



iptop

The International Association for Physical Therapists working with Older People

Policy Booklet
Second Edition
2012

To be completed by each member of the Executive and each Country and Regional Rep

Confirmation that this version (2ed published 2012) has been read

Name

Signature

Date

Suggested amendments (please give clear page number, para and line)

Please send completed form to the secretary

Contents

Section	Item	Page
	Confirmation of reading and amendments suggestions---tear out page	2
	Contents	3
1.	Purpose of the booklet	4
2.	Physical Therapy	4
3.	The World Confederation of Physical Therapy	4
4.	Older People---the Global Challenge	4
5.	Background to formation of IPTOP	5
6.	Mission Statement	5
7.	Objectives of IPTOP	5
8.	IPTOP Logo	6
9.	Basic Standards	6
10.	Constitution	7
11.	Job Descriptions	14
11.1	Honorary Patron	14
11.2	Honorary President	15
11.3	Honorary Vice President	16
11.4	Honorary Secretary	17
11.5	Honorary Treasurer	18
11.6	Honorary Editor	19
11.7	Honorary Web Manager	20
11.8	Regional Representative	21
11.8.i	Short listing of Regional Representatives	22
11.9	Representative of Member Countries	23
11.10	Performance Measures for Committee Members	24
12	Planning schedule for IPTOP and WCPT	25
13.	Procedure for nomination for the award of an “Honorary Fellowship” or “Special Fellowship” to be conferred by IPTOP	26
14.	WCPT International Service Award	27
15.	IPTOP conferences – links to Member Organisation Conferences	28
16.	IPTOP CPD and Education	29
17.	IPTOP Publications and Promotional material	31
18.	Past presidents and chairs	31
19.	Meetings held and current membership	31
20.	Policies	31
Appendices		
A1	Current Committee and membership (2011-2015)	32

1. Purpose of the booklet

This booklet has been produced to provide a single point of reference for all members of IPTOP, the International Association for Physical Therapists working with Older People, a subgroup of the World Confederation for Physical Therapy (WCPT). Making the booklet available to all members, which includes the Executive, Committee, National Representatives and their individual members, provides access to information and insight into the specific roles of the IPTOP Committee and to the activities of IPTOP. The booklet is provided in either an electronic or paper format to officers and representatives on appointment, and a signature is required from them to confirm it has been read; the form also contains a space for suggested amendments which also can be submitted at any time. A major review of the booklet takes place prior to the Four Yearly General Meeting so that new committee members have the most up-to-date information; amendments are agreed by the Executive before publication.

2. Physical Therapy

The prime purpose of physical therapists working with older people is to maintain and/or restore function, activity and independence. This requires a client/patient-centred, collaborative, interprofessional approach to a wide range of conditions affecting older people.

3. The World Confederation for Physical Therapy (WCPT)

WCPT is a confederation of over 100 member national physical therapy organisations. Founded in 1951, WCPT exists to improve global health by representing physical therapy internationally and encouraging high standards of physical therapy research, education and practice. Subgroups are international physical therapy organisations established to exchange scientific knowledge and promote the advancement of physical therapy in a special area of interest. They are composed of groups recognised by WCPT member organisations.

4. Older people - The Global Challenge

By 2025 there will be an estimated 800 million older people in the world, with the fastest growth being in developing countries. The unique knowledge, skills and experience of physical therapists places them in a pivotal position to influence the health and function of older people. Sharing information and cascading relevant knowledge throughout WCPT's international network, facilitates learning based on experience from both developed and developing countries.

5. Background to formation of IPTOP

The idea for an association was begun by Olwen Finlay in 1993 at an international course (see P29 held in Malta. Each participant was required to produce an action plan, and an international association was Olwen's vision and plan. The idea was discussed at WCPT Washington in 1995 and at WCPT Yokohama in 1999 where a shadow committee and steering group were formed of Olwen Finlay UK, Nancy Prickett USA, and Amanda Squires UK.

The Foundation Meeting was held in Birmingham, UK, 2002. The Foundation Members groups were:

Australian National Gerontology Group, Australia.
Bulgarian Physiotherapists in Geriatrics, Bulgaria.
Finnish Geriatric Association of Physiotherapy, Finland.
Arbeitskries Geriatrie im ZVK, Germany.
Icelandic Association of Physical Therapists working with Older People, Iceland,
Chartered Physiotherapists in Neurology and Gerontology, Ireland.
Active for Life, Malta.
Physiotherapy for the Older Adult, New Zealand.
Physiotherapy working with Older People, Turkey.
AGILE, United Kingdom.
Section on Geriatric, United States of America.

At WCPT Barcelona 2003, IPTOP was accepted as a WCPT subgroup.

The current requirement for WCPT affiliation stands at a minimum of ten countries with at least three WCPT regions being involved. IPTOP currently fulfils these requirements.

6. Mission Statement

IPTOP represents national special interest groups of physical therapists working with older people. The efforts of the association are directed towards enabling national organisations and their individual members to work with older people through research, evidence based practice, clinical specialisation and collaborative practice with other disciplines and carers. The intention of the association is to be the international resource for physical therapists working with older people.

7. Objectives of IPTOP

- To foster collaboration between physical therapists working with older people throughout the world.
- To encourage high standards of physical therapy practice with older people.
- To advance practice by communication and exchange of information.
- To encourage scientific research and promote opportunities for the spread of knowledge of new developments in the field.
- To assist WCPT member organisations in the formation and development of recognised groups working with older people.

8. IPTOP Logo

A competition for a Logo was held at the WCPT Conference in Barcelona in 2003 and won by Thorunn Bjornsdottir from Iceland.

The Logo may only be used with prior permission in writing from the President of IPTOP. All applications should provide information on the purpose of the proposed use of the logo. Permission will be given when a specific group or member of IPTOP works directly on a campaign or event with IPTOP in an agreed joint collaboration. The permission will include details of use.

9. Basic standards for physiotherapy with older people

A document looking at generic standards for physiotherapy with older people is under development by the IPTOP member country and regional representatives led by the Honorary Website Manager. We are currently clarifying the scope of the project regarding the different aspects of professional, clinical and service standards in each country. A published version of the document is anticipated for Summer 2013

10. Constitution of the International Association of Physical Therapists Working with Older People. (IPTOP).

The term member Association applies to the special interest group. A parent organisation is a national physical therapy body recognised by WCPT.

Election of the First Executive Committee

Representatives of the founder member associations will meet within twelve months of the confirmation of the group, to elect the executive committee from amongst themselves. This meeting may be conducted via facsimile or telephone.

Once the office bearers have been appointed, the constitution can be deemed to be in effect.

Table of Contents

Name

Mission Statement

Definition/Structure

Objectives

Membership

Duties of Members

Rights of Members

Executive Board / Officers

Rights and Duties of Executive

Executive Meetings

General and Special Meetings

Finance

Official language

Amendments to Constitution

Dissolution

Name

The name of the association is, The International Association of Physical Therapists Working with Older People or IPTOP.

Mission Statement

This association will represent national associations of physical therapy groups working with older people. The efforts of the association are directed towards member associations and their individual members working with older people through excellence, research, practice and clinical specialisation. The intention of the association is to be the international resource for physical therapists working with older people and to be recognised as a subgroup of the World Confederation of Physical Therapists (WCPT).

Definition / Structure

3.1 The association is a non- governmental affiliation of recognised groups of physical therapists who share an interest in working with older people worldwide.

