ISPO Education Committee 2010-2013

Roles and Responsibilities

Mission
The ISPO Education Committee is responsible for all matters of ISPO relating to Education. It has a continuing responsibility to review the educational policy of the Society and to make recommendations to the Executive Board; and to oversee the educational activities of the Society as directed by the Executive Board.

Composition & Appointment
The Education Committee shall comprise (at least) three members, one of whom must be a current Board member.

The ISPO Education Committee shall consist of a Core Committee and five Sub-Committees. The Education Core Committee shall consist of the Education Committee Chair, the Chairs of the Sub-Committees and ad-hoc Liaison Officers, all of whom shall be recommended by the Chair of the Committee.

The Chair shall be appointed by the ISPO Executive Board from among the active members of the society in good standing.

All Committee and Sub-Committee members should be members in good standing of the Society and should represent the diverse origins, professional interests, backgrounds and geographic representation of the membership of ISPO.

The following five Sub-Committees will consist of a Chair and approximately 4-7 members each:

- Category I
- Category II
- E-Learning
- Standards/Guidelines
- Education re. other professions

In addition, several key liaison officers will interact with the Education Committee:

- USAID Grant Manager
- Task Officer for Short Courses
- Scientific Committee liaison
- Organizations liaison

Terms
Terms for all members of the Education Committee shall begin immediately following the International Committee meeting during ISPO’s World Congress. The Chair and the members shall be appointed by the Executive Board for one term and may be reappointed for up to 2 further consecutive terms.

Collaboration
The Core Committee is expected – under the leadership of the Chair and through the facilitation of the ISPO staff – to collaborate actively throughout the year.
The Committee shall convene as often as is considered necessary to meet by conference call or online meetings.

For conference calls, free VoIP services are recommend (i.e. Skype, Elluminate).

The Education Core Committee is expected to have one physical meeting per year, for which ISPO will cover travel expenses, accommodation and subsistence for the Chair and the Committee members. It is emphasized that personal meetings should in particular be considered when the majority of committee members is already in the same place while attending a conference or event in the field, in order to keep the expenses for the Society as low as possible.

The Sub-Committees are expected – under the leadership of the Sub-Committee Chair – to collaborate actively and independently throughout the year. ISPO staff will assist in facilitating communication, set up of meetings and processes, however staff is not explicitly required to participate in Sub-Committee meetings and production of minutes.

The Core Committee and Sub-Committees shall convene as often as is considered necessary to meet by conference call or online meetings.

On occasional times face-to-face meetings of Sub-Committees might be necessary. The Sub-Committee Chair is then required to submit a proposal to the Education Chair and, if in agreement, will forward to the Executive Board in order to obtain financial approval. It is emphasized that personal meetings of the Sub-Committees are strongly encouraged when the majority of Sub-Committee members may already be attending a conference in the field. ISPO can in such cases provide meeting rooms and refreshments for meetings based on request by the Sub-Committee Chair.

**Reporting**

The Chair of the Education Committee shall present a report on education-related activities at every Executive Board and International Committee meeting as well as at any other business meetings of the Society or as requested by the President. In case of unavailability of the Chair, the Assistant Chair may act as his/her proxy and represent the Chair.

The Chair of the Committee may be invited to attend ISPO Executive Board calls and meetings as a non-voting participant as deemed appropriate by the President and the Executive Board. Related expenses shall be reimbursable upon prior approval by the Treasurer.

The Chairs of the Sub-Committees are required to provide brief updates and reports on the Sub-Committees’ activities at each meeting of the Core Committee, and to present any items that would require discussion and approval of the Core Committee.

**Principles**

The ISPO Education Committee shall always…

- Act in the best interest of the Society.
- Align its activities with the overall mission and vision of the ISPO.
- Represent the interests of the Society’s membership towards the Executive Board, International Committee, other ISPO committees, as well as members and outside parties.
- Work closely with and support the Executive Board and other ISPO Committees and leaders and ISPO Headquarters staff in any education-related endeavours.

**Responsibilities & Objectives**

The ISPO Education Committee is responsible for all matters of ISPO relating to Education. It has a continuing responsibility to review the educational policy of the Society and to make recommendations to the Executive Board; and to oversee the educational activities of the Society as directed by the Executive Board.
An immediate goal for all (Sub-) Committees is to determine the frequency and modality of the (Sub-) Committee meetings.

