



# Policy and Procedure Manual

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International Organisation of  
Physiotherapists in Paediatrics

## **INTERNATIONAL ORGANISATION OF PHYSIOTHERAPISTS IN PAEDIATRICS**

**Policies and procedures are an essential part of any organisation. Together, policies and procedures provide a roadmap for day-to-day operations and are designed to regulate all major decisions, actions, and principles of an organisation. A policy and procedures manual of an organisation also provides information about roles and responsibilities of the Executive Committee, Board of Directors, and various committees of the organisation. The manual allows for compilation of all information in one place for access by the Executive Committee, Board of Directors, and committee chairs.**

**The IOPTP Policies and Procedures Manual is divided into four sections. The first section of the IOPTP Policy and Procedures manual pairs the policies and procedures of the organisation with the individual Sections of the IOPTP Governing Rules Document. This pairing should allow for easy referencing of the policies and procedures with the rules. The second section describes the roles and responsibilities of the Executive Committee while the third section describes the roles and responsibilities of the committees of the IOPTP. The fourth section of the manual contains various forms used by the IOPTP for organizational operations.**

## **SECTION 1**

### **POLICIES RELATED TO IOPTP GOVERNING RULES**

## **1. IOPTP MEMBER EXPERIENCING SEVERE FINANCIAL HARDSHIP (Policy related to 2022 Governing Rules Section 9)**

**1.1** An IOPTP Member experiencing severe financial hardship may apply to the President in writing to request:

- (a) an extension of the due date for payment by the IOPTP Member of that year's annual membership subscription; and
- (b) a waiver of all or part of the amount of that year's annual membership subscription to be paid by the IOPTP Member.

**1.2** The IOPTP Executive Committee must assess each request and make a recommendation to the IOPTP Board.

**1.3** The Board may approve or refuse any IOPTP Member's request.

**1.4** The President must notify the IOPTP Member of the Board's decision on the request in writing within 30 calendar days.

**1.5** The Board's decision on the IOPTP Member's request is final.

\*Adapted from WPT Constitution Section 12.2 and Section 13

## **2. NON-PAYMENT OF ANNUAL MEMBERSHIP SUBSCRIPTION \* (Policy related to 2022 Governing Rules Section 9)**

**2.1.** The Board may decide that an IOPTP Member that has not yet paid the full annual membership subscription amount due for that year but has agreed in writing to pay the amount by installments is entitled to vote.

**2.2** Unless the Board has approved a request for a different dues structure under policy, an IOPTP Member's membership automatically ends if the full annual membership

subscription amount due for that year has not been paid within 180 calendar days of the applicable due date.

\*Adapted from WPT constitution Section 16

### **3. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE (Policy related to 2022 Governing Rules Section 12)**

- 3.1 Act in the best interest of the IOPTP and the WPT
- 3.2 Administer the finances and business of the IOPTP
- 3.3 Assess membership applications and recommend membership.
- 3.4 Carry out the decisions of the General Meeting of the IOPTP.
- 3.5 Submit an annual report of IOPTP's activities and finances to the IOPTP members and to WPT.
- 3.6 To make provisions for the holding of IOPTP general meetings and to stipulate the conditions for their organisation.
- 3.7 To appoint committees, sub-committees and working parties as necessary.
- 3.8 To make awards as approved by the IOPTP General Meeting.
- 3.9 Determine the delegate to attend the WPT general meetings with a right to speak but not the right to propose or second motions or to vote.
- 3.10 To do all such other activities as will advance the objectives of the IOPTP and WPT.

### **4. STRUCTURE OF EXECUTIVE COMMITTEE AND QUALIFICATIONS FOR NOMINATION (Policy related to 2022 Governing Rules Section 13)**

- 4.1 At least 2 regions of WPT must be represented

**4.2** Candidates must be endorsed by the respective Paediatrics subsection of their WPT Member Organisation to be nominated.

**4.3** Nominees for President shall have served on the IOPTP Executive Committee or have represented a Member Organisation of the IOPTP at some time during the eight years immediately prior to nomination.

**4.4** Nominations must be received in writing by the secretary at least 60 days prior to the general meeting and shall have the approval of the nominee's own IOPTP Member Organisation.

**4.5** Nominations for President and Vice President shall be submitted by at least two IOPTP Member Organisations, one of which may be the candidate's own.

## **5. ELECTION OF EXECUTIVE COMMITTEE**

**5.1** Election of the President will be by separate, secret, and successive ballot at an IOPTP general meeting.

**5.2** The Vice President and members of the Executive Committee shall be elected by show of hands at an IOPTP general meeting.

**5.3** Members of the Executive Committee will serve a 4-year term beginning at the end of the IOPTP general meeting when elected.

## **6. EXECUTIVE COMMITTEE MEETINGS (Policy related to 2022 Governing Rules Section 17)**

**6.1** The Executive Committee shall meet at least annually. Meetings may be in person, virtually, or via electronic communication.

**6.2** Where possible the Executive Committee Meeting will be held in conjunction

with a conference or scientific meeting.

6.3 Additional Executive Committee Meetings may be called by the President at the request of the Executive Committee or at the request of one third of the IOPTP members. Additional meetings may be conducted virtually.

6.4 To transact business at an Executive Committee Meeting there shall be at least a majority of the Executive Committee members present, one of whom must be the President or Vice President.

6.5 The meeting shall be chaired by the President who shall regulate the proceedings and procedures including the consent of the Executive Committee members' adjournment of business. In the absence of the President, the Vice President shall have power to conduct and chair the meeting. The Chair of the meeting must approve any guests invited or wishing to attend the meeting.

6.6 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 facsimile. Such vote shall be received by the Secretary one month prior to the Meeting.

6.7 Voting by postal or electronic vote 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.

6.8 Motions will be passed by simple majority.

## **7. FINANCE**

### **(Policy related to 2022 Governing Rules Section 23)**

- 7.1 The financial year of IOPTP shall be from 1 January to 31 December.
- 7.2 In default of payment of the membership fee by the due date, all membership rights will be forfeited for that financial year, or until such time as the outstanding subscription is paid.
- 7.3. A financial report will be provided by the Treasurer annually to the Members.
- 7.4 Audit or finance committee functions
- To be developed**
- 7.5 The audited financial report, together with copies of accounts and reports and such other information, shall be submitted to the WPT Executive Committee as requested.
- 7.6 The General Meeting will approve the budget for the next/following financial years.
- 7.7 All travel, hotel and other expenses related to attendance at General Meetings will be borne by each member organisation.
- 7.8 Travel expenses, hotel expenses, and phone expenses for Executive Committee members will be borne by the IOPTP when finances permit.
- 7.9 The IOPTP shall be financially independent of WPT.



## **SECTION II**

### **ROLES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE**

# PRESIDENT

## A. Purpose

The President serves as the official leader and public spokesperson for the IOPTP.

## B. Organisation

### 1. Election Procedures

Election of the President by membership vote is held every four years at or during an IOPTP General Meeting. Nominees must be members in good standing for four (4) years prior to the election and may not be an Associate Individual Member.

### 2. Authority

The President is directly responsible to the Executive Committee and the IOPTP membership.

### 3. Resignation

- a. The President shall submit a resignation in writing to the Executive Committee
- b. In the event of a vacancy, the Vice President will succeed as the President for the unexpired portion of the term.

### 4. Dismissal of President

- a. The Executive Committee, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP's Governing Rules and Policy and Procedures Manual.
- b. A formal written warning shall first notify the officer/individual of the Executive Committee's concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- c. Grounds for dismissal are any of the following:
  1. Noncompliance with IOPTP policies and procedures
  2. Failure to perform duties of elected office
  3. Failure to attend required meetings
  4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the IOPTP

## 5. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the IOPTP within three (3) months of the dismissal.

## C. Operations

### 1. Meetings

- a. The President shall attend IOPTP General and Executive Committee meetings. The President presides at all meetings of the Executive Committee and IOPTP membership or delegates that authority in serial order to the Vice President, Secretary, or Treasurer. The President shall attend all WPT meetings in which the President's presence is required to represent the IOPTP.
- b. If the President is unable to be present at a required IOPTP meeting, the Vice President is provided with a written report from the president, and a copy is sent to the Secretary.
- c. If possible, the President shall attend all meetings that are held by WPT for officers and members.

