



EDUCATION CORE COMMITTEE (EC)

The ISPO Education Committee shall consist of an Education Core Committee and Sub-Committees (Accreditation Sub-Committee, Auditors Training and Recruitment Sub-Committee, Education Standards Sub-Committee) and Working Groups (Global Educator Meeting (GEM) Working Group) and others as appropriate.

Mission

The ISPO Education Core Committee is responsible for ISPO activities at the level of entry-level education for prosthetic and orthotic occupations.

The Education Core focuses on directing policy and coordinating and directing the work of the Education Sub-Committees within its remit to achieve established goals. Its role includes communication between the Education Sub-Committees and the Executive Board.

Principle

All 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.

Exceptions to the above points may be made under specific circumstances; for example, when a person representing another organization has been specifically invited to serve on a Committee due to his/her particular expertise.

Preference should be given to individuals actively engaged with ISPO Member Societies, who have the following background, skills and experience as well as:

- Minimum of 5 years clinical experience post qualification prosthetic/orthotic occupations and/or experience in policy related to education.
- Involved in entry-level education with recent knowledge of modern educational theories.
- Experience in competence assessment of students or graduates of prosthetic orthotic education programmes.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct

ISPO Committee members 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 Head Office staff.

Commitment

ISPO Education Core Committee members are expected to:

- Have their involvement in the ISPO Education Committee as a high priority.
- Contribute to discussions of issues, challenges, and business and display a proactive approach in 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 ISPO Education 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.

- Take initiative in matters crucial to ISPO and its future development.
- Work closely with the ISPO professional staff and outside consultants as required.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct.

Responsibilities & Objectives

The ISPO Education Core Committee is responsible for all activities and policies of ISPO relating to entry-level education for prosthetic and orthotic occupations. It makes recommendations to the Executive Board and oversees the relevant activities of the Society as directed by the Executive Board.

The Education Core Committee is responsible for:

- Overseeing the activities of the Sub-Committees and acting on Sub-Committees proposals and recommendations as per the decisions of the Education Core 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.
- The overall communication on entry-level 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 auditor training.
- Formulating new initiatives and strategic directions for ISPO as it relates to entry-level education-based matters in coordination with the ISPO Executive Board
- Developing and working within financial plan.
- Be responsible for the content on the Education section of the ISPO website.

The ISPO Education Core Committee submits to the Executive Board each year a one-year forward plan projection for the activities it oversees.

Composition & Appointment

ISPO Education Core Committee shall comprise a Chair Elect, a Chair, and an Immediate Past Chair. In addition to these Committee leaders, the ISPO Education Committee shall be comprised of the Chairs of the Sub-Committees and Working Groups, and other suitable individuals as appropriate. The maximum number of members on the Education Core Committee should be 14, and half of them should be nominated by an ISPO Member Society. If the positions allocated to nominations from Member Societies are not filled, or if the candidates nominated by Member Societies do not have the required qualifications and experience, then the Committee Chair can co-opt candidates until the Committee is complete.

The ISPO Education Core Committee also includes one current Board member as nominated by the Board (this Board nominee may have previously served the maximum amount of time as a Committee member).

Additional individuals with expertise in education matters may be co-opted by the ISPO President upon recommendation by the Chair of the Education Core Committee.

The Committee Chair and Chair Elect are appointed by the Executive Board. The Chair is responsible to both the Executive Board and the membership. Other Education Core Committee members, as well as the Chairs and members of the Sub-committees and Working groups are validated by the Executive Board following submission of a list of the proposed compositions by the Committee Chair, four (4) months before the next World Congress.

When submitting the list of proposed Committee members, the Chair should ensure that the following criteria are respected:

- All Committee members should represent the Society's multi-disciplinary membership and its worldwide distribution.



- The different professional disciplines, geographical, cultural backgrounds, and gender diversity of the members should be considered to ensure an equitable distribution.

Terms

To ensure continuity of direction and leadership of the Committee, Committee leadership will reflect the Executive Board model with a Chair who is supported by a Chair Elect and the Immediate Past Chair of the committee.

The term of the Chair Elect begins at the conclusion of the World Congress, continues automatically to Chair following the subsequent World Congress, and concludes with a final term as Immediate Past Chair at the next World Congress. The Chair, Chair Elect and Immediate Past Chair will work closely together.

The term of new Committee members begins at the conclusion of the World Congress and runs for up to two bienniums.

Committee members are nominated in groups (half of the Committee members, excluding the Chair, Chair Elect and Immediate Past Chair) will take office at alternate World Congresses to ensure some continuity of Committee membership. They may not be re-nominated as member for another term, but may be nominated as Chair Elect. However, the maximum period for any individual in any Committee shall be 10 years (i.e. for anyone who would serve a term as a Committee member and then become Chair Elect, Chair and Immediate Past Chair) or 8 years for anyone who would serve 2 non-consecutive 4-year terms as a Committee member.

To ensure continuity in the work of the Committee, newly nominated members shall be invited to attend Committee meetings three (3) months before beginning their terms (without having any voting rights).

Collaboration

The Education Core Committee is expected – under the leadership of the Chair and through the facilitation of the ISPO staff liaison(s) – to collaborate actively throughout the year.

At the beginning of each year a schedule of monthly virtual meetings will be agreed by the Committee and sent to the ISPO Head Office.

Additionally, a notice of each meeting confirming:

- the time and date
- venue or electronic access arrangements
- the agenda of the meetings

will be sent to each member of the Committee, and any other person attending, at least 7 working days before the date of the meeting.

Decisions and rulings are reached on the basis of a consensus during the meeting. In the event of disagreement, decisions are made by the majority.

The Chair of the Committee is responsible for ensuring that brief notes are taken about:

- Observation of all necessary meeting protocol
- Attendance
- Decisions/rulings
- Significant conclusions and action items arising

The ISPO Education Core Committee has the opportunity to have one physical meeting per year of up to two meeting days, for which ISPO will cover travel expenses, accommodation, and subsistence for the Chair and the Committee members. Physical meetings should be considered when the majority of Committee members are already in the same place (e.g. while attending a conference or event in the field) to keep Society expenses as low as possible.



Reporting

The Chair of the Education Committee presents a report on Committee activities at every ISPO Executive Board and International Committee meeting, as well as any other relevant meetings of the Society or as requested by the President. In case of unavailability of the Chair, the Chair Elect may act as a proxy and represent the Chair.

The Chair of the Education Core Committee is invited to attend all ISPO Executive Board calls and meetings. If the Chair is not an Executive Board member, s/he will attend 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.