

Candidate pack

Election of regional board
members

2025



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INFORMATION FOR CANDIDATES

1. The World Physiotherapy board

World Physiotherapy's executive board [‘the board’] is elected by member organisations and currently consists of the president, vice president, and a member from each region. The president and vice president are elected by all member organisations at the World Physiotherapy general meeting, which is held every four years. Regional executive board members are elected by the member organisations in their region.

The composition of the board is defined in the [Constitution](#) and candidates should familiarise themselves with this. The board may have up to nine members as there is provision for two general board members. Only one member from any member organisation may be elected or appointed to the board at any time.

Current board members are on our [website](#).

2. Why is there an election now?

If all the board members changed at the same time, for example at a general meeting, this would not be good practice. Therefore, the member organisations agreed at the general meeting in May 2019 to stagger the terms of board members. In 2021, member organisations elected a board member from each of the following three regions for a 4-year term ending in 2025:

- Europe
- North America Caribbean
- South America

There was a further election in 2023 to fill the vacancy for the member of the Europe region who was elected to serve for the remainder of the term. The new board members will begin their terms on 1 July 2025, and each will serve a 4-year term from 2025-2029.

3. Election timeline

Action	Schedule
Call for nominations	150 calendar days before end of term [31 January 2025]
Deadline for nominations	120 calendar days before end of term [2 March 2025]
Notice of candidates	14 calendar days after deadline for nominations [16 March 2025]
Voting commences	30 calendar days before the end of term [30 May 2025] The election will be conducted electronically.
Voting closes	1 day before end of term [29 June 2025]
Announce results of election	Final day of term of current regional board member [30 June 2025]
New term commences	Day after announcement of results of election [1 July 2025]

*Some dates may be adjusted due to weekends but will comply with the constitution timeline.

3. 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 going through the process to convert to a Charitable Incorporated Organisation (CIO), another form of charity organisation in the UK more suited to its operations, and as approved at the general meeting in 2023.

World Physiotherapy is an international non-governmental organisation.

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.

4. 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 sit on regional executive committees.

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.

Your responsibility is to act in the best interests of the whole organisation.

5. 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 president, Michel Landry president@world.physio, or the interim CEO, Tracy Bury tbury@world.physio, for a confidential discussion.

6. What do you gain as a board member?

You will gain significant insight into the global profession and have the opportunity to shape its future, and support the organisation's purpose to represent physiotherapy across the globe, advancing our profession and advocating access for all, to improve health and wellbeing.

Being a board member offers the opportunity for professional development. You can gain experience of strategy, leadership, governance, risk and financial management, and enhance your CV in the process. If you already have significant experience in these areas, it can be stimulating to use it in a different and potentially challenging but exciting context. Board member often say it has been one of the most rewarding and richest sources of learning in their professional lives, even when it can be demanding.

As a board member, you are part of a team and will have the opportunity to apply your unique skills and experience while learning from others. Working closely with a dedicated team of people on the board and on staff who have different perspectives is an enjoyable aspect of the role.

7. What do board members do?

7.1 Key responsibilities

The board is responsible for making sure the charity is effective, responsible and legal. It needs to safeguard its finances, resources and property, as well as people, making sure they're used to further the charity's purposes. The board is accountable to the member organisations, and also to the legal and regulatory authorities in the UK that govern charities.

The board can work effectively when it is clear about the boundaries between the governance role of the board and the operational or day to day matters led by the CEO.

The UK government has identified [six main duties](#) for trustees (figure 1).

7.2 Strategic direction

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

The current strategic plan was developed in 2022. Ownership and accountability for the plan and monitoring outcomes is a key responsibility of the board. It is the CEO's role, with the staff team, to implement the strategic plan. That is why there is a talented staff team to develop and implement action plans and, where appropriate, we work with external consultants. The board ensures that the implementation of the strategic plan is on time and on budget, delivering intended outcomes.

6.3 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 board members.

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

6.4 Governance

The board, along with the CEO, is responsible for ensuring that the board acts in the best interests of World Physiotherapy and in compliance with the constitution and regulations. A governance manual, board code of conduct, and operational policies support a governance framework.

The UK's [Charity Governance Code](#) is a practical resource to support good governance (figure 2).