### 2. Record and Reports

- a. Reports of the President's activities shall be presented at Executive Committee meetings and IOPTP General Meetings. A written summary will be provided to the Secretary prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.
- b. An annual report of IOPTP activities shall be submitted to the WPT on the form provided. Goals for the ensuing year should be considered by the members of the Executive Committee and included in this report.

## D. Duties and Responsibilities

1. Assumes leadership of IOPTP activities and direct development of the IOPTP in accordance with WPT policies and practices for components.
2. Presides at all meetings of the IOPTP and the Executive Committee.
3. Is familiar with the principle of parliamentary procedures based on *Robert's Rules of Order Newly Revised*.
4. Serves as the primary liaison to the WPT.
5. Informs the Vice-President of all matters by correspondence.

6. Coordinates agenda preparation with Secretary and reviews with Vice-President prior to meeting
7. Serves as an ex-officio member of all committees.
8. Serves as liaison officer to the WPT, Program Committee Chair, and Delegate (if appointed), and any appointed group deemed necessary.
9. Submits an annual report of IOPTP to the WPT.
10. Notifies and prepares the Vice President in the event of inability to perform any duty
11. Corresponds, directly or by delegation of authority to any other IOPTP members, with the WPT, the Executive Committee, and the IOPTP members.
12. Institutes appropriate action when general responsibilities are not carried out by IOPTP officers, Committee Chairs, or appointed persons.
13. Determines person(s) who might be required to attend an Executive Committee meeting.
14. Requests agenda items from WPT and IOPTP members/board at least two (2) months prior to the WPT Congress meeting and the Executive Committee meeting, any agenda items from the Executive Committee for both the Executive Committee meeting and the IOPTP General Meeting. The information is then forwarded to the Secretary.
15. Annually submits a written summary of the previous year's activities to the Secretary by the established deadline as well as prior to the General Meeting. See Form V. A, Annual and General Meeting Report Form.
16. Submits a proposed budget to the Treasurer by July 15 each year. See forms V. B. – Budget Project Worksheet and V.C. – Budget Project Summary Form.
17. Submits bi-annual Action Item updates to the WPT by the established deadlines each year. See Form V. K. – Strategic Plan Report Form.
18. Works with the Executive Committee to develop and plan policies and programs that reflect the aspirations of the membership and that furthers the objectives of the WPT and the IOPTP.
19. Supports and defends the policies and programs adopted by the Executive Committee.
20. Serves as spokesperson for the IOPTP to the press, Executive Committee, related Organisations, and the public at large or delegates this responsibility to an appropriate member.
21. Encourages members to participate in IOPTP and WPT activities and programs.

22. Reviews annually the Organisational structure and policies of the IOPTP.
23. Ensures, with the Treasurer, the IOPTP's financial viability, adherence to the budget, and maintenance of financial records according to generally accepted accounting procedures.
24. Ensures that the IOPTP maintains compliance with all WPT directives.
25. Provides to the Governance Department of WPT the name of the IOPTP Delegate to the General Meeting no later than January 1 the year of the WPT Congress. Receives from Government Department of WPT the Delegate handbook and credential card for the IOPTP Delegate. Signs the credential card as President and IOPTP Delegate if an alternate has not been selected.
26. Communicates with the IOPTP Board members regarding necessary amendments to comply with WPT's bylaws, policies, and procedures.
27. Disseminates information to the following publications:
  - a. WPT Publications

The Executive Committee and the IOPTP membership may provide the President with relevant information for submission to WPT's news publications.
  - b. IOPTP Newsletter
    - i. A President's message will be prepared and submitted to the Newsletter Editor by the established deadline(s).
    - ii. Any timely items from WPT or other communications of value to the entire membership shall be submitted as necessary.
28. Responds appropriately to requests received from WPT, Member countries, or sub-groups and shares information with the Executive Committee and/or others as indicated.
29. Acts as an information source to IOPTP members and the public.

#### E. Reimbursement Procedures

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IV. – Reimbursement

#### F. Orientation of Successor

1. The outgoing President shall orient the newly elected President after the IOPTP general business meeting at which the new officer was elected.

2. Each newly elected President shall receive from the outgoing President a copy of the IOPTP Governing Rules, Policies and Procedures manual, records of previous President's activities during the previous term of office, and any other material deemed necessary for the smooth transition of operation.

## VICE PRESIDENT

### A. Purpose

The Vice President assists the President in the discharge of the duties of that office and assumes the duties of President in the event of the President's absence.

### B. Organisation

#### 1. Election Procedures

Election of the Vice President by membership vote is held every four years at or during an IOPTP General Meeting. Nominees must be members in good standing for four (4) years prior to the election and may not be an Associate Individual Member.

#### 2. Authority

The Vice President is directly responsible to the President and to the Executive Committee

#### 3. Resignation

- a. The Vice President shall submit a resignation in writing to the Executive Committee.
- b. In the event of a vacancy, the Executive Committee shall appoint a member in good standing to serve the unexpired portion of the term.

#### 4. Dismissal of Vice President

- a. The Executive Committee, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP's Governing Rules and Policy and Procedures Manual.
- b. A formal written warning shall first notify the officer/individual of the Executive Committee's concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- c. Grounds for dismissal are any of the following:
  1. Noncompliance with IOPTP policies and procedures.
  2. Failure to perform duties of elected office.
  3. Failure to attend required meetings.
  4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the IOPTP.

## 5. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the Executive Committee within three (3) months of the dismissal

## C. Operations

### 1. Meetings

- a. The Vice President shall attend the IOPTP General and Executive Committee meetings.
- b. If the Vice President is unable to be present, a substitute is appointed and a written report is provided to the President, with a copy sent to the Secretary.
- c. If possible, the Vice President shall attend all meetings that are held by WPT for IOPTP officers.

### 2. Records and Reports

Reports of the Vice President's activities shall be presented at Executive Committee meetings and the IOPTP General Meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.

## D. Duties and Responsibilities

1. Presides, in the absence of the President, at all meetings of the IOPTP and the Executive Committee.
2. Works with the Executive Committee to develop policies and to plan programs that reflect the aspirations of the members and that further the objectives of the IOPTP and WPT.
3. Updates the Governing Rules, Policy and Procedures Manual and strategic plan as needed with input provided by relevant parties.
4. Annually submits a written summary of the previous year's activities to the Secretary by the established deadline as well as prior to the General Meeting. See Form V.A. – Annual and General Meeting report form.
5. Submits a proposed budget to the Treasurer by July 15 each year. See Forms V.B. – Budget Project Worksheet and V.C. – Budget Program Summary Form.



6. Submits bi-annual Action Item updates to the Executive Office by the established deadlines each year. See Form V.K. – Strategic Plan Report Form.
7. Serves as the officer liaison to an IOPTP Committee as assigned by the President.
8. Succeeds to the position of President in the event of a vacancy in the office of the President for the unexpired portion of the term. The office of the Vice President shall be declared vacant, and the office shall be filled by appointment, with majority approval of the Executive Committee
9. Handles ethical complaints in accordance with WPT policies.
10. Acts as an information source for IOPTP members and the public.
11. Coordinates membership recruitment and retention.
12. Submits agenda items for discussion at Executive Committee and IOPTP General Meetings. Items for the General Meeting agenda should be submitted one (1) month prior to the meeting to the Secretary
13. Assists the President in the accomplishment of the duties of that office.
14. Receives suggested constitution revisions through the WPT, the Executive Committee, or general membership.
15. Prepares constitution amendments and forwards them to the IOPTP President for review.
16. Submits constitution revisions and updates to the Newsletter Editor for publication in the newsletter.
17. Presents the amendments for revision, approval, or disapproval to the IOPTP membership, at the General Meeting, or designates a representative.
18. Distributes copies of updated constitution to members of the Executive Committee, IOPTP members, and WPT following approval by the IOPTP membership.

#### E. Reimbursement Procedures

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IV. – Reimbursement.