3.2 The member associations are recognised groups of Physical Therapists recognised by WCPT.

Objectives

The objectives of the association are:

- 4.1 To foster co-operation between physical therapists working with older people throughout the world.
- 4.2 To encourage high standards of practice with older people by physical therapists.
- 4.3 To advance practice by communication and exchange of information.
- 4.4 To encourage scientific research and promote opportunities for the spread of knowledge of new developments in the field.
- 4.5 To assist WCPT member organisations in the development of recognised groups working with older people
- 4.6 To be recognised as a sub group of WCPT.

Membership

5. 1 Founder Member.

“Founder” may be granted to members who attend the founder meeting and member associations that are fully paid up by the 31st December 2002.

5. 2 Full Member.

A recognised group of physical therapists from a WCPT member organisation working with older people and is approved by the association’s executive committee.

5. 3 Member Elect.

A recognised group of a member organisation of WCPT while awaiting confirmation of member status of the association at a general meeting may become a member elect for the period between approval by the executive committee and confirmation of membership at the next general meeting. Full membership shall be granted if approved by a two-thirds majority of the voting delegates at a general meeting.

5. 4 Associate Member.

A WCPT member organisation, which has, not as yet a recognised group working with older people, but wishes to achieve full membership in the future, or is too small to ever have a recognised group.

5. 5 Honorary Fellows.

Honorary fellowships may be granted by the executive committee or voting representatives at a general meeting to physical therapists who have enhanced the association or have rendered valuable services to older people through unique or long term service or have merited special international recognition for their work.

5. 6 Special Fellow.

Special fellowships may be conferred by a two-thirds majority assent of the voting delegates at a general meeting. Special fellowship is an honorary category and is reserved for individuals rendering valuable service to the practice of physical therapy for older people internationally

5.6.1 Member Elect, Associate and Special Fellow shall not have the right to vote, or hold office.

5. 7 Application for Membership.

The executive committee shall regulate the procedure for membership applications.

5. 8 Granting of Membership.

The executive committee shall assess all applications for membership and make recommendations to the voting delegates at their next general meeting. Membership shall be granted if approved by a two-thirds majority of voting members present.

5. 9 Termination and Re-instatement of Membership.

5.9.1. Termination of membership.

A member may terminate it’s membership by giving six months previous notice in writing to the executive

committee and by paying all out-standing subscriptions.

5.9.2 The executive committee may terminate membership on default in payment of subscriptions. Membership ceases if in the current year subscription is not paid by December 31st or if the actions or policy of a member is detrimental to the best interest of the association or is likely to bring the association into disrepute. Liabilities to the association are not cancelled. If all subscriptions in arrears are paid by June 30th in the succeeding year then the member, if eligible, may be restored to membership with out re-application. In exceptional circumstances the executive committee has the power to postpone, waive or suspend the subscription required.

5.9.3 Re-instatement to membership.

A member who has been excluded from membership under Article 5. 9. 2 for default in payment of subscription, may apply to the executive committee for re-instatement provided that no more than two years has elapsed since the termination of its membership and provided that it is still eligible and the appropriate annual subscription for the intervening period are paid in full, the executive committee shall decide if the organization can be re-instated as a member.

5.10 Only representatives of full member associations can be part of the Executive Committee and have the right to vote at general meetings.

Duties of Members.

6.1 Members shall comply with the association's constitution, which shall not conflict with the WCPT Articles of Association.

6.2 Members shall comply with requirements adopted by the association at a general meeting.

6. 3 Members shall pay the subscription in accordance with Article 12.

6. 4 Members should send a voting delegate to at least one out of two consecutive general meetings.

6. 5 Members shall keep the executive committee informed of any events or developments in their country of interest to the association.

6. 6 Members shall do all in their power to promote the objectives and work of the association.

6. 7 Members shall be in good standing as determined by their national organisation.

6.8 To ensure groups are a recognised group working with older people in their country, member associations should request their parent organisation to verify the official status of the group and the number of members in the group on the 30th June the previous year on the "Application Form" (available from the treasurer or any member of the executive committee). This information will facilitate the treasurer to invoice members for the capitation fee due.

Rights of Member Associations.

7. 1 Members can participate in the affairs of the association in accordance with the constitution.

7. 2 Members can participate in policy development by making suggestions to the executive committee and the general meeting.

7. 3 Members can request technical support and assistance in their efforts to improve the situation of physical therapists practicing with older people in their countries.

7. 4 Members may vote on all matters raised at the general meeting of the association, including the general election.

Executive Board / Officers.

The governing body shall be composed of physical therapists only.

8.1 The elected members of the executive committee will be President, Vice President, Secretary, Treasurer, Newsletter Editor and Regional Representative if not covered in honorary posts. All regions shall have representation.

8.2 Co-opted members may be appointed at the discretion of the executive committee.

8.3 Elections for all positions may be held at any general meeting. The special interest group within their parent national physical therapy organisation must endorse the candidate.

8.4 The term of office for elected members of the executive committee will be a four-year period from one general meeting to the next general meeting (which occurs during the WCPT congress). The candidates will be eligible for one further term.

8.5 To facilitate communication, the President and the Secretary may come from the same country, but there shall not be more than two executive committee members from the same country.

8.6 The President shall have served on the executive committee of the association or have represented a member's association at some time during the eight years prior to the election. The first President excepted who should be a founder member of the association.

8.7 The executive committee shall regulate its own procedures

8.8 Nominations for the executive committee offices shall be published six months prior to the general business meeting.

8.9 All Executive Board / Officers should have a named nominated deputy from within the Executive Board

8.10 Should any Officer be seen as not fulfilling their duty a "Vote of confidence" should be taken by the Executive Committee and appropriate action taken. This vote should be taken at the first meeting if appropriate or may be taken electronically.

Rights and Duties of the Executive Committee.

9.1 To administer the finances and business of the association.

9.2 The executive committee should assess applications and recommend membership.

9.3 To carry out the decisions of the general meeting of the association.

9.4 To nominate a delegate to the WCPT general meeting.

9.5 To decide the location of the secretariat and arrange the day-to-day administration of the association.

9.6 To make provisions for the holding of congress and stimulate the conditions.

9.7 To appoint committees, sub-committees and working parties as necessary.

9.8 To make awards as approved by the general meeting.

9.9 To do all such activities as will advance the objectives of the association.

Executive Committee Meetings.

10.1 Executive committee meetings will be held at least every four years, the place, date and time to be decided by the executive committee. Electronic communication must take place two years after each attended meeting.

10.2 Where possible the executive committee meeting will be held in conjunction with a conference or

scientific meeting.

10.3 Additional executive committee meetings may be called by the President at the request of the executive committee or at the request of a third of the committee. Additional meetings may be conducted via mail or electronic communication

10.4 To transact business at an executive committee meeting there shall be at least a majority of the executive committee present, representing member associations in good standing.

10.5 Notice of meetings shall be given at least six months in advance and the agenda circulated two months prior to the executive committee meeting.

10.6 The meeting shall be chaired by the President who shall regulate the proceedings and procedure including (with the consent of the meeting) adjournment of business. In the absence of the President, the Vice President shall have the power to conduct and chair the meeting. In the absence of the Vice President, the members present are entitled to vote who shall have the power to select a member of the executive committee to conduct and chair such a meeting. The chair person of the meeting must approve any guests invited or wishing to attend the meeting.

10.7 Minutes of the meeting shall be taken and distributed to the named representative of all member associations when confirmed by the executive committee.

10.8 Each executive committee member shall have one vote. An executive member unable to be present at an executive meeting may cast a vote on any motion on notice by post or electronically. Such a vote shall be received by the secretariat two weeks prior to the meeting.

10.9 Voting by postal vote / electronically will be available only for motions on notice but an executive committee member may empower another executive committee member in good standing to speak at the executive committee meeting on that absent member's behalf.

10.10 Motions will be passed by a simple majority.

General and / Special Meetings.