The **Education Core Committee** is responsible for:

- Overseeing the activities of the Sub-Committees and take action on Sub-Committees proposals and recommendations as per the decisions of the Committee (main EC Committee)
- Reporting to the ISPO Executive Board on a regular and timely fashion.
- Scheduling regular meetings of the committee, both e-meetings and “face to face” meetings. This should be done in coordination with the Sub-Committees and other related Education Committee meetings that may occur.
- Formulating ongoing meeting agendas in coordination with activities of the various Sub-Committees.
- Submitting each year a one-year forward plan projection for the activities it oversees to the Executive Board.
- Communicating regularly with the USAID/ISPO Steering Committee (Project Manager & Chair).
- The overall communication on education related matters for ISPO with its partnering organizations and institutions. This should be done in coordination with the ISPO Head Office.
- Decide on the frequency of evaluator trainings seminars.
- Formulating new initiatives and strategic directions for ISPO as it relates to education based matters in coordination with the ISPO Executive Board
- Coordinating and communicating with the ISPO Task Officer for Short Courses and advising the Task Officer where the Committee feels necessary.
- Develop and work within financial plan.
- Be responsible for the content on the Education section of the ISPO website.

The **Category I Sub-Committee** in particular, is responsible for:

- Arranging and facilitating consultations and evaluations of courses and pathways that seek ISPO Category I recognition.
- Providing suggestions and recommendations to the Standards/Guidelines Sub-Committee in regards to the update of the ISPO/WHO Guidelines and Information Packages.
- Communicating and reporting regularly to the Core Education Committee and EC Chair.

The **Category II Sub-Committee** in particular, is responsible for:

- Arranging and facilitating consultations and evaluations of courses (including single discipline courses) and pathways that seek ISPO Category II recognition.
- Providing suggestions and recommendations to the Standards/Guidelines Sub-Committee in regards to the update of the ISPO/WHO Guidelines and Information Packages.
- Communicating and reporting regularly to the Core Education Committee and EC Chair.

The **E-Learning Sub-Committee** in particular, is responsible for:

- Proposing and initiating E-Learning activities, and providing a schedule for the E-Learning activities over the triennium.
- Coordinating on-line activities related to Education with the ISPO Office so that they can be promoted, advertised, etc.
- Elaborating and implementing the E-Learning portal for the new ISPO website in close collaboration with Website Development Committee, Course Coordinator and related Task Officers so that content and media from ISPO events can be captured and posted on the web.
- Communicating and reporting regularly to the Core Education Committee and EC Chair.

The **Standards/Guidelines Sub-Committee** in particular, is responsible for:

- Reviewing and updating the Category I and II Information Packages and documents related to the application and recognition process, in coordination with the Category I and II Sub-Committees.
- Reviewing and updating the ISPO/WHO Guidelines for training of personnel for prosthetics and orthotic services (and subsequent consultation with the WHO).
- Establishing new guidelines as directed by the Education Committee and/or Executive Board (such as Wheelchair Guidelines coming via WHO or Orthopaedic Shoe Technology).
- Establishing a timeline to determine the frequency of document/guideline review.
- Communicating and reporting regularly to the Core Education Committee and EC Chair.

The **Education re: other Professions Sub-Committee** in particular, is responsible for:

- Serving those professionals in the related areas who have a high interest in P&O and related rehabilitation (ie: amputee rehabilitation/therapy, neuromuscular PT/OT’s related to orthoses, etc.)
- Communicating with the international bodies of the related professions.
- Providing suggestions in regards to primary areas, activities and dissemination of information that would be useful for Prosthetic and Orthotic related areas.
- Proposing to the Education Committee which activities they would like to develop and work on, and setting a plan for the accomplishment.
- Communicating and reporting regularly to the Core Education Committee and EC Chair.

**Commitment**

ISPO Education Committee Members are expected to:

- Have their involvement in the Committee as a high priority.
- Contribute to the discussions of issues and business to be addressed at scheduled meetings, conference calls, etc.
- Carry out any and all assigned functions in a timely manner and in accordance with the bylaws, policies and procedures.
- Represent ISPO and the Committee in a positive and supportive manner at all times and in all places.
- Avoid conflicts of interest between the position as a committee member and their personal or professional life. When necessary, a committee member shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which a personal or professional interest exists.
- Display a proactive approach to issues and challenges.
- Showcase initiative in matters crucial to ISPO and its future development.
- Work closely with the ISPO professional staff and outside consultants as required.

The Committee will communicate by telephone, email, have teleconference calls as deemed necessary by the Chair of the Committee and meet at least once a year in person.

**ISPO HQs Staff Liaison**

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<thead>
<tr>
<th>Ms. Birgit Krausse</th>
<th>Mr. Mujahid Zaman</th>
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<tbody>
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