#### F. Orientation of Successor

1. The outgoing Vice President shall orient the newly elected Vice President after the IOPTP General Meeting at which the new officer was elected.

2. Each newly elected Vice President shall receive, from the outgoing Vice President, a copy of the IOPTP Governing Rules, Policies and Procedures Manual, and records of the previous Vice President's activities during the previous term of office, and any other material deemed necessary for smooth transition of operation.

# SECRETARY

## A. Purpose

The Secretary maintains an accurate account of IOPTP business, minutes of meetings, membership, and official IOPTP correspondence. The Secretary maintains records.

## B. Organisation

### 1. Election Procedures

Election of the Secretary by membership vote is held every 4 years at or during an IOPTP General Meeting. Nominees must be members in good standing for four (4) years prior to the election and may not be an Associate Individual Member.

### 2. Authority

The Secretary is directly responsible to the President and to the Executive Committee.

### 3. Resignation

- a. The Secretary shall submit a resignation in writing to the Executive Committee.
- b. In the event of a vacancy, the Executive Committee shall appoint a member in good standing to serve the unexpired portion of the term.

### 4. Dismissal of Secretary

- a. The Executive Committee, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP's Governing Rules and Policy and Procedures Manual.
- b. A formal written warning shall first notify the officer/individual of the Executive Committee concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- c. Grounds for dismissal are any of the following:
  1. Noncompliance with IOPTP policies and procedures
  2. Failure to perform duties of elected office
  3. Failure to attend required meetings
  4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the IOPTP

### 5. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the IOPTP within three (3) months of dismissal.

### C. Operations

#### 1. Meetings

- a. The Secretary shall attend the IOPTP General and Executive Committee meetings.
- b. If the Secretary is unable to be present, a substitute is appointed and a written report is provided to the President, with a copy filed.
- c. If possible, the Secretary shall attend all appropriate meetings that are held by WPT for member officers.

#### 2. Records and Reports

- a. Reports of the Secretary's activities shall be presented at Executive Committee meetings and the IOPTP General Meeting. A written summary will be filed prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.
- b. Additionally, the Secretary is responsible for maintaining the IOPTP's non-financial records as described below.

### D. Duties and Responsibilities

1. Prepares the agenda and Rules of the House for all meetings of the IOPTP and Executive Committee and provides copies to those in attendance. If the Secretary is unable to be present, a substitute is selected from the Executive Committee.
2. Keeps minutes of the proceedings of all Executive Committee and IOPTP General Meetings.
3. Distributes minutes of the IOPTP General Meetings to WPT, to the Executive Committee, and to Committee Chairs within sixty (60) days.
4. Notifies members of special meetings at least ninety (90) days prior to the meeting date.
5. Maintains records of official actions of the IOPTP and the Executive Committee.
6. Updates the Governing Rules, Policy and Procedures Manual and strategic plan as needed with input provided by relevant parties.
7. Submits minutes or summaries of Executive Committee meetings and General Meetings to the Newsletter Editor for publication in the appropriate issue(s).

8. Submits a membership update with contact information for IOPTP Delegate to the WPT General Meeting to the Newsletter Editor for publication.
9. Serves as the officer liaison to an IOPTP Committee as assigned by the President.
10. Corresponds for the IOPTP as directed by the President.
11. Develops agenda items for discussion at Executive Committee and IOPTP General Meetings and submits them to the President.
12. Annually submits a written summary of the previous year's activities by the established deadline as well as prior to the General Meeting. See Form V.A. – Annual and General Meeting Report Form.
13. Submits a proposed budget to the Treasurer by July 15 each year. See Forms V.B. – Budget Project Worksheet and V.C. – Budget Program Summary Form.
14. Submits bi-annual Action Item updates to the IOPTP President by the established deadlines each year. See Form V.K. – Strategic Plan Report Form.
15. Receives pertinent materials from all appointed groups that are disbanded.
16. Maintains permanent IOPTP files and historical data.
17. Develops a list of documents to be included in the IOPTP archives for Executive Committee approval.
18. Acts as an information source for IOPTP members and the public.
19. Maintains the IOPTP photo album and brings to WPT Congress and the Executive Committee meetings.

#### E. Reimbursement Procedure

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IV. – Reimbursement.

#### F. Orientation of Successor

1. The outgoing Secretary shall orient the newly elected Secretary after the IOPTP General Meeting at which the new officer was elected.
2. Each newly elected Secretary shall receive a copy of the IOPTP Governing Rules, Policies and Procedures Manual from the outgoing Secretary, records of the previous Secretary's activities during the previous term of office, all addresses that are needed by the new

Secretary, and any other material deemed necessary for the smooth transition of operation. The permanent records of the IOPTP shall be sent via mail or parcel service to the new Secretary.

## TREASURER

### A. Purpose

The Treasurer oversees the financial integrity of the IOPTP.

### B. Organisation

#### 1. Election Procedures

Election of the Treasurer by membership vote is held every four years at or during of an IOPTP General Meeting. Nominees must be members in good standing for four (4) years prior to the election and may not be an Associate Individual Member.

#### 2. Authority

The treasurer is directly responsible to the President and to the Executive Committee

#### 3. Resignation

- a. The Treasurer shall submit a resignation in writing to the Executive Committee.
- b. In the event of a vacancy, the Executive Committee shall appoint a member in good standing to serve the unexpired portion of the term.

#### 4. Dismissal of Treasurer

- a. The Executive Committee, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP's Governing Rules and Policy and Procedures Manual.
- b. A formal written warning shall first notify the officer/individual of the Executive Committee concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- c. Grounds for dismissal are any of the following:
  1. Noncompliance with IOPTP policies and procedures
  2. Failure to perform duties of elected office
  3. Failure to attend required meetings
  4. Failure to maintain confidentiality, good judgment. And integrity in carrying out responsibilities of the IOPTP

#### 5. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the Executive Committee within three (3) months of the dismissal.

### C. Operations

#### 1. Meetings

- a. The Treasurer shall attend the IOPTP General and Executive Committee meetings.
- b. If the Treasurer is unable to be present, a substitute is appointed and a written report is provided to the President, with a copy sent to the Secretary.
- c. If possible, the Treasurer shall attend meetings that are held by the WPT for IOPTP officers.

#### 2. Records and Reports

- a. Reports of the Treasurer's activities shall be presented at Executive Committee meetings and the IOPTP General Meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.
- b. Additionally, the Treasurer is responsible for maintaining the IOPTP's financial records and reports as described below.

### D. Duties and Responsibilities

1. Maintains the financial records of the IOPTP
2. Ensures that an annual financial report is submitted to the WPT
3. Ensures that a financial report is submitted for publication in the Newsletter by established deadlines.
4. Ensures that any federal, state, or local tax returns are filed.
5. Reports on the financial status of the IOPTP at the IOPTP General Meeting.
6. Maintains financial records and supporting documentation for a period of not less than five (5) years.
7. Ensures that a checking account is maintained in the name of the IOPTP.
8. Maintains special accounts or establishes petty cash funds as needed with the approval of the IOPTP President.



9. Oversees the collection and depositing of IOPTP receipts, including dues, publications, and other income.
10. Obtains signatures of officers, following election, on bank forms either through the mail, or at the IOPTP General Meeting.
11. Carries out functions until the close of WPT's meeting even in years when a new Treasurer is elected.
12. Maintains established bookkeeping procedures:
  - a. A ledger system is used to account for income and expenses. The report(s) must be sent to the Newsletter Editor by established deadline(s).
  - b. IOPTP membership audits the financial record through review of the published accounts in the Newsletter.
13. Compiles a budget for the IOPTP:
  - a. Prior to July 1 of each year, the Treasurer shall mail out tentative budget packets to the Executive Committee members, Committee chairs, and other appropriate individuals.
  - b. Tentative budgets shall be returned by the established deadline.
  - c. The Treasurer compiles a proposed budget prior to August 1.
  - d. Executive Committee reviews this budget and approves it no later than October 1.
  - e. Final approved budget is sent to the Executive Committee and Committee chairs by October 15 and a summary may be published in the newsletter.
  - f. The budget year is January 1 to December 31.
14. Ensures that the following treasury procedures are followed:
  - a. Dues: IOPTP Members will send dues to IOPTP by June 1<sup>st</sup> annually. Monies will be deposited in the IOPTP's bank account.
  - b. Requests for saleable items are sent to the President. Monies are deposited in the IOPTP's bank account.
15. Serves as the officer liaison to an IOPTP committee as assigned by the President.
16. Submits agenda items for discussion at Executive Committee and IOPTP General Meetings. Items for the General Meeting agenda should be submitted one (1) month prior to the meeting to the Secretary.