11.1 A general meeting shall be held at least once in every four years in conjunction with a WCPT Congress. When no WCPT congress is held, then in conjunction with a physical therapist congress in physical therapy practice for older people.

11.2 All member associations who are in good standing are entitled to send delegates to the general meeting.

11.3 Every member association may send a maximum of three delegates. The national group for physical therapists working with older people, whom they represent, must authorise the delegates.

11.4 All delegates must be physical therapists.

11.5 All delegates have a right to speak but not vote, only one delegate per member association may vote. Observers may be invited to speak.

11.6 Observer status may be granted to WCPT member organisations.

11.7 To transact business at a general meeting there shall be at least a majority of the member associations in good standing represented. A simple majority will pass motions and officer elections.

11.8 Notice of a meeting shall be given at least six months in advance and the agenda circulated two months prior to the general meeting.

11.9 The meeting shall be chaired by the President who shall regulate the proceedings and procedure including (with the consent of the meeting) adjournment of business. In the absence of the President, the Vice-president shall have the power to conduct and chair the meeting. In the absence of the Vice president,

the members present and entitled to vote shall have the power to select a member of the executive committee to conduct and chair any such meeting.

11.10 Minutes of the meeting shall be taken and distributed to all named representatives of member associations for confirmation at the next general meeting.

11.11 Each member association shall have one vote. A member association unable to send a delegate to a general meeting may cast a vote on any motion or nomination by post or electronically. Such a vote shall be received by the secretariat two weeks prior to the meeting.

11.12 Voting by postal or electronic vote will be available only for motions on notice or nominations for office but a member association may empower another member association in good standing to speak on that member's behalf at a general meeting.

11.13 The executive committee shall determine the place, date and time of the association's general meeting.

11.14 Motions (other than those to amend the constitution which require eight months notice) not received six months prior, may only be considered by a majority vote of the voting delegates present at the general meeting.

11.15 A special general meeting may be called when requested by a two thirds majority of the association's members. Such a meeting will require six months notice.

Finance.

12. 1 Funds for conducting the affairs of the association shall be raised by annual subscription as determined by the general meeting.

12. 2 Each member association shall pay an annual membership fee determined by the general meeting. Such a fee to be paid within two months of the commencement of the financial year (January 1st) and will be calculated on the numbers of the member organisations on June 30th of the previous year.

12.3 The financial year of the association shall be from January 1st to December 31st.

12. 4 In default of payment of the membership fee by the date due, all membership rights will be forfeited for that financial year, or until such time as the out-standing subscription is paid.

12. 5 A financial report will be distributed by the treasurer annually to the member associations. A financial report for the period between general meetings will be presented by the treasurer for approval at the general meeting and audited by at least two members elected from the general meeting. Expenses for activities and financial obligations incurred by the association shall be the responsibility of the member associations of IPTOP.

12. 6 The audited financial report, together with copies of accounts and reports and such other information, shall be submitted to the WCPT executive committee as requested.

12. 7 The Executive Committee will decide the budget for the next / following financial years.

12. 7.1 The Executive Committee shall determine by majority vote level 1, 2 and/or 3 of reimbursement for officer expenditure to participate in IPTOP conferences and meetings. Determination of reimbursement level(s) will be dependent upon current IPTOP assets available and established budget.

Level 1---In city transportation to/from conference venues for mandatory meetings
Copying costs for meeting information.

Level 2---Housing costs for IPTOP conferences, meetings. Per diem meal expenses during IPTOP conference meetings

Level 3---Registration fees for attendance at IPTOP conferences, meeting.
Transportation costs to/from conferences, meetings

All other travel, hotel and other expenses relating to attendance at the general meetings will be borne by each member association.

12.7.2 Telephone, postal and other essential receipted expenses for the executive committee will be borne by the IPTOP.

12.8 The association will be financially independent of WCPT but the overall management of financial procedures shall be approved by the executive committee.

Official Language.

13. 1 The official language of the association will be English. All documentation required shall be submitted in the official language of the association.

Amendments to the Constitution.

14. 1 The constitution of the association may be amended at a general meeting providing members have been notified eight months in advance.

14. 2 A two-thirds majority of those attending is required to change the constitution.

Dissolution.

15.1 The association may vote for dissolution through a referendum, which receives a two-thirds vote from member associations.

15.2 Any remaining debts or liabilities will be joined and equally borne by the member associations

15. 3 After all out-standing debts have been paid surplus funds will be transferred to the WCPT Development Fund

15.4 In the absence of a World Confederation of Physical Therapists the assets will be disposed to a non-profit making organisation agreed by the majority of member associations.

Addendum

The Association shall be composed of ten or more member countries from three or more WCPT regions. .

Procedures in relation to WCPT

1) Amendments to the constitution, which have been passed by the member associations, shall be submitted to the WCPT executive for approval.

2) Annual report to be submitted to WCPT

3) To nominate a delegate to the WCPT General Meeting

Original Constitution adopted at the Founders Meeting of IPTOP in Solihull, England 10th October 2002. Amended in Amsterdam 2011 as agreed at the General Meeting

THIS PAPER CANNOT BE CHANGED WITHOUT A FORMAL VOTE BEING TAKEN AT A GENERAL MEETING. WCPT MUST BE INFORMED OF ANY CHANGES MADE

11. Job descriptions

The IPTOP committee is elected by its members and consists of an Executive (Honorary Patron, President, Vice-President, Secretary, Treasurer, Editor and Website Manager) and Non-executive (Country and Region representatives). The Job Descriptions are not definitive but hopefully give a flavour of the duties to be carried out. Should the Executive Committee feel that any officer is not performing their duties in accordance to what was agreed however, and then the Committee have rights under the Constitution to recruit a replacement to ensure that IPTOP remains viable. All nominations/applications require a letter of support from the individual's national or special interest physiotherapy organisation as appropriate. The sponsoring organisation will receive feedback at the completion of the appointment.

11.1	Honorary Patron
Outline	The patron is an individual with peer recognised standing within the international physiotherapy community who has knowledge, experience and/or skills relevant to IPTOP and who agrees to use these to support the organisation in meeting its strategic objectives.
Requirements	<p>The Patron will:</p> <ul style="list-style-type: none"> Be a registered physiotherapist within a country recognised by WCPT Have a track record of working with older people. Have been an office bearer in a national, preferably international, organisation. Have an appreciation of the political and cultural challenges of international work Have exceptional diplomatic and communication skills Must maintain a working e-mail address in WCPT's database. Must generally be able to respond to member and officer queries sent via e-mail or phone within one week. <p>Verbal English and written fluency is a requirement as English is the WCPT language.</p>
Role	<p>The role of the Patron is to advise the Executive Committee and have a particular supporting role with the President.</p> <p>The Patron will have no direct responsibility in the running of the organisation however their advice and direction via the Executive would be of value.</p> <p>The patron does not have a vote</p>
Application	Individuals may apply or be invited to apply. The application will include a statement in support of the post; a CV; and a letter of support from the individual's national physiotherapy organisation.
Terms of Office	<p>The Patron will be invited/elected to serve a fixed term of office. This term of office in the first instance will be one years and will not exceed four years; The term of office should commence after appointment at a general meeting and run in parallel to that of the Executive. Should there be a delay in appointment, the term will be reduced accordingly.</p> <p>Should the nominated person be unable to fulfil their duties then the executive member or the parent organisation should inform the IPTOP President.</p>
Funding	All committee posts within IPTOP are self funded. An honorarium will be available for this post.
Date of JD	May 2011