Figure 1 UK Government - Trustee duties

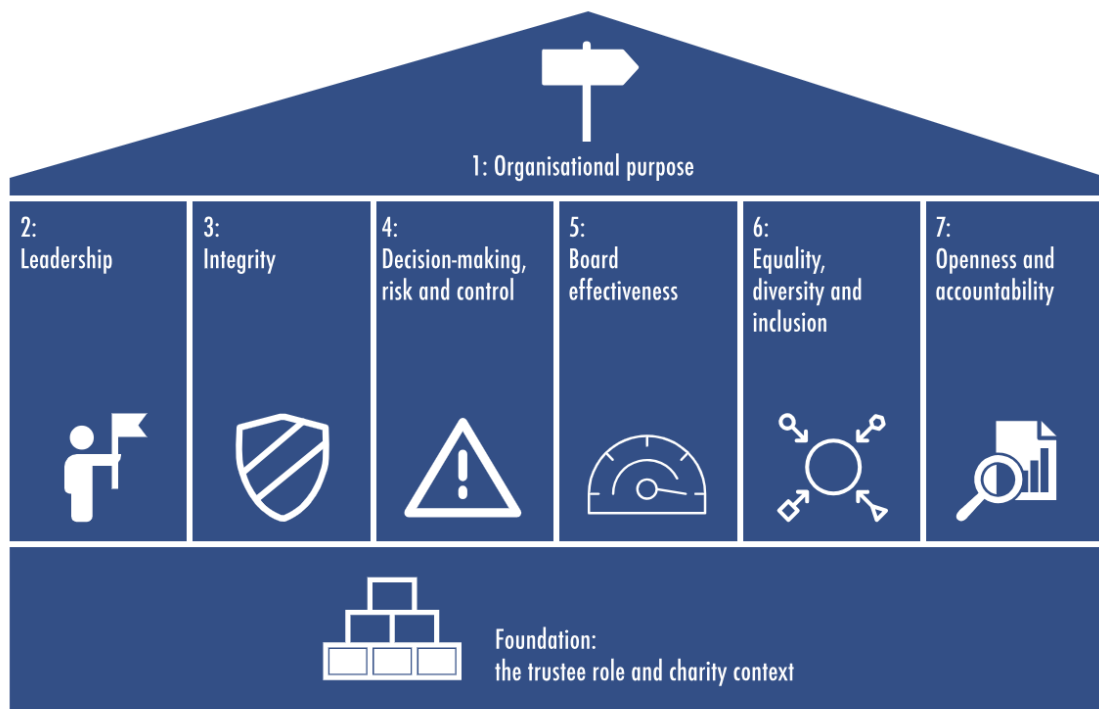


Figure 2 Governance code domains

Board members chair 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 chair one such committee.

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.

8. 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 2029, 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.

There is an organisational policy in support of conflicts and all board members are required to complete a declaration form.

9. 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.

10. What competencies do I need?

You need to be a critically reflective person, able to handle complex information and perspectives, navigating legal and financial obligations to act in the best interests of the organisation.

You need to be curious, seeking out a range of data, information and perspectives, that can challenge outlooks leading to better evidence informed decisions.

You need to be focused on the purpose and strategic direction of the organisation looking for opportunities as well as risks and challenges, anticipating, being proactive and reacting as needed.

You need to be comfortable with, and respectful of, divergent belief systems and working in a multicultural context.

You need to be able to manage time commitments and deliver on actions agreed to.

You need to be ready to question, challenge and raise concerns in an open and transparent timely manner.

You need to be comfortable with financial matters, including budgets, investments and reserves, as well as audits.

You need to be risk aware, as opposed to risk averse and support risk management policies and frameworks.

You need to model behaviour that supports our culture, values and ethos.

You need to be ready to recognise your own skills and knowledge gaps and commit to address them, with appropriate support.

11. How we work

11.1 Meetings

The board usually holds two face to face meetings each year, each lasting two days. The location varies, but there has traditionally been one meeting in London. Opportunities to meet in other locations, for example at the time of regional meetings, are also used.

In addition, online meetings are held at regular intervals to progress business and usually last two-three hours. They usually start at 12.00 or 13.00 UTC to accommodate the spread of time zones across the world.

The staff team support and arrange travel logistics for face to face meetings. You may need to make a timely application for visas and the staff team can provide all supporting documentation; you will have to make the application yourself. Any costs for visas will be refunded to you.

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.

All meetings have an agenda and supporting papers that are prepared well in advance and made available on a secure area of the World Physiotherapy website only accessible to board members.

11.2 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.

11.3 Engagement

Every board member is expected to attend meetings fully prepared and ready to participate. An international multi-cultural board means that we are mindful of differences in communication styles and adapt to be inclusive.

11.4 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 use of AI translation continues to be evaluated but so far it is not good enough for high level technical 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 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.

11.5 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.

11.6 Communications

11.6.1 Social media: 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. When used you should always be mindful that you are a representative of World Physiotherapy even if commenting in a personal capacity.

11.6.2 Representation: You may be asked to represent World Physiotherapy at meetings of member and other organisations and the communications/policy teams will assist you in the preparation of your contribution, and in reporting back.

11.7 Development

An induction programme and onboarding supports new board members. The board engages in ongoing development and evaluation, providing training and support where needed.

12. Diversity, equity and inclusion

World Physiotherapy is committed to best practice in equity, diversity, and inclusion, and to fostering an inclusive environment that reflects the membership it represents. Throughout its trustee election process, it seeks to ensure that all candidates are treated the same and there is no unfair bias.

World Physiotherapy ensures that no prospective or actual trustee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

13. 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

14. 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 2023](#) with a specific focus on the annual financial report
2. [Constitution](#)
3. [Regulations](#)
4. [The essential trustee: what you need to know, what you need to do](#)
5. [Charity Governance code](#)

INSTRUCTIONS TO CANDIDATES

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

- meet with the president and/or interim 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 from your region
- supply a nomination form in support of your candidacy from your own member organisation.
- send these documents by email to tbury@world.physio by 17:00 UTC on 2 March 2024.

Please note that the World Physiotherapy Constitution states:

31.5 To be nominated for the position of Regional Board Member for a Region, an individual must be a physical therapist member of a Member Organisation within the respective Region 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 REGIONAL BOARD MEMBER 2025-2029

Name of candidate: _____

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

I wish to nominate for the following position:

- Board member for Europe region
- Board member for North America Caribbean region
- Board member for South America region

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 2025-2029

Name of candidate: _____

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

World Physiotherapy regional board member for the following region:

- Europe region South America region
 North America Caribbean 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.