17. Annually submits a written summary of the previous year's activities to the Secretary by the established deadline as well as prior to the General Meeting. See Form V. A. – Annual and General Meeting Report Form.
18. Submits bi-annual Action Item updates to the IOPTP President by the established deadlines each year. See Form V. K. – Strategic Plan Report Form.
19. Acts as an information source for IOPTP members and the public, particularly regarding financial matters.
20. Reviews and updates annually, the Policy and Procedures Manual as it relates to the financial management of the IOPTP.

#### E. Reimbursement Procedure

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IV. – Reimbursement.

#### F. Orientation of Successor

1. The outgoing Treasurer shall orient the newly elected Treasurer after the IOPTP general business meeting at which the new officer was elected.
2. The outgoing Treasurer shall provide the newly elected Treasurer with a copy of the IOPTP Governing Rules, Policies and Procedures Manual, records of the previous Treasurer's activities during the previous term of office, a transfer of authority to manage funds, additional records and receipts, and any other material deemed necessary for the smooth transition of operation.

## MEMBER AT LARGE

### A. Purpose

The Member at Large serves on the Executive Committee and performs duties assigned by that Committee and the President. This may include chairing ad-hoc committees.

### B. Organisation

#### 1. Election Procedures

Election of the Member at Large by membership vote is held every 4 years at or during an IOPTP General Meeting. Nominees must be members in good standing for the four years prior to the election and may not be an Associate Individual Member.

#### 2. Authority

The Member at Large is directly responsible to the President and to the Executive Committee.

#### 3. Resignation

- a. The Member at Large shall submit a resignation in writing to the Executive Committee.
- b. In the event of a vacancy, the Executive Committee shall appoint a member in good standing to serve the unexpired portion of the term.

#### 4. Dismissal of Member At Large

- a. The Executive committee, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP's Governing Rules and Policy and Procedures Manual.
- b. A formal written warning shall first notify the officer/individual of the Executive Committee's concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- c. Grounds for dismissal are any of the following:
  1. Noncompliance with Organisation policies and procedures
  2. Failure to perform duties of elected office
  3. Failure to attend re4quired meetings
  4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities to the Organisation
  - 5.

## 6. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the Executive Committee within three (3) months of the dismissal.

## C. Operations

### 1. Meetings

- a. The Member at Large shall attend the IOPTP's General Meeting and Executive Committee meetings as well as participate in telephone conferences.
- b. If the Member at Large is unable to be present, a substitute is appointed and a written report is provided to the President, with a copy sent to the Secretary.

### 2. Records and Reports

Reports of the Member at Large shall be presented at Executive Committee meetings and the Organisation General Meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities during the term of office should also be maintained. An annual summary of activities shall be submitted to the Secretary by the established deadline.

## D. Duties and Responsibilities

1. Works with the Executive Committee to develop policies and to plan programs that reflect the aspirations of the members and that further the objectives of the IOPTP and WPT.
2. Contacts member countries on a regular basis to gather information for the newsletter and scheduled meetings.
3. Annually submits a written summary of the previous year's activities to the Secretary by the established deadline as well as prior to the General Meeting. See Form V. A. – Annual and General Meeting Report Forms.
4. Submits a proposed budget to the Treasurer by July 15 each year. See Forms V. B. – Budget Project Worksheet and V. C. – Budget Project Summary Form.
5. Serves as the officer liaison to an IOPTP committee as assigned by the President.
6. May serve as the officer liaison or chair of any ad-hoc committees created by the Executive Committee.
7. Acts as an information source for Organisation members and the public.

8. Submits agenda items for discussion at Executive Committee and IOPTP General Meetings. Items for the General Meeting agenda should be submitted one (1) month prior to the meeting to the Secretary

9. Submits bi-annual Action Item Updates to the IOPTP President by the established deadlines each year. See Form V. K. – Strategy Plan Report Form.

E. Reimbursement Procedures

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IV. – Reimbursement.

F. Orientation of Successor

1. The outgoing Member at Large shall orient the newly elected Member at Large after the Organisation General Meeting at which the new officer was elected.
2. Each newly elected Member at Large shall receive from the outgoing Member at Large, a copy of the Organisation Governing Rules, Policies and Procedures Manual, records of the previous Member at Large's activities during the previous term of office, and any other material deemed necessary for smooth transition of the operation.

## **EXECUTIVE COMMITTEE**

### **A. Purpose**

The Executive Committee of the International Organisation of Physiotherapists in Paediatrics (hereafter, the IOPTP) a subgroup of the World Physiotherapy (WPT) serves to provide leadership to the IOPTP.

### **B. IOPTP**

#### **1. Composition**

- a. The Executive Committee consists of the five (5) elected officers (President, Vice President, Secretary, Treasurer, and the Member at Large).
- b. Newly elected officers assume the duties of their office at the close of the meeting at which they were elected or appointed.

#### **2. Authority**

The Executive Committee is responsible to the IOPTP membership

#### **3. Resignation**

- a. Any member of the Executive Committee wishing to resign prior to the end of the elected term shall submit a resignation in writing to the President of the Executive Committee, or in the case of the President, to the other members of the Executive Committee.
- b. In the event of a vacancy, the position will be filled as described in this manual for each office

### **C. Operations**

#### **1. Meetings**

- a. The Executive Committee or their designated representatives attend the Executive Committee meetings and the IOPTP General Meeting. If one is unable to be present, a

substitute is appointed and a written report is provided to the President, with a copy sent to the secretary.

- b. Preparation of the agenda for each meeting of the Executive Committee is the responsibility of the President and Secretary.
- c. The agenda for each meeting of the Executive Committee shall be distributed to all Executive Committee members prior to each meeting.
- d. The President or, if absent, the Vice President presides at all meetings of the Executive Committee.
- e. The President will determine and notify one (1) month prior to the Executive Committee meeting special person(s) who might be required to attend an Executive Committee meeting for a special report or who might be required to prepare a written report.
- f. Upon request of the President or to the President, with approval of the Executive Committee and with consideration of time and space limitations, IOPTP members and other appropriate guests may be granted permission to attend part or all of Executive Committee meetings. Selected written materials prepared for the Executive Committee meeting will be distributed to the guests at these meetings.

## 2. Records and Reports

- a. Minutes of the proceedings of each meeting of the Executive Committee are kept by the Secretary; minutes are then distributed to members of the Executive Committee, and Standing Committee Chairs, within forty-five (45) days.
- b. A written summary of the proceedings of each meeting of the Executive Committee is prepared by the Secretary and published in the IOPTP newsletter.
- c. Each member of the Executive Committee will submit a written report by the first Monday in December of activities prior to the IOPTP meeting to the Secretary (See Section V. A. – Forms).
- d. Each member of the Executive Committee is also responsible for maintaining records of any activities occurring during the term of office and for transmitting the records received during the last four (4) years of office to the successor.
- e. Report on Strategic Plan actions compiled semi-annually.

## D. Duties and Responsibilities of the Executive Committee

- 1. Conducts and directs all business and financial affairs for and on behalf of the IOPTP and is responsible for its property and funds.

2. Makes recommendations and evaluations related to the activities, policies, and procedures of the IOPTP.
3. Recommends and approves appointed groups (i.e., committees, task forces) and committee chairs.
4. Reviews the charge, tasks, and budget of each appointed group at the Executive Committee meetings. Approves, revises and/or disbands the appointed groups after review.
5. Appoints members and a chair to newly appointed groups.
6. Fills vacancies on the Executive Committee except as otherwise provided in the Constitution.
7. Provides for the publication and distribution of the current Governing Rules to members of the Executive Committee and to members.
8. Provides for development and maintenance of the Policy and Procedures Manual in accordance with the IOPTP's Governing Rules.
9. Monitors international legislation dealing with the delivery of health care related to pediatrics.
10. Provides for the maintenance of membership records of the IOPTP and the distribution of materials to new members.
11. Establishes and determines contents of archives for the IOPTP.
12. Serve as officer liaisons as assigned by President.
13. Acts as an information source for IOPTP members and the public



## **SECTION III**

### **COMMITTEES ROLES AND FUNCTIONS**

## COMMUNICATION COMMITTEE

### A. Purpose

The Communication Committee is responsible for overseeing the IOPTP's newsletter and Web page.

