriously thinking of seeking election, please read the following documents

1. [Annual Review 2021](#) 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 president or World Physiotherapy vice president, individuals must:

- meet with the president and/or CEO of World Physiotherapy
- read and understand the constitution
- complete the attached declaration/consent 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 only one other member organisation. Please note, only the nominations from these two member organisations are required
- send these documents by email to jkruger@world.physio by 17:00 UTC on 1 December 2022.

Please note:

World Physiotherapy Constitution states that to be nominated for the position of president or vice president, an individual must be a physiotherapist member of a member organisation 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 PRESIDENT OR VICE PRESIDENT 2023-2027

Name of candidate: _____

Candidate's member organisation:..... _____

I wish to nominate for the following position:

President

Vice president

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 election to the role of World Physiotherapy president/vice president. 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 you have:

Served for a period of at least two years on the governing body of your member organisation.

And 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/territory
- 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 PRESIDENT OR VICE PRESIDENT 2023-2027

Name of candidate: _____

Candidate's member organisation:..... _____

World Physiotherapy board role:

President

Vice president

Nominated by candidate's member organisation:

Name: _____

Position in candidate's member organisation: _____

Signature: _____

Date: _____

Nominated by one other member organisation:

Name: _____

On behalf of (member organisation): _____

Position in member organisation: _____

Signature: _____

Date: _____

Please ensure that the nominee has consented to the nomination.