

# Candidate pack

Election of regional board member

2023



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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.

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 now?

A casual vacancy has arisen due to the resignation of the board member from the Europe region.

There will be an election to fill this position for the remainder of the term until 30 June 2025.

### 3. 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 chief executive officer (CEO), Jonathon Kruger [jkruger@world.physio](mailto:jkruger@world.physio), or the president, Mike Landry [president@world.physio](mailto:president@world.physio), for a confidential discussion.

### 4. What skills, knowledge, experience and competence are required?

#### 4.1 Time

Let's start with the time commitment. 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.

#### 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 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.

#### *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.

### 5.5 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.

## 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 2025 or 2027, you may 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.

## 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 usually 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 makes a decision, 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 member and other organisations and the communications team will assist you in the preparation of your contribution.

Since COVID-19, there have been fewer 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 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. Since COVID-19, more 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 every two months. 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.

### **9. Do I represent the region that elects me?**

No, you do not. 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 (see section 6 above).

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

### **10. 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.

### **11. Are there any other documents I should read?**

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

1. [AnnualReview2021](#) with a specific focus on the annual financial report
2. [Constitution](#)
3. [Strategic plan 2022 and beyond](#)
4. [The essential trustee: what you need to know, what you need to do](#)

## INSTRUCTIONS TO CANDIDATES

To be considered as a candidate for a World Physiotherapy regional board member position individuals must:

- meet with the CEO and/or president 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 from your region.
- supply a nomination form in support of your candidacy from your own member organisation.
- send these documents by email to [jkruger@world.physio](mailto:jkruger@world.physio) by **17:00 UTC on 21 June 2023**.

**DECLARATION FORM**  
**WORLD PHYSIOTHERAPY REGIONAL BOARD MEMBER FROM EUROPE**  
**(CASUAL VACANCY 2023-2025)**

Name of candidate: ..... \_\_\_\_\_

Candidate's member organisation:..... \_\_\_\_\_

**I wish to nominate for board member from the Europe region. I am not a member of any other World Physiotherapy member organisation other than the organisation above.**

**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 regional 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 of candidate	Date



**NOMINATION FORM**  
**WORLD PHYSIOTHERAPY REGIONAL BOARD MEMBER FROM EUROPE**  
**(CASUAL VACANCY 2023-2025)**

Name of candidate: ..... \_\_\_\_\_

Candidate's member organisation:..... \_\_\_\_\_

**World Physiotherapy regional board member for the Europe region.**

**Nominated by:**

Name: ..... \_\_\_\_\_

Signature: ..... \_\_\_\_\_

On behalf of (member organisation): \_\_\_\_\_

Position in member organisation: ..... \_\_\_\_\_

Date: ..... \_\_\_\_\_

Please ensure that the nominee has consented to the nomination.