### B. Organisation

#### 1. Appointments

- a. The Communication Committee Chair is appointed by the President with Executive Committee approval. The Chair may not serve for more than eight consecutive years.
- b. The Chair shall appoint Communication Committee members.

#### 2. Authority

The Communication Committee Chair is directly responsible to the President and to the Executive Committee.

#### 3. Resignation

The Communication Committee Chair shall submit a resignation in writing to the President.

#### 4. Dismissal of Committee Chairperson or Committee Members

- a. The Executive Committee, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP's Governing Rules.
- b. A Formal written warning shall first notify the officer/individual of the Executive Committee concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- c. Grounds for dismissal are any of the following:
  1. Noncompliance with IOPTP policies and procedures.
  2. Failure to perform duties of the Committee.
  3. Failure to attend required meetings.
  4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the Section.

## 5. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the Executive Committee within three (3) months of the dismissal.

## C. Operations

### 1. Meetings

- a. The Communication Committee Chair is encouraged to attend the IOPTP general business meetings and Executive Committee meetings, when invited.
- b. If the Communication Committee Chair is unable to be present at these meetings, a committee member may substitute and a written report is provided to the President, with a copy sent to the Secretary.
- c. The Communication Committee Chair may call meetings of the Communication Committee or task forces (appointed by the Executive Committee) as deemed necessary.

### 2. Records and Reports

An annual summary of Committee activities shall be submitted to the Secretary by December 1 of each year for disbursement by December 31. Reports of the Communication Committee's activities shall be presented at Executive Committee meetings and the IOPTP's general business meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities should also be maintained.

## D. Duties and Responsibilities

1. Develop an effective and engaged committee with representation from multiple member organisations and WPT regions.
2. Recruit new members when inactive members are dismissed.
3. Work with the Webmaster to ensure consistency of published material and of philosophy.
4. Provide the Webmaster with material to be disseminated to members.
5. Seek advertising to be placed in the IOPTP's publications.
6. Update the Executive Committee liaison on activities, goals, and concerns.
7. Suggest Governing Rules and Policy and Procedures revisions to the Executive Committee related to the Communication Committee.

8. Develop agenda items for discussion at Executive Committee and IOPTP general business meetings and submits them to the Secretary one month prior to the meeting.
9. Submit a proposed budget to the Treasurer by the established deadline each year. See Form V.B. Budget Project Worksheet and Form V.C. Budget Project Summary Form.
10. Submit bi-annual action item updates and activities to the Executive Committee by the established deadlines.

#### E. Reimbursement Procedure

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IOPTP Reimbursement Policy.

#### F. Orientation of Successor

1. The outgoing Communication Committee chair and the officer liaison shall orient the newly appointed Communication Committee Chair once their term has ended.
2. The outgoing Communication Committee Chair shall provide the newly elected Chair with a copy of the IOPTP Governing Rules, Policies and Procedures Manual, records of the previous Chair's activities during the previous term of office, and any other material deemed necessary for the smooth transition of operation.

## EDUCATION COMMITTEE

### A. Purpose

The Education Committee is responsible for the development of instructional materials for members, countries, and for promoting and tracking current trends in physical therapy education related to paediatrics.

### B. Organisation

#### 1. Appointments

- a. The Education Committee Chair is appointed by the President with Executive Committee approval. The Chair may not serve for more than eight consecutive years.
- b. The Education Committee Chair shall appoint Education Committee members.

#### 2. Authority

The Education Committee Chair is directly responsible to the President and to the Executive Committee.

#### 3. Resignation

- a. The Education Committee Chair shall submit a resignation in writing to the President.

#### 4. Dismissal of Committee Chairperson or Committee Members

- a. The Executive Committee, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP 's Governing Rules.
- b. A formal written warning shall first notify the officer/individual of the Executive Committee concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- c. Grounds for dismissal are any of the following:
  1. Noncompliance with IOPTP policies and procedures.
  2. Failure to perform duties of the Committee.
  3. Failure to attend required meetings.
  4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the Section.

#### 5. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the Executive Committee within three (3) months of the dismissal.

## C. Operations

### 1. Meetings

- a. The Education Committee Chair is encouraged to attend the IOPTP general business meetings and Executive Committee meetings, when invited.
- b. If the Education Committee Chair is unable to be present at these meetings, a Committee member may substitute and a written report is provided to the President, with a copy sent to the Secretary.
- c. The Education Committee Chair may call meetings of the Education Committee or task forces (appointed by the Executive Committee) as deemed necessary.

### 2. Records and Reports

An annual summary of Committee activities shall be submitted to the Secretary by December 1 of each year for disbursement by December 31. Reports of the Education Committee's activities shall be presented at Executive Committee meetings and the IOPTP's general business meeting. A written summary shall be provided to the Secretary prior to meetings. Other appropriate records of activities should also be maintained.

## D. Duties and Responsibilities

1. Develop an effective and engaged committee with representation from multiple member organisations and WPT regions.
2. Recruit new members when inactive members are dismissed.
3. Develop written, audio, or audio-visual educational materials to be disseminated to IOPTP members and others.
4. Update the Executive Committee liaison on activities, goals, and concerns.
5. Provide input to the Programs Committee regarding pertinent programming ideas.
6. Confer with the Executive Committee regarding educational findings of importance.
7. Provide input to the Newsletter Editor as appropriate.
8. Suggest IOPTP Governing Rules and Policy and Procedures revisions to the Executive Committee related to the Education Committee.

9. Develops agenda items for discussion at Executive Committee and IOPTP general business meetings and submits them to the Secretary one month prior to the meeting.
10. Submits a proposed budget to the Treasurer by the established deadline each year. See Form V.B. Budget Project Worksheet and Form V.C. Budget Program Summary Form.
11. Submits bi-annual Action Item report of updates and activities to the Executive Committee by the established deadlines.

#### E. Reimbursement Procedure

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IOPTP Reimbursement Policy.

#### F. Orientation of Successor

1. The outgoing Education Committee Chair and the officer liaison shall orient the newly appointed Education Committee Chair once the term has ended.
2. The outgoing Education Committee Chair shall provide the newly elected Chair with a copy of the IOPTP Governing Rules, Policies and Procedures Manual, and records of the previous Chair's activities during the previous term of office, and any other material deemed necessary for smooth transition of operation.

## PRACTICE COMMITTEE

### A. Purpose

The Practice Committee tracks current practice trends related to paediatrics and updates the IOPTP's Policy and Procedures as needed. The Committee defines practice parameters and may elect to establish practice guidelines.

### B. Organisation

#### 1. Appointments

- a. The Practice Committee Chair is appointed by the President with Executive Committee approval. The Chair may not serve for more than eight consecutive years.
- b. The Practice Committee Chair shall appoint Practice Committee members.

#### 2. Authority

The Practice Committee Chair is directly responsible to the President and to the Executive Committee. The Vice President serves as the officer liaison.

#### 3. Resignation

- a. The Director of Practice shall submit a resignation in writing to the Executive Committee.

#### 4. Dismissal of Committee Chair or Committee Members

- b. The Executive Committee, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP's Governing Rules.
- c. A Formal written warning shall first notify the officer/individual of the Executive Committee's concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- d. Grounds for dismissal are any of the following:
  1. Noncompliance with IOPTP policies and procedures.
  2. Failure to perform duties.
  3. Failure to attend meetings.
  4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the Section.

#### 5. Appeal of Dismissal



Appeal of the dismissal must be specifically defined and submitted in writing to the Executive Committee within three (3) months of the dismissal.

