

EDUCATION CORE COMMITTEE

Introduction

ISPO utilizes a number of Committees to assist the ISPO Executive Board in running the Society. The Chairs of the Committees are appointed by the Executive Board and are responsible to both the Executive Board and the membership. The Committees work independently. The Executive Board supervises their activities and provides resources and executive actions necessary for the functions of the Committees and ISPO Head Office.

The Executive Board shall conduct its duties through the following Committees:

Standing Committees	Other Committees
Finance Committee	Advocacy Committee
Education Committee	Membership Committee
Protocol Committee	Publication Committee
Scientific Committee	World Congress Committee

In addition, Ad-Hoc Committees, Task Officers, and International Consultants may be appointed by the President with the approval of the Executive Board to carry out specific tasks.

Mission

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

It 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 and with a strong scientific backgrounds (including track records of funded research projects as principal investigator, science citation indexed journal publications with the first or corresponding authorship, and successive supervision of research students as chief supervisor)..

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 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 matters in which a personal or professional interest exists.
- showcase initiative in matters crucial to ISPO and its future development.
- work closely with the ISPO Office and outside consultants as required.
- agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct.

Composition & Appointment

ISPO Publication Committee shall comprise of a Deputy-Chair, a Chair, and an Immediate Past Chair. In addition to the Committee leadership, the ISPO Publication Committee shall comprise (at least) five members (one of whom must be a current Board member), , half of them nominated by ISPO National Member Societies. If the members allocated to nominations from National Member Societies are not filled, the Committee Chair can co-opt candidates until the Committee is complete.

Committee Chair and Deputy-Chair are appointed by the Executive Board. The Chair is responsible to both the Executive Board and the membership. Other Committee members are validated by the Executive Board after a list of the proposed Committees members is submitted by the Committee Chair, four (4) months before the next World Congress. When submitting the list of proposed members, the Chair should ensure that the criteria are respected (see below).

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.

Committee members should meet the additional following specific criteria:

- Minimum of 5 years clinical experience post qualification prosthetic/orthotic occupations