11.2	HONORARY PRESIDENT
Outline	<p>The Honorary President is responsible for the leadership of the Association and for working in co-operation with the Executive Committee to ensure that IPTOP's Mission Statement and objectives are achieved</p> <p>This post offers the opportunity of leading a voluntary group, chairing meetings, ensuring that the Executive members are enabled to perform their roles, representing the organisation and providing networking with the other sub groups of WCPT and beyond.</p>
Requirements	<p>The President will :</p> <ul style="list-style-type: none"> Have been an office bearer of IPTOP and currently a member Have a track record of working with older people Have an appreciation of the political and cultural challenges of international work Have exceptional diplomatic and communication skills Must maintain a working e-mail address in WCPT's database. Must generally be able to respond to member and officer queries sent via e-mail or phone within one week. <p>Verbal English and written fluency is a requirement as English is the WCPT language</p>
Role	<p>To be an active participant on the Executive Committee</p> <p>Be the named contact and participate with WCPT as required</p> <p>Compile the agenda in conjunction with the Vice President and the Secretary for all IPTOP meetings</p> <p>Chair all Executive Committee meetings ensuring that all members get the opportunity to participate in discussions, that the agenda is followed and the meeting kept within time limits.</p> <p>Agree the draft minutes of the meeting, which should be circulated to all members, along with tabled papers, within the timescale as laid down in the Constitution.</p> <p>Liaise with the Honorary Secretary over matters arising between meetings, ensuring that the workload is spread equitably throughout the group.</p> <p>Make timely decisions in conjunction with appropriate officers, in line with the strategic direction of the group.</p> <p>Ensure liaison with officers in order to keep them informed of current issues.</p> <p>Liaise with Country and Regional representatives and ensure succession is in place for these posts.</p> <p>Ensure all annual reports to WCPT are countersigned by the VP and delivered on time (e.g. Annual report; Annual Financial report)</p> <p>Ensure all documentation is completed on time and countersigned by the VP in relation to the four year WCPT congress (e.g. Affiliation; four yearly report).</p> <p>Report to the membership in a formal way at all conferences / meetings attended on behalf of the Association. This should be reported in the Newsletter.</p> <p>Investigate any complaints</p> <p>To ensure the election of new officer bearers is carried out in a fair and open manner.</p>
Application	Nominated by and seconded by members prior to the general meeting accompanied by written sponsorship by their parent SIG organisation. Elected by voting members at the general meeting.
Terms of Office	<p>The individual will be elected to serve a fixed term of office. This term of office in the first instance will be four years and will not exceed eight years, The term of office should commence after appointment at a general meeting and run in parallel to that of the Executive. Should there be a delay in appointment, the term will be reduced accordingly.</p> <p>Should the nominated person be unable to fulfil their duties then the executive member or the parent organisation should inform the IPTOP Vice-President.</p>
Funding	All elected posts within IPTOP are self funded.
Objective Performance Measures	<p>Publish a 4 year strategy</p> <p>Hold 4 Executive Skype Conference per year</p> <p>Hold 4 Regional Rep Skype conference per year</p> <p>Respond to all WCPT correspondence within 7 days</p> <p>Ensure at least one conference between WCPT four yearly conference</p> <p>Respond to all complaints within 7 days</p> <p>Ensure IPTOP and WCPT reports are delivered on time</p>
Date of JD	May 2011

11.3	Honorary Vice-President
Outline	<p>The Honorary Vice-President is responsible for supporting the President in co-operation with the Executive committee to ensure that IPTOP's Mission Statement and objectives are achieved.</p> <p>The Vice President should be prepared to assist either the Secretary or the Treasurer and cover these duties should the need arise.</p> <p>This post offers the opportunity of becoming a future leader of a voluntary group.</p>
Requirements	<p>The Vice-President will :</p> <ul style="list-style-type: none"> Have been an office bearer of IPTOP and currently a member Have a track record of working with older people Have an appreciation of the political and cultural challenges of international work Have exceptional diplomatic and communication skills <p>Must maintain a working e-mail address in WCPT's database. Must generally be able to respond to member and officer queries sent via e-mail or phone within one week.</p> <p>Verbal English and written fluency is a requirement as English is the WCPT language</p>
Role	<p>To be an active participant on the Executive Committee</p> <p>Assist the President in on-going projects as appropriate.</p> <p>Deputise for the President.</p> <p>Take responsibility and organise any award scheme (e.g. Ensure that all members are notified eight months in advance (every four years) for nominations of Honorary Fellowship)</p> <p>Take over the running of the Association if the president delegates this duty or if the President is not available</p> <p>As specified in the JD of the President, the Vice president should countersign all the reports as submitted to WCPT.</p> <p>Assist the President in any complaints' investigation.</p>
Application	Nominated by and seconded by members prior to the general meeting accompanied by written sponsorship by their parent SIG organisation. Elected by voting members at the general meeting
Terms of Office	<p>The individual will be elected to serve a fixed term of office. This term of office in the first instance will be four years and will not exceed eight years. The term of office should commence after appointment at a general meeting and run in parallel to that of the Executive. Should there be a delay in appointment, the term will be reduced accordingly.</p> <p>Should the nominated person be unable to fulfil their duties then the executive member or the parent organisation should inform the IPTOP President.</p>
Objective Performance Measures	<p>Manage the IPTOP and WCPT Award Schemes</p> <p>Assist and deputise for the President</p>
Funding	All elected posts within IPTOP are self funded
Date of JD	May 2011

11.4	Honorary Secretary
Outline	The Honorary Secretary is responsible for the day-to-day organisation of the Association and for working in co-operation between the Executive Committee and members to ensure that IPTOP's Mission Statement and objectives are achieved.
Requirements	<p>The secretary will :</p> <ul style="list-style-type: none"> Be a current member of IPTOP Have previous experience as an Office Bearer in a National Organisation. Have a track record of working with older people Have an appreciation of the political and cultural challenges of international work Have exceptional diplomatic and communication skills <p>Must maintain a working e-mail address in WCPT's database. Must generally be able to respond to member and officer queries sent via e-mail or phone within one week.</p> <p>Verbal English and written fluency is a requirement as English is the WCPT language</p>
Role	<p>To be an active participant on the Executive Committee</p> <p>To maintain a list of current IPTOP members and their addresses, and to publish this list when required <u>for Association purposes only</u>.</p> <p>Updating Committee contact details when the membership changes</p> <p>Liaise with the Hon Website manager ensuring membership lists are updated</p> <p>Responsible for preparing all the paperwork for IPTOP meetings Agendas, verifying voting right changes to the Constitution (8 months notice).</p> <p>Notify members six months in advance of a general meeting (every four years) for nominations of officers and the executive committee together with the job descriptions</p> <p>Publish minutes direct to Committee and Regional and Country reps</p> <p>Ensure all retiring officers have reviewed and suggested updates to their job descriptions</p> <p>Respond to correspondence</p> <p>Take responsibility for reviewing and updating IPTOP Objectives Table</p> <p>Assisting the Treasurer in verifying Membership status and processing new Member applications</p>
Application	Nominated by and seconded by members prior to the general meeting accompanied by written sponsorship by their parent SIG organisation. Elected by voting members at the general meeting
Terms of Office	<p>The individual will be elected to serve a fixed term of office. This term of office in the first instance will be four years and will not exceed eight years, The term of office should commence after appointment at a general meeting and run in parallel to that of the Executive. Should there be a delay in appointment, the term will be reduced accordingly.</p> <p>Should the nominated person be unable to fulfil their duties then the executive member or the parent organisation should inform the IPTOP President.</p>
Objective Performance Measures	<p>Respond to all WCPT correspondence within 7 days</p> <p>Manage the IPTOP Objectives Table</p> <p>Prep[are all IPTOP meetings</p> <p>Ensure all contact details are uptodate</p>
Funding	All elected posts within IPTOP are self funded
Date of JD	May 2011