## C. Operations

### 1. Meetings

a. The Practice Committee Chair is encouraged to attend the IOPTP's general business meeting and the Executive Committee meetings when invited.

b. If the Practice Committee Chair is unable to be present at these meetings, Committee members may substitute and a written report is provided to the President, with a copy sent to the Secretary.

c. The Practice Committee Chair may call meetings of the Practice Committee or task forces (appointed by the Executive Committee) as deemed necessary.

### 2. Records and Reports

An annual summary of Committee activities shall be submitted to the Secretary by December 1 of each year for disbursement by December 31. Reports of the Practice Committee's activities shall be presented at Executive Committee meetings and the IOPTP general business meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities should also be maintained.

## D. Duties and Responsibilities

1. Develop an effective and engaged committee with representation from multiple member organisations and WPT regions.
2. Recruit new members when inactive members are dismissed.
3. Initiate and maintain, as needed, relationships with appropriate external Organisations to communicate practice and legislative issues related to paediatrics.
4. Inform the IOPTP members of practice issues related to paediatrics.
5. Confer with the Executive Committee regarding practice findings of importance.
6. Update the Executive Committee liaison on activities, goals, and concerns.
7. Suggest IOPTP Governing Rules and Policy and Procedures revisions to the Executive Committee related to the practice committee.

8. Develops agenda items for discussion at Executive Committee and IOPTP general business meetings and submits them to the Secretary one month prior to the meeting.
9. Submit a proposed budget to the Treasurer by the established deadline each year. See Form V.B. Budget Project Worksheet and Form V.C. Budget Program Summary Form.
10. Submit bi-annual Action Item report of updates and activities to the Executive Committee by the established deadlines.
11. Provide input to the newsletter editor as appropriate.

#### E. Reimbursement Procedure

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IOPTP Reimbursement Policy.

#### F. Orientation of Successor

1. The outgoing Practice Committee Chair and the officer liaison shall orient the newly appointed Practice Committee Chair once the term has ended.
2. The outgoing Practice Committee Chair shall provide the newly elected Practice Committee Chair with a copy of the IOPTP Governing Rules, Policies and Procedures Manual, and records of the previous Chair's activities during the previous term of office, and any other material deemed necessary for the smooth transition of operation.

## PROGRAM COMMITTEE

### A. Purpose

The Program Committee plans, organizes, and supervises the IOPTP's continuing education programs (in person, virtually, or via electronic communication) and business meetings.

### B. Organisation

#### 1. Appointments

- a. The Program Committee Chair is appointed by the President with Executive Committee approval. The Chair may not serve for more than eight consecutive years.
- b. The Program Committee Chair shall appoint Program Committee members.

#### 2. Authority

The Program Committee Chair is directly responsible to the President and to the Executive Committee.

#### 3. Resignation

- a. The Program Committee Chair shall submit a resignation in writing to the Executive Committee.

#### 5. Dismissal of Committee Chairperson or Committee Members

- b. The Board of Directors, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP's Governing Rules.
- c. A Formal written warning shall first notify the officer/individual of the Executive Committee concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- d. Grounds for dismissal are any of the following:
  1. Noncompliance with IOPTP policies and procedures.
  2. Failure to perform duties.
  3. Failure to attend required meetings.
  4. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the IOPTP.

#### 5. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the Executive Committee within three (3) months of the dismissal.

## C. Operations

### 1. Meetings

- a. The Program Committee chair is encouraged to attend the IOPTP's general business meeting and the Executive Committee meeting, when invited.
- b. If the Program Committee Chair is unable to be present at these meetings, Committee members may substitute and a written report is provided to the President, with a copy sent to the Secretary.
- c. The Program Committee Chair may call meetings of the Program Committee as deemed necessary. Functions of the Committee are also carried out through correspondence and telephone consultation.

### 2. Records and Reports

An annual summary of Committee activities shall be submitted to the Secretary by December 1 of each year for disbursement by December 31.

- a. Reports of the Program Committee activities shall be presented at Executive Committee meetings and the IOPTP general business meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.
- b. Written reports may be submitted to the IOPTP membership through the Newsletter.

## D. Duties and Responsibilities

1. Develop an effective and engaged committee with representation from multiple member organisations and WPT regions.
2. Recruit new members when inactive members are dismissed.
3. Communicate with WPT Secretariat regarding General and Executive Committee Meetings if those meetings coincide with WPT's Congress.
4. Plan IOPTP programming and meetings for the WPT Congress.
  - a. Plan one (1) or two (2) day pre-conference workshops.
  - b. Contact speakers.

- c. Coordinate all details of negotiation for times, schedules, honoraria, travel and per diem, if appropriate.
  - d. Present conference programming to the IOPTP's newsletter according to stated deadlines.
  - e. Arrange all refreshments for IOPTP meetings through the WPT.
  - f. Communicate to speakers deadlines, reminders, schedule changes, or other information at necessary intervals prior to the scheduled meeting.
  - g. Process all handout materials as requested by speakers.
  - h. Coordinate all meeting activities on site at the WPT Congress:
    - i. Check room appointments.
    - ii. Ensure that appropriate, functional audio/visual equipment is present.
    - iii. Greet speakers and reviews biographical information by the Program Committee Chair or appointed member.
    - iv. During presentations, is attentive to timing, audience and speaker needs, room temperature, and outside noises, taking appropriate action when indicated.
5. Submit a proposed budget to the Treasurer by the established deadline each year. See Form V.B. Budget Project Worksheet and Form V.C. Budget Program Summary Form.
  6. Update the Executive Committee liaison on activities, goals, and concerns.
  7. Suggest Governing Rules and Policy and Procedures revisions to the Executive Committee related to the program committee.
  8. Develops agenda items for discussion at Executive Committee and IOPTP general business meetings and submits them to the Secretary one month prior to the meeting.
  9. Submit bi-annual Action Item updates and activities to the Executive Office by the established deadlines.
  10. Submit an annual summary and update to the Newsletter Editor for publication.

#### E. Reimbursement Procedure

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IOPTP Reimbursement Policy.

F. Orientation of Successor

2. The outgoing Program Committee Chair and the officer liaison shall orient the newly appointed Program Committee Chair.
3. The outgoing Program Committee Chair shall provide the newly elected Program Committee Chair with a copy of the IOPTP Governing Rules, Policies and Procedures Manual, and records of the Program Committee's activities during the previous term of office, and any other material deemed necessary for the smooth transition of operation.
4. Orientation of new Program Committee members shall be done by the Program Committee Chair. A letter will be sent to each member stating specific duties, and telephone contact will be made as needed.

## RESEARCH COMMITTEE

### A. Purpose

The Research Committee tracks current research related to paediatrics and informs membership of appropriate research literature.

### B. Organisation

#### 1. Appointments

- a. The Research Committee Chair is appointed by the President with Executive Committee approval. The Chair may not serve for more than eight consecutive years.
- b. The Research Committee Chair shall appoint Research Committee members.

#### 2. Authority

The Research Committee Chair is directly responsible to the President and to the Executive Committee. The Member at large of the Executive Committee serves as the officer liaison.

#### 3. Resignation

- a. The Research Committee Chair shall submit a resignation in writing to the Executive Committee.

#### 4. Dismissal of Committee Chairperson or Committee Members

- a. The Executive Committee, by a majority vote, may remove an elected officer or appointed individual for failure to perform his/her duties or acts of misconduct as outlined in the IOPTP's Governing Rules.
- b. A formal written warning shall first notify the officer/individual of the Executive Committee's concerns of non-performance behavior or misconduct in question with recommendation of correction. A second need for correction shall allow the Executive Committee to proceed with dismissal for failure to serve.
- c. Grounds for dismissal are any of the following:
  - i.. Noncompliance with IOPTP policies and procedures.
  - ii.. Failure to perform duties.
  - iii. Failure to attend meetings.
  - iv. Failure to maintain confidentiality, good judgment, and integrity in carrying out responsibilities of the Section.

#### 5. Appeal of Dismissal

Appeal of the dismissal must be specifically defined and submitted in writing to the Executive Committee within three (3) months of the dismissal.

## C. Operations

### 1. Meetings

- a. The Research Committee Chair is encouraged to attend the IOPTP's general business meeting and the Executive Committee meetings, when invited.
- b. If the Research Committee Chair is unable to be present at these meetings, Committee members may substitute and a written report is provided to the President, with a copy sent to the Secretary.
- c. The Research Committee Chair may call meetings of the Research Committee or task forces (appointed by the Executive Committee) as deemed necessary.

### 2. Records and Reports

An annual summary of Committee activities shall be submitted to the Secretary by December 1 of each year for disbursement by December 31. Reports of the Research Committee's activities shall be presented at Executive Committee meetings and the IOPTP general business meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities should also be maintained.

## D. Duties and Responsibilities

1. Develop an effective and engaged committee with representation from multiple member organisations and WPT regions.
2. Recruit new members when inactive members are dismissed.
3. Initiate and maintain, as needed, relationships with appropriate external Organisations to communicate research issues related to paediatrics.
4. Inform the IOPTP members of Research issues related to paediatrics.
5. Confer with the Executive Committee and the Practice Committee regarding practice findings of importance.
6. Update the Executive Committee liaison on activities, goals, and concerns.
7. Suggest Governing Rules and Policy and Procedures revisions to the Executive Committee related to the research committee.



8. Submit a proposed budget to the Treasurer by the established deadline each year.

Form V.B. Budget Project Worksheet and Form V.C. Budget Program Summary Form .

9. Submit bi-annual Action Item report of updates and activities to the Executive Committee by the established deadlines.

10. Provide input to the newsletter editor as appropriate.

11. Develops agenda items for discussion at Executive Committee and IOPTP general business meetings and submits them to the Secretary one month prior to the meeting.

12. Oversees IOPTP research grant.

#### E. Reimbursement Procedure

Receipts should be obtained for any expenses incurred for IOPTP business and procedures should follow those set forth in IOPTP Reimbursement Policy.

#### F. Orientation of Successor

1. The outgoing Research Committee Chair and the officer liaison shall orient the newly appointed Research Committee Chair once the term has ended.

2. The outgoing Research Committee Chair shall provide the newly elected Research Committee Chair with a copy the IOPTP Governing Rules, Policies and Procedures Manual, and records of the previous Chair's activities during the previous term of office, and any other material deemed necessary for the smooth transition of operation.

**SECTION IV**

**FORMS**

- FORM IV-A      Reimbursement Policy and Request for Reimbursement Form**
- FORM IV-B      Annual and General Meeting Report Form**
- FORM IV-C      Strategic Plan Reporting Form**
- FORM IV-D      Committee Meeting Reporting Form**
- FORM IV-E      Application for Membership Form**
- FORM IV-F      Research Grant Forms**

## FORM IV- A

### IOPTP REIMBURSEMENT POLICY AND FORMS

1. Any member doing authorized business for the IOPTP is entitled to reimbursement when budgeted via Executive Committee approval or at the discretion of the Treasurer when funds are available.
2. Reimbursement of expenses for IOPTP business:
  - a. Officers, Committee Chairs, and appointed members doing business for the IOPTP shall submit a completed reimbursement form with original receipts directly to the IOPTP treasurer.
  - b. Speaker's reimbursement forms with original receipts shall be sent to the Program Committee Chair for approval. The Program Committee Chair shall then submit the forms to the Treasurer.
  - c. The reimbursement form, with receipts, must be submitted within sixty (60) days of the incurred expense but no later than December 31 of the year the expenses are incurred.
  - d. If expenses have not been approved and budgeted or are beyond budgetary allowances, the Executive Committee member responsible for the program will be informed along with the Treasurer.
  - e. Any expense that has not been approved and budgeted, must be approved by the Treasurer prior to payment.
3. Request for Advance:
  - a. Members must submit a written letter to the Treasurer explaining the need for the advance and an estimate of expenses to be incurred on behalf of the IOPTP.
  - b. After the advance has been used, original receipts must be submitted with the reimbursement form. If a balance is due to the IOPTP, a check must accompany this form with the submission of the receipts.
4. Executive Committee Reimbursement for WPT
  - a. Reimbursement for travel and per diem for days of required attendance at the WPT meeting shall be budgeted.
5. Committee Chair Reimbursement
  - a. Support shall be budgeted for Committee Chairs for attendance at the IOPTP general meeting at the WPT meeting.

INTERNATIONAL ORGANISATION OF PHYSIOTHERAPISTS IN PAEDIATRICS  
 Subgroup of Worldphysiotherapy  
**TRAVEL EXPENSE REIMBURSEMENT REQUEST**

	NAME (PRINT) _____ Address: _____	
	*Payments transferred to: Bank Name: _____	Bank Address: _____
	Account Number: _____	Account Name: _____
	Routing Number: _____	SWIFT Address: _____
	BIC: _____	IBAN: _____
	PURPOSE OF TRAVEL _____	

TRAVEL ALL EXPENSES IN US DOLLARS										
CITY									TO:	
DATE										TOTAL
AIRFARE or RAIL <small>(Documentation Required)</small>										
GROUND TRANSPORTATION										
CAR MILEAGE <small>(Personal Automobile)</small>										
CAR RENTAL										
HOTEL-ROOM*										
BREAKFAST										
LUNCH										
DINNER										
MISCELLANEOUS**										
Registration as Delegate WCPT										
<b>TOTALS</b>										

\*See Reverse Side for Reimbursement Limits

	LESS TRAVEL ADVANCE	
	LESS EXPENSES PAID BY/CHARGED TO IOPTP	
	<b>TOTAL REIMBURSABLE</b>	

<b>→</b>	<b>I CERTIFY THAT THIS STATEMENT IS TRUE:</b>	
	_____ DATE: (SIGNATURE)	_____ DATE:
DATE: _____	PROG DIR APPROVED: _____	VP APPROVED: _____
CFO APPROVED: _____	DATE: _____	

FOR OFFICIAL USE ONLY										
PROGRAM OR PROJECT #										
ACTIVITY #										

## INSTRUCTIONS

### GENERAL

1. The form is designed to provide for seven days expenses. The first column is for the first day, etc., until a full week is ended or the trip is completed.
2. Please enter dates at the head of the appropriate column.
3. Purpose of travel – a phrase indicating the purpose of the trip; e.g., committee meeting.
4. Original receipts are to be attached for all expenditures, including those that are paid by or charged directly to IOPTP. Deduct as an advance, expenditures paid by or charged directly to IOPTP.

### REIMBURSABLE EXPENSES

1. Airfare or Rail – include non-local transportation (airfare, rails, etc.) Receipts must be attached. Travel insurance is not reimbursable.
2. Ground Transportation – Personal Auto Mileage – Local Transportation, including to and from the airport or train station, is to be entered. Include tips in the total. Personal automobile mileage is reimbursable at 50 cents per mile .
3. Car Rental – enter amount . Attach original receipts.
4. Hotel Room – attach hotel and motel bills in all cases.
5. Meals – the traveler’s meals only.
6. Miscellaneous – include any unusual expenses incurred.
7. Total Expenses – total the daily columns and total column.
8. Travel Advance – enter the amount of the outstanding travel advance(s) applicable to the trip(s).
9. Total Reimbursable – subtract advance from total expenses. This is the amount to be reimbursed.
10. REIMBURSEMENT is on the basis of actual hotel expenses (room and tax) plus actual travel costs (plane, train, bus) and actual local ground transportation. (Airfare reimbursement is based on COACH fare unless ONLY first class is available). Per Diem is limited to \$36.00 per day for breakfast, lunch, and dinner UNLESS receipts are attached to the reimbursement request; whereupon, per diem will be reimbursed UP TO \$65.00 per day. RECEIPTS MUST BE ATTACHED TO REIMBURSE AT THE \$65.00 RATE.
11. Any meals provided by the IOPTP will be deducted from your reimbursement as follows:

Breakfast deduction	\$16.00
Lunch deduction	\$17.00
Dinner deduction	\$31.00

R  
ev. November  
2022

**Form IV-B**

**Annual and General Meeting Report Form**

**Date:**  
**Committee:**  
**Report From:**

**Report on Committee Activities:**

<b>Status of Action Items (refer to objectives listed on Action Tracker/Strategic Plan)</b>	
<b>Plans or Recommendations for Outstanding or Additional Action Items</b>	
<b>Resources required for EC approval (e.g. financial needs, additional support request, etc.)</b>	

**Additional Comments:**

## Form IV-C

### Strategic Plan Reporting Form

**Purpose:** The purpose of the International Organisation of Physiotherapists in Paediatrics is to provide a means by which WPT members having a common interest in children and their families may meet, confer, and promote these interests.

**Values:**

**Objective 1:** To foster cooperation between physical therapists practicing in paediatrics throughout the world

Ref #		Responsible Party	Target Date	Status: IP=in process, D= deferred, C=complete Comments
1A				
1B				
1C				
1D				

**Objective 2:** To encourage improved standards and consistency of practice in paediatrics care by physical therapists

Ref #	Strategy	Responsible Party	Target Date	Status: IP=in process, D= deferred, C=complete Comments
2A				
2B				
2C				

**Objective 3:** To advance practice by communication and exchange of information.

Ref #	Strategy	Responsible Party	Target Date	Status: IP=in process, D= deferred, C=complete Comments

Objective 4: To encourage scientific research and promote opportunities for the spread of knowledge of new developments in the field of paediatrics

Ref #	Strategy	Responsible Party	Target Date	Status: IP=in process, D=deferred, C=complete Comments
4A				
4B				
4C				

Objective 5: To assist WPT member countries in the development of recognized Sub-sections in paediatrics

Ref #	Strategy	Responsible Party	Target Date	Status: IP=in process, D=deferred, C=complete Comments
5A				



**Form IV- D**

**Committee Meeting Minutes Form**

IOPTP Committee Meeting Form

Participants

Meeting Date/Time:

<b>Agenda Item</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Due Date</b>	<b>Discussion/ Status</b>

## Form IV- E

### Application for Membership Form



### Application for membership in International Organisation of Physiotherapists in Paediatrics

Full name of the paediatric group:	Name of President and Treasurer with email addresses for paediatric group	Name of the WPT Member Organisation	WPT Region	Written confirmation that the WPT Member Organisation recognizes this member as a paediatric group	Number of members of the paediatric group
	<b>President</b>  <b>Treasurer</b>			A letter from the WPT member organization with the president's signature OR the president's signature on this application is required	



## **Form IV- F**

### **IOPTP FUNDING OF RESEARCH PROJECTS**

The Vision of the IOPTP is to empower physiotherapists with an interest in paediatrics to provide effective PT services for children throughout the world. Additionally, the IOPTP is dedicated to the goal of improving the quality and delivery of services to children and their families. One of the ways that the IOPTP accomplishes this goal is by providing support to physiotherapists during their development of research careers pursuing scientifically based and clinically relevant research that investigates what is necessary in the content and delivery of care to increase the clinical effectiveness and functional outcomes of physiotherapy practice in paediatrics.

As an organization of physiotherapists in paediatrics, the IOPTP supports only those intervention studies in which the interventions are directed by physiotherapists although other individuals may participate in some aspects of the interventions.

The total amount of funding may vary from year to year (depending on available resources). Guidelines for distribution of funds and criteria for selecting recipients are established by IOPTP Executive Committee and implemented by the Committee on Research (COR) of the IOPTP (or a Scientific Review Committee (SRC) appointed by the IOPTP Executive Committee). The COR or the SRC will review applications and make recommendations to the IOPTP Executive Committee.

#### **OBJECTIVE**

The intent of the IOPTP is to fund the most relevant projects considering the qualifications of the applicants to ensure that the paediatric physiotherapy profession benefits from the commitment, scholarship, and academic or clinical practice of these individuals.

#### **PRIORITIES**

Priority will be given to applicants who meet the following criteria:

- Have demonstrated potential for a career as an academic researcher and/or educator in an accredited physiotherapy education program, or a leader in clinical practice.
- Preference will be given to those whose research is directly related to the Strategic Plan of the IOPTP.

#### **IOPTP ELIGIBILITY**

- At the time of application, the applicant must:
- Be a member of an IOPTP member organization.
- Meet the requirements for physiotherapy practice in their IOPTP member country.
- Demonstrate commitment to further the physiotherapy profession through research, teaching, or practice

#### **RESEARCH INTEGRITY**

The IOPTP expects that the highest ethical standards and compliance with public laws and regulations will be adhered to by all recipients when undertaking any type of research supported by IOPTP funds. It is expected that recipients will:

- Be intellectually honest in proposing, performing, and reporting research.
- Be accurate in representing contribution in research proposals and reports.
- Be fair in peer reviews.
- Be collegial in scientific interactions, including communications and sharing of resources.
- Be transparent in conflicts of interest or potential conflicts of interest.
- Ensure the protection of human subjects in the conduct of research in accordance with the World Health Organization - Ethical Standards and Procedures for Research with Human Beings. Available at [www.who.int/ethics/research/en/](http://www.who.int/ethics/research/en/).
- Adhere to the mutual responsibilities between investigators and their research teams.

## **CRITERIA FOR EVALUATION OF IOPTP APPLICATION**

Recommendation for funding will be based on the comprehensiveness of the application and the qualifications of the applicant with regard to potential for research, teaching, or practice in physiotherapy. Selection will be based on the following criteria.

### **Applicant**

Is the applicant's professional record of high quality? A summary of the applicant's professional background, future goals, publications and presentations will be considered. Does the applicant demonstrate a commitment to research, teaching or practice in the area of pediatrics in physiotherapy? Are the research qualifications (including successful completion of funded research) and track record appropriate for the area of paediatrics? Are the research interests of the applicant and the IOPTP compatible?

### **Objectives and Plan of Study**

Does the applicant outline appropriate objectives of the study? Does the proposed plan of study state how the applicant's objectives address the vision of the IOPTP? Does the applicant describe the potential significance and feasibility of the research plan?

# Application for IOPTP Research Grant



International Organisation of  
Physical Therapists in Paediatrics



## Project Grant Application Review Form

### Confidentiality and Conflicts of Interest Policy for Peer Reviewers

The application form and all documents, materials and associated information made available to peer reviewers regarding this application must be treated as strictly confidential and shall not be shared, disclosed to or discussed with any other parties, and no personal use shall be made of any information, documents or materials made available as part of the review process.

Any potential Conflicts of Interest with the applicants, co-applicants or collaborators on this application must be declared immediately to the IOPTP.

A Conflict of Interest applies if the reviewer fits any of the following criteria:

- is a named party on the grant application, either as PI, co-applicant, collaborator, or Head of Department
- has a recent collaboration with any of the grant applicants
- has a close friendship, personal or familial relationship with any of the named parties on a grant application
- is employed at the same Research Institute as the lead applicant or a co-applicant of the grant application.

By accepting this invitation to peer review, reviewers hereby agree that they will abide by this Confidentiality and Conflict of Interest Policy for Reviewers. Reviews from people in breach of this policy will not be considered in the awards adjudication process.

Thank you for helping us to ensure that our peer review process is as rigorous and impartial as possible.

### Acceptance

I accept this invitation to peer review and agree to abide by this Confidentiality and Conflicts of Interest Policy.

Position.....

Research Institute.....

Print Name.....

Signed..... Date.....

<b>Lead Applicant:</b>	
<b>Project Title:</b>	

Please comment on the application:

**Originality**

--

**Project Design, Methodology & Feasibility of the study**

--

**Major defects/risks**

--

**Importance to physiotherapy in paediatrics**

--

**Are the resources requested sufficient to undertake the work proposed?**

--

**Are you aware of on-going research in this area that overlaps with this application?**

--

## SCORING SHEET

**CONFIDENTIAL** - this page will not be circulated to the applicant(s)

**Please input the score for each category in the table below:**

Category	Score: 1- poor, 2 – below average, 3 - average, 4 - good, 5 - very good, 6 – outstanding
Originality	
Design, methodology and feasibility	
Importance to Paediatric physiotherapy	

**Would you recommend this application be considered for funding?**

Yes

No

**Would you recommend this application be funded?**

Yes

No

Not Sure

CONFIDENTIAL COMMENTS: