



ADVOCACY AND AWARENESS COMMITTEE

Mission

The mission of the ISPO Advocacy and Awareness Committee is to guide and oversee ISPO advocacy activities including developing/implementing/revising the ISPO Advocacy Strategy, #ISPOWER, use of social media, etc. In line with ISPO vision and mission, the committee will collaborate with other ISPO committees to develop and implement actions aimed at upholding the strategic plan of the ISPO Board of Directors. Advocacy and awareness activities support ISPO marketing efforts as they enhance ISPO visibility and position in the market as a strong/leading voice in assistive technology (particularly prosthetics, orthotics, and wheelchairs) and rehabilitation. This may include activities like:

- Promoting equitable and universal access to rehabilitation and assistive technology services (with an emphasis on mobility devices such as prostheses, orthoses and wheelchairs)
- Promoting multidisciplinary practice and collaboration among stakeholders
- Promoting professional education for all those involved in rehabilitation and assistive technology service provision
- Promoting prosthetics and orthotics profession and services
- Promoting wheelchair professions and services
- Promoting inclusion of persons with disabilities

Advocacy can be defined as the deliberate process to directly and indirectly influence decision-makers, stakeholders, and relevant audiences to support and implement actions that contribute to improving users' lives. Advocacy aims to bring about positive change in institutional policy and practice, public opinion and behaviour, and public health priorities without challenging the regional/local/national policies, legislations, laws in any way.

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.

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 Advocacy and Awareness Committee members are expected to:

- Have their involvement in the ISPO Advocacy and Awareness 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 Advocacy and Awareness 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 conflict exists.

- Showcase 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 Advocacy and Awareness Committee is responsible for all matters of ISPO relating to advocacy. The Committee has a continuing responsibility to review the advocacy strategy and policy of the Society and to make recommendations to the Executive Board, and to oversee the advocacy and awareness activities of the Society as directed by the Executive Board. The Committee shall:

- Develop, revise and implement the ISPO advocacy strategy and policies.
- Oversee the use of the ISPO social media accounts for advocacy purposes.
- Prepare ISPO messages in support of international days (i.e. International Prosthetics and Orthotics Day, Persons with Disability, etc.) and for other events and disseminate it through the NMS.
- Oversee the #ISPOWER campaign and encourage its larger use through the NMS
- Formulating new initiatives and strategic directions for ISPO as it relates to advocacy-based matters in coordination with the ISPO Executive Board
- The overall communication on advocacy related matters for ISPO with its partnering organizations and institutions. This should be done in coordination with the ISPO Head Office
- Represent the Society and the committee, as required, with member societies, affiliate societies, individual members and other third parties.
- Ensure that the sections related to advocacy and awareness on the ISPO website are up-to-date and that relevant input is provided on an ongoing basis
- Reporting to the ISPO Executive Board on a regular and timely fashion
- Liaise with other Committees on advocacy-related matters if necessary.

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

Composition & Appointment

ISPO Advocacy and Awareness Committee shall comprise a Chair Elect, a Chair, and an Immediate Past Chair. In addition to these Committee leaders, the Committee shall be comprised of eight (8) members, half of them should be nominated by an ISPO National Member Society. If the positions allocated to nominations from National 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 Committee Chair and Chair Elect are appointed by the Executive Board. The Chair is responsible to both the Executive Board and the membership. Other Committee members, as well as the Chairs 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.

The ISPO Advocacy and Awareness Committee also includes one current Board member as nominated by the Board (this Board nominee may have previously served the maximum time as a committee member).

Additional individuals with expertise in advocacy matters may be co-opted by the ISPO President upon



recommendation by the Chair of the Advocacy and Awareness Committee.

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 at the next World Congress. 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 terms of new Committee members begin at the conclusion of the World Congress and shall be appointed for up to two consecutive bienniums (i.e., from one scheduled World Congress to the Second World Congress thereafter).

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 a 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 Advocacy and Awareness 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 Advocacy and Awareness 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 Advocacy and Awareness Committee presents a report on Committee activities at ISPO Executive Board and International Committee meeting, as well as any other relevant meetings of the Society when 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 Committee is invited to attend all ISPO Executive Board calls and meetings. If the Chair is not an Executive Board member, he/she 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.