11.5	Honorary Treasurer
Outline	The Honorary Treasurer is responsible for ensuring that the financial status of the Association is managed to the standard required by the WCPT
Requirements	<p>The Treasurer will :</p> <ul style="list-style-type: none"> Be a current member of IPTOP Have previous experience as a Treasurer in a National Organisation Have a track record of working with older people Have an appreciation of the political and cultural challenges of international work Have exceptional diplomatic and communication skills <p>Must maintain a working e-mail address in WCPT's database. Must generally be able to respond to member and officer queries sent via e-mail or phone within one week.</p> <p>Verbal English and written fluency is a requirement as English is the WCPT language</p>
Role	<p>To be an active participant on the Executive Committee</p> <p>To keep a record of all income and expenditure for IPTOP and present an annual account.</p> <p>The Treasurer shall propose an annual budget to the Executive Committee.</p> <p>To attend committee meetings and assist in any financial decisions that need to be made as well as participating in the general running of the organisation.</p> <p>Collect annual subscriptions from members.</p> <p>To ensure all new members are the official group within the "parent" organisation. Retain records of such.</p> <p>To organise membership certificates as required.</p> <p>Provide twice yearly reports (June & December) to Secretary on finance and paid up membership</p> <p>Provide a report to each meeting of the Executive</p> <p>To provide an Annual Financial Report for WCPT for year ending 31st December.</p> <p>To provide a "four year" financial report as requested by WCPT prior to the International Conference.</p> <p>To ensure a sum agreed by the Executive Committee as a "designated amount" is maintained in a "ring fenced" interest gaining account to protect IPTOP against contingencies.</p> <p>To receive any queries regarding income and expenditure for IPTOP.</p> <p>Two executive officers from countries different to the Treasurer and nominated by the President will act as auditors for the Treasurers accounts which will be approved by the Executive.</p> <p>The Treasurer shall make a report at each general meeting of IPTOP.</p> <p>At the end of the calendar year the Treasurer shall give the Executive Committee an annual Treasurer's report including all income received and expenses paid or incurred.</p> <p>The Treasurer shall include a Treasurer's report in the Newsletter as appropriate.</p> <p>Cost of membership</p> <p>IPTOP wishes to ensure no national special interest group is discouraged from joining on financial terms, thus the association aims to keep the affiliation fees low. Discounted membership fees apply to IPTOP member organisations whose WCPT member organisation is eligible to pay a reduced subscription.</p> <p>Funding is used for postage, stationery and the bi-annual newsletter. The officers carry all other expenses.</p>
Application	Nominated by and seconded by members prior to the general meeting accompanied by written sponsorship by their parent SIG organisation. Elected by voting members at the general meeting
Terms of Office	<p>The individual will be elected to serve a fixed term of office. This term of office in the first instance will be four years and will not exceed eight years, The term of office should commence after appointment at a general meeting and run in parallel to that of the Executive. Should there be a delay in appointment, the term will be reduced accordingly.</p> <p>Should the nominated person be unable to fulfil their duties then the executive member or the parent organisation should inform the IPTOP President.</p>
Objective Performance Measures	<p>Respond to all WCPT correspondence within 7 days</p> <p>Set, manage and report on the budget</p> <p>Collect annual subscriptions.</p> <p>Provide financial reports to IPTOP and WCPT as required.</p>
Funding	All elected posts within IPTOP are self funded
Date of JD	May 2011

11. 6	Honorary Editor
Outline	<p>The Honorary Editor is responsible for editing the twice yearly newsletter and all internal and external documents published by IPTOP.</p> <p>This post provides the opportunity to experience the challenges of international publishing.</p>
Requirements	<p>The Editor will :</p> <ul style="list-style-type: none"> Currently be a member of IPTOP Have previous experience as an editor of a national publication Be competent in desk top publishing Have a track record of working with older people Have an appreciation of the political and cultural challenges of international work Have exceptional diplomatic and communication skills <p>Must maintain a working e-mail address in WCPT's database. Must generally be able to respond to member and officer queries sent via e-mail or phone within one week.</p> <p>Verbal English and written fluency is a requirement as English is the WCPT language</p>
Role	<p>To be an active participant on the Executive Committee</p> <p>Produce and electronically distribute the twice yearly newsletter to members, publish it on the web after 6 months, and provide a summary to WCPT News.</p> <p>Help produce and scrutinize all IPTOP publications.</p> <p>Update the Policy Book for sign off by the Executive at the general meeting or as otherwise required.</p> <p>Ensure distribution of the Policy Book to all Executive Members, Regional and Country representatives.</p> <p>Ensure the copy right of all submitted photographs. Permission to print should be obtained from the person who submitted and any person if their image has been included in the print</p> <p>Editorial Board The Executive acts as the editorial board for the newsletter, IPTOP publications, IPTOP Policy Book and all reports to WCPT. This Board is Chaired by the Honorary Editor</p>
Application	Nominated by and seconded by members prior to the general meeting accompanied by written sponsorship by their parent SIG organisation. Elected by voting members at the general meeting
Terms of Office	<p>The individual will be elected to serve a fixed term of office. This term of office in the first instance will be four years and will not exceed eight years. The term of office should commence after appointment at a general meeting and run in parallel to that of the Executive. Should there be a delay in appointment, the term will be reduced accordingly.</p> <p>Should the nominated person be unable to fulfil their duties then the executive member or the parent organisation should inform the IPTOP President.</p>
Objective Performance Measures	<p>Publish 2 Newsletters per year</p> <p>Ensure Policy Book is kept upto date</p> <p>Produce and scrutinise all IPTOP publications as required.</p>
Funding	All elected posts within IPTOP are self funded
Date of JD	May 2011

11.7	Honorary Website Manager
Outline	The Honorary Website Manager is responsible for the management and development of the IPTOP website
Requirements	<p>The Web manager will :</p> <ul style="list-style-type: none"> Currently be a member of IPTOP Have experience of using the web, preferably as a web manager Have a track record of working with older people Have an appreciation of the political and cultural challenges of international work Have exceptional diplomatic and communication skills <p>Must maintain a working e-mail address in WCPT's database. Must generally be able to respond to member and officer queries sent via e-mail or phone within one week.</p> <p>Verbal English and written fluency is a requirement as English is the WCPT language</p>
Role	<p>To manage the IPTOP webpage which currently has 6 pages hosted by the WCPT for the subgroup for which we pay them an annual maintenance fee of £150 per year To contact the WCPT at least 4 times during the year to ensure information on the site pages remains up to date. This includes requests to set up, amend or delete information.</p> <p>The current pages are as follows:</p> <p>Home page---with details of the current Committee members and main contact. About IPTOP---hyperlinked to the IPTOP Information leaflet (original held by the Honorary Editor). Members---Member organisations (information held by the Honorary Treasurer). Newsletters---an archive of Newsletters. These are provided for upload by the Honorary Editor and placed onto the site 6 months AFTER publication. This ensures that members have sight of a Newsletter for the 6 months prior to release of information into the public domain (an advantage of member country subscription). Meeting Notes---provided by Secretary. No financial information is published. Conferences---Information regarding current and recently run conferences provided by WCPT and individual countries. A page of resources is under development Archived section for past documents for Executive reference. If it is deemed appropriate, the Website Manager will look into developing a website it hosts itself, independent of the WCPT, with the input and agreement of the Executive Committee</p> <div style="text-align: center;"> <pre> graph LR A[WCPT notify IPTOP web manager of pending update] --> B[Web manager contacts Secretary, Editor, Resource, Research, Treasurer for updates] B --> C[Web manager edits updates and submits to WCPT Regular check of website] </pre> </div>
Application	Nominated by and seconded by members prior to the general meeting accompanied by written sponsorship by their parent SIG organisation. Elected by voting members at the general meeting
Terms of Office	<p>The individual will be elected to serve a fixed term of office. This term of office in the first instance will be four years and will not exceed eight years, The term of office should commence after appointment at a general meeting and run in parallel to that of the Executive. Should there be a delay in appointment, the term will be reduced accordingly.</p> <p>Should the nominated person be unable to fulfil their duties then the executive member or the parent organisation should inform the IPTOP President.</p>
Objective Performance Measures	Website information is kept uptodate.
Funding	All elected posts within IPTOP are self funded
Date of JD	May 2011

Regional Reps

11.8	Regional Representatives
Outline	The Regional Representatives are responsible for supporting the member countries of their WCPT Region. They will have a key role to play in co-ordinating activities when a major IPTOP or WCPT event is taking place within that region.
Requirements	<p>The Regional Representative will :</p> <ul style="list-style-type: none"> Currently be a member of IPTOP Be an active member of their national SIG Have been an office bearer in their SIG Have an appreciation of the political and cultural challenges of international work Have exceptional diplomatic and communication skills Must maintain a working e-mail address in WCPT's database. Must generally be able to respond to member and officer queries sent via e-mail or phone within one week. <p>Verbal English and written fluency is a requirement as English is the WCPT language</p>
Role	<p>Work with Country reps to help them develop their SIGs.</p> <p>Support country representatives as requested/appropriate.</p> <p>Identify Regional Opportunities for IPTOP (e.g. Education, Conferences) both to highlight these to the Executive Committee members (particularly for advertisement on the Web page), but also to write up in a report for the Newsletter on an annual basis.</p> <p>Seek opportunities for multi country activity within the region.</p> <p>To support the Executive Committee in co-ordinating activities when a major IPTOP or WCPT event is taking place within that region</p> <p>Assist in regional IPTOP conferences.</p> <p>Act as a sounding board for regional issues in physiotherapy with older people issues</p>
Application	The Regional Representative may either be an individual nominated, seconded and elected by their national SIG with written sponsorship by their own SIG organisation, OR where a region currently has no member countries, an individual may be appointed by the Executive to promote IPTOP within the countries represented by the Region.
Terms of Office	<p>The individual will be elected to serve a fixed term of office. This term of office in the first instance will be two years and will not exceed four years, The term of office should commence after appointment at a general meeting and run in parallel to that of the Executive. Should there be a delay in appointment, the term will be reduced accordingly.</p> <p>Should the nominated person be unable to fulfil their duties then the executive member or the parent organisation should inform the IPTOP President.</p>
Objective Performance Measures	<p>Increase membership by one country per year</p> <p>Active involvement in IPTOP Committee</p>
Funding	All elected posts within IPTOP are self funded
Date of JD	May 2011

11. 8.i Short listing of Regional Representatives

As more than one country may nominate an individual to be its Regional Representative, the following short listing chart can be used to select most appropriate candidate.

		Candidate 1	Candidate 2 etc
1	Member of national older persons SIG (Years)		
2	Application supported by SIG (letter)		
3	Office bearer in SIG or equivalent		
4	Active involvement in IPTOP (Years)		
5	Experience of involvement in a voluntary group (i.e. working with any group of people who are not paid for their time)		
6	Experience of international working/travel (describe)		
7	Experience of cultures different to own (describe)		
8	Experience of supporting/developing individuals or groups (describe)		
9	Experience of grass roots leadership and middle management (describe)		
10	Diplomacy and timely communication skills (evidence)		
11	Fluent verbal and written English (WCPT Language) (evidence)		
12	Report writing skills (evidence)		

11.9	Representatives of Member organisations
Outline	The Representative of a member organisation is responsible for acting as the main point of communication between individuals and IPTOP. This person is elected by the member organisation within IPTOP.
Requirements	<p>The National Representative will :</p> <ul style="list-style-type: none"> Currently be a member of IPTOP Be an active member of their national SIG Have been an office bearer in their SIG Have an appreciation of the political and cultural challenges of international work Have exceptional diplomatic and communication skills <p>Must maintain a working e-mail address in WCPT's database. Must generally be able to respond to member and officer queries sent via e-mail or phone within one week.</p> <p>Verbal English and written fluency is a requirement as English is the WCPT language</p>
Role	<p>Be an active participant in the IPTOP Committee</p> <p>The elected representative will be required to inform (and keep informed) the appropriate IPTOP officer (currently the Secretary) re an up-to date e-mail address.</p> <p>Each representative will be given an IPTOP e-mail address</p> <p>It is the responsibility of the representative to ensure all members of their Special Interest Group are kept up to date with IPTOP affairs by reporting the views of IPTOP to your Special Interest Group.</p> <p>Each country should contribute some information to the Newsletter at least once a year</p> <p>Ensure the IPTOP newsletter is distributed to <u>each member</u> within their Special Interest Group.</p> <p>Ensure prompt payment of membership fees through the Treasurer</p> <p>Facilitate if possible for IPTOP to join with a member country conference in the interval between WCPT congresses.</p> <p>To be that active link between IPTOP and the member country with regard to proxy voting and any IPTOP project</p>
Application	The Representative of a member organisation will nominated, seconded and elected by their national SIG with written sponsorship by their own SIG organisation.
Terms of Office	<p>The individual will be invited/elected to serve a fixed term of office. This term of office in the first instance will be two years and will not exceed four years, The term of office should commence after appointment at a general meeting and run in parallel to that of the Executive. Should there be a delay in appointment, the term will be reduced accordingly.</p> <p>Should the nominated person be unable to fulfil their duties then the executive member or the parent organisation should inform the IPTOP President.</p>
Objective Performance Measures	<p>Newsletter is circulated promptly to all members</p> <p>Membership fees are uptodate</p> <p>Active participation in IPTOP Committee</p>
Funding	All elected posts within IPTOP are self funded
Date of JD	May 2011

11.10 Performance Measures for IPTOP Committee Members

1	Publish a 4 year strategy	President
2	Hold 4 Executive Skype Conferences per year	President
3	Hold 4 Regional Rep Skype conference per year	President
4	Respond to all WCPT correspondence within 7 days	Recipient (usually President, Vice-President or Secretary but is a universal requirement)
5	Ensure at least one conference between WCPT four yearly conference	President
6	Respond to all complaints within 7 days	President
7	Ensure IPTOP and WCPT reports are delivered on time	President
8	Manage the IPTOP and WCPT Award Schemes	Vice President
9	Manage the IPTOP Objectives Table	Secretary
10	Ensure all contact details are up to date	Secretary
11	Set, manage and report on the budget	Treasurer
12	Publish 2 Newsletters per year	Editor
13	Ensure Policy Book is kept up to date	Editor
14	Ensure Website is kept up to date	Website Manager
15	Increase membership by one country per year	Regional reps
16	Newsletter is circulated promptly to all members	Country Representative
17	Membership fees are up to date	Country Representative
18	Active participation in IPTOP Committee	All

12. Planning schedule for IPTOP and WCPT

	Year 1 e.g. 2011	Year 2 e.g. 2012	Year 3 e.g. 2013	Year 4 e.g. 2014	Year 1 e.g. 2015
January	Website update (W) Start 4 Yrly report (P & S)	Website update (W)	Website update (W)	Website update (W)	Website update (W)
February					
March	Seek Website update information (W)	Seek Website update information (W)	Seek Website update information (W)	Seek Website update information (W)	Seek Website update information (W)
April	Website update (W) Publish Newsletter (E)	Website update (W) Publish Newsletter (E)	Website update (W) Publish Newsletter (E)	Website update (W) Publish Newsletter (E)	Website update (W) Publish Newsletter (E)
May					
June	<u>WCPT Congress</u> AGM Seek Website update information (W)	For interim general meeting year 3 Policy book review(E) Agenda (S) Elections (S) Committee reports (EX) Advertise (S) IPTOP awards (VP) Personal Objectives met (VP)	For Congress in 2 years Regional Rep of Congress area (EX) Room use (S) Consider WCPT Awards (EX) Pre conference course (EX)	For Congress next year Select WCPT pre congress meeting reps(EX) WCPT Awards (P) Start 4yrly report (P & S) Poster judges (EX) Prep for AGM at Congress yr 1 →	<u>WCPT Congress</u> → AGM (nb notice 6/12, agenda 2/12)
July	Website update (W) Newsletter deadline for October publication (E)	Website update (W) Newsletter deadline for October publication (E)	Website update (W) Newsletter deadline for October publication (E)	Website update (W) Newsletter deadline for October publication (E)	Website update (W) Newsletter deadline for October publication (E)
August					
September	Seek Website update information (W)	Seek Website update information (W)	Seek Website update information (W)	Seek Website update information (W)	Seek Website update information (W)
October	Website update (W) Publish Newsletter (E) Start annual report (P)	Website update (W) Publish Newsletter (E)	Website update (W) Publish Newsletter (E)	Website update (W) Publish Newsletter (E)	Website update (W) Publish Newsletter (E)
November					
December	Annual report to WCPT (P) Seek Website update information (W) Newsletter deadline for April publication (E)	Seek Website update information (W) Newsletter deadline for April publication (E)	Seek Website update information (W) Newsletter deadline for April publication (E)	Seek Website update information (W) Newsletter deadline for April publication (E)	Seek Website update information (W) Newsletter deadline for April publication (E)

Key. P = President. VP = Vice President. S = Secretary. T = Treasurer. E = Editor EX = Executive. W = Webmanager

13. Procedures for nomination for the award of an “Honorary Fellowship” or “Special Fellowship” to be conferred by IPTOP

Awards are made at the 4 yearly International Conference, with the submission time being approximately one year in advance (this would be in line with WCPT award submissions), thus IPTOP require to start preparation approximately two years before the next conference.

An IPTOP Special Fellowship is an honorary category and is reserved for individuals rendering valuable service to the practice of physical therapy for older people internationally.

An IPTOP Honorary Fellowship may be granted by the executive committee or voting representatives at a general meeting to physical therapists who have enhanced the association or have rendered valuable services to older people through unique or long term service or have merited special international recognition for their work.

This will be conferred on a person who in the opinion of the Association has rendered outstanding service to the association or has made a notable contribution to the health of older people.

1. Nominations may be made by any member organisation and supported by a second member organisation.
2. Nominations should be submitted to any member of the Executive Committee who can forward the application to any Officer of the Association (who does not reside in the country of the nominated person).
3. The member of the Executive committee in conjunction with an Officer of the Association should conduct a ballot of the membership. (This ballot should take place within thirty days of receipt of the application).
4. Ballot papers will be expected to be returned by member organisations within three months of receipt of ballot paper. Any votes received after this deadline will be null and void.
5. A two-thirds majority will be required before “Honorary Membership” can be conferred.
6. The results of the ballot when known should be conveyed by the officer involved in the ballot to all Officers of the Association.
7. The proposer will be informed of the outcome.
8. A letter will be sent to the nominated person signed by two of the following Officers, President, Vice President, Treasurer or Secretary of IPTOP.
9. A formal announcement would be made at the four-year general meeting coinciding with the WCPT conference.
10. WCPT will be kept informed.

14. WCPT International Service Award

WCPT awards for international service are to honour individuals who have made a significant contribution towards physical therapy internationally or within their region. Awards are made at the 4 yearly International Conference. Submissions require to be made approximately one year in advance. IPTOP require to start preparation approximately two years in advance. Recipients will be determined based on the international scope and impact of their contribution to physical therapy in one or more of the following areas:

- practice
- education
- research
- administration and policy development

More than one award may be given in each area at each WCPT Congress. Nominations are accepted from member organisations, regions and subgroups. All nominations should indicate the area in which the majority of the nominee's work has taken place. **Candidates must be members of a WCPT member organisation.**

WCPT Criteria check list---no score, just tick box

Candidates must be members of a WCPT member organisation.	Tick
Significant contribution to towards physical therapy internationally or within their region (State---	
International scope and impact of their contribution to physical therapy in one or more of the following areas:	
---Practice (Scope and impact---state....	
---Education (Scope and impact---state...	
---Research (Scope and impact---state....	
---Administration and policy development (Scope and impact---state...	
Nominations should indicate the area in which the majority of the nominee's work has taken place (State---	

Suggested additional IPTOP Scoring

SIG responsibility	Range	Score
Chair of SIG at International Level (Impact---state.....	1-3	
Executive member of SIG at International Level (Impact---state.....	1-3	
Non-exec Office Bearer of SIG at International level (Impact---state.....	1-3	
Chair of SIG at National Level (Impact---state.....	1-3	
Executive member of SIG at National Level (Impact---state.....	1-3	
Non-exec Office Bearer of SIG at National level (Impact---state.....	1-3	
Education		
Involved in education at International level (Impact---state.....	1-3	
Involved in education at national level (Impact---state.....	1-3	
Involved in education locally (Impact---state.....	1-3	
Research		
1 or more Research Publications (Accredited international Journals)	3	
1 or more Research Publications (Accredited national Journals)	2	
1 or more Research Publications (local publication)	1	
Total length of Service working with Older people (As this could illustrate ongoing Commitment)		
20 years or more	3	
15 – 19 years	2	
14 years or less	1	
Other Professional / clinical related awards		
3 or more	3	
2 awards	2	
1 award	1	
Total score		

15. IPTOP conferences – links to Member Organisation Conferences

IPTOP as an International Organisation of Physical Therapists working with Older People encourages collaboration between its member organisation. Member organisations are from the World Confederation of Physical Therapists Regions and represent member organisations at differing stages of development when working with older people. The constitution requires a four yearly meeting to be held in conjunction with the WCPT congress.

To facilitate business progress and ensure members organisations in all regions have an opportunity to cost effectively participate in the organisation, IPTOP seeks invitations from its member organisations willing to collaborate so members can attend their annual conference.

The Purpose of this briefing: To provide guidance to member Organisations interested in adding an international dimension to their congress by holding it in collaboration with IPTOP

Collaboration means: Some IPTOP involvement in the programme planning; Time for an IPTOP delegate meeting; IPTOP assistance in promotion

Organisation: The organisation, funding and profit from the national conference remain that of the organising country. However, IPTOP may be able to provide help with organisation and will negotiate in advance a pro rata share of any profit

Benefits to Host Organisation; increased participation---international delegates attend on same basis and for the same fee as national delegates; international profile; possibility of increased national profile; opportunity for local members to expand international contacts. Members of the host country get a unique opportunity to hear international speakers / papers

Benefits to IPTOP: Expand awareness of, and increase participation in, IPTOP; facilitates progress of business; helps to build the financial resources of IPTOP; IPTOP members may be international experts. National members also have the unique opportunity to meet and share professional knowledge both formally and informally with international colleagues

Financial issues: negotiate a pro rata organisation fee to IPTOP e.g. % of the delegate fee (or perhaps the international delegate fee); seek sources of funding to assist delegates from organisations that would not otherwise be represented. Any financial help that the national organisers can obtain to enable IPTOP members from organisations, which normally could not afford to sponsor a delegate within its region to attend the conference, would be much appreciated, and equitable allocation would be managed by IPTOP Contact the President (president@iptop.wcpt.org) for more information

16. IPTOP CPD and Education

International continuing professional development for physical therapists working with older people.

Collaboration between WCPT and the United Nations Institute on Ageing has resulted in a two week residential course curriculum with the following aims, objectives and themes:

Aims

1. To improve the healthcare of older persons by developing relevant PT attitudes, knowledge and skills
2. To develop PT skills to influence policy both locally and nationally

Objectives

1. To increase awareness of and sensitivity to the process of aging and its implications
2. To adopt realistic and professional attitudes
3. To highlight the need for
 - a. a comprehensive approach to the care of older persons
 - b. a multidisciplinary approach
 - c. community oriented health services
4. To promote the value of physical therapy services for older persons.

Themes

Demography and epidemiology

Aging---biological, psychological, social,

Health services, health promotion, illness prevention, community and government support

Physiotherapy specific including legal and ethical issues

Leadership, communication, negotiation, education and training skills.

The course is presented as formal lectures and facilitated learning followed by small group work. It is not a clinical practice course. Participants are encouraged to share their own areas of expertise formally and informally. Each course ends with each participant presenting their action plan for a work based project which is followed up by the tutors.

Two courses have been held to date, both hosted by Malta. All students found it beneficial, especially the opportunity to be with colleagues from the same specialty for an extended period. Students stated “*it was enriching, inspiring and confidence building*”.

Further courses can be arranged by IPTOP. Requesting countries should consider the following:

- The programme is delivered in the country/region requesting it.
- Allow 2 years set up time from IPTOP agreement to proceed. Consider pre/post WCPT conference.
- Presentations will be by an international core tutor group with local academic and physiotherapy specialist tutors
- Educational credits may be pursued locally by the requesting country/region
- A local “clerk to the course” is required to liaise with the IPTOP course organiser
- Advertising is the responsibility of the requesting country

- Consider joining with another country/countries and or relevant profession (e.g. OT) to increase numbers, expertise and impact
- The language is English in which participants must be fluent in both understanding and speaking (a comprehensive interpretation service to be included in costs might be considered)
- A steering group (IPTOP course leader, course clerk and representative of joining profession if relevant) agree a course plan with dates, tasks and responsibilities; adapt the course length to meet local needs *although the full course is internationally recommended*; revise the curriculum; select tutors; manage the course.
 - SKYPE calls with core tutors and steering group will be needed at the early planning stage
 - Steering group will meet with core tutors preferably AT the facility 3 months prior to the event to finalise programme and participants.
- The minimum 20/maximum 30 participants are chosen on level of experience, international (work/leisure) experience, active participation, ability to cascade knowledge, ability to influence policy makers and/or teach other physical therapists, and geographical coverage.
 - The programme should include professional and cultural visits and opening/closing by a “high level” figure
 - Accommodation should have individual study bedrooms, restaurant, main conference room with full a/v facilities and 6 break out rooms (number dependent on course size), photocopy facilities, recreation facilities.
 - All costs (marked as red arrow bullets) are borne by the requesting country. Costs to participants should cover their accommodation and all meals plus apportioned full conference overheads (i.e. administration, tutor travel/accommodation/meals etc).
 - Grants and bursaries may be sought by the requesting country/region from e.g. professional bodies, government departments, charities.
 - The requesting country may wish to consider a feedback presentation at next WCPT/IPTOP conference.

Contact the editor (editor@iptop.wcpt.org) for more information

17. IPTOP publications and promotional material

IPTOP Leaflet---available as hard copy from the editor (editor@iptop.wcpt.org) or as down load from our website. To save on postage costs, requests for copies for national events can be collected from the Editor at general meetings.

IPTOP Business cards are provided to committee members on appointment. Contact editor (editor@iptop.wcpt.org) for more information. To save on postage costs, requests for cards can be collected from the Editor at general meetings.

IPTOP Banners

We have 2 pop up banners which are taken to general meetings. They can be borrowed for national events but the cost of postage and risk of damage will need to be considered.

Sundry items

We also have some balloons, LOGO stickers, and pens.

18. Past Chairs/Presidents

1999 - 2003 Olwen Finlay MBE, FCSP, HT, DMS - Northern Ireland (Steering Committee)

2003 -2007 Olwen Finlay MBE, FCSP HT, DMS - Northern Ireland

2007 -2011 Filiz Can PT, PhD, --Turkey

19. Meetings held and current membership

General meetings have been held in Barcelona 2003; Dublin 2004, Melbourne 2005, Istanbul 2006, WCPT Vancouver 2007, Ankara 2009, and WCPT Amsterdam 2011

Membership currently stands at 18 countries representing around 8,500 physical therapists in elderly care.

20. Policies

(to be inserted here as developed)

Appendix 1 Current Committee (2011-2015)

2012 communication sheet (correct at March 2012)

(please contact secretary@iptop.wcpt.org regarding any changes/problems)

President Jennifer Bottomley E-mail: president@iptop.wcpt.org	Webmanager Bhanu Ramaswamy E-mail: website@iptop.wcpt.org
Vice President Jill Mc Clintock, E-mail: vicepresident@iptop.wcpt.org	Europe Hans Hobbelen E.mail europe@iptop.wcpt.org
Secretary Jill McClintock E-mail secretary@iptop.wcpt.org	S W Pacific Liz Binns Email: swpacific@iptop.wcpt.org
Treasurer Nancy Prickett E-mail: treasurer@iptop.wcpt.org	N America and Caribbean Teresa Steffen E-mail : namericaandcarribean@iptop.wcpt.org
Newsletter Editor Amanda Squires , E-:mail: editor@iptop.wcpt.org	South America No member in this region Africa Awaiting Regional Representative nomination

National representatives (correct at August 2011)

Australia---Primary contact Shylie Mackintosh Email: Australia@iptop.wcpt.org	Malta---Primary contact Maria Fenech Email Malta@iptop.wcpt.org
Belgium--- Primary contact Jan Tessier E-mail Belgium@iptop.wcpt.org	Netherlands ---Primary contact Hans Hobbelen Email Netherlands@iptop.wcpt.org
Bulgaria---Primary contact Ludmila Venova Email; Bulgaria@iptop.wcpt.org	New Zealand ---Primary contact Liz Binns Email NewZealand@iptop.wcpt.org
Canada ---Primary contact Leah Weinberg E-mail; Canada@iptop.wcpt.org	Norway---Primary contact Astrid Cecilie Engen E-mail: Norway@iptop.wcpt.org
Finland---Primary contact Jaana Torne Email: Finland@iptop.wcpt.org	South Africa---Primary contact Peta Harrison E.mail SouthAfrica@iptop.wcpt.org
Germany---Primary contact Tbc Email Germany@iptop.wcpt.org	Switzerland---Primary contact Glauca Goncalves Email Switzerland@iptop.wcpt.org
Greece---Primary contact Christos Kommissopoulos Email Greece@iptop.wcpt.org	Turkey---Primary contact Feliz Can Email Turkey@iptop.wcpt.org
Iceland-- Primary contact Gudfinna.bjornsdottir Email Iceland@iptop.wcpt.org	United Kingdom-- Primary contact: Bhanu Ramaswamy Email: website@iptop.wcpt.org
Ireland-- Primary contact Grainne Walsh Email Ireland@iptop.wcpt.org	USA---Primary contact Teresa Steffen E-mail: USA@iptop.wcpt.org

Co-opted Members

The following members were co-opted to ensure WCPT regulations were fulfilled

Adviser for 2013 Conference---Olwen Finlay MBE, FCSP (UK)---2011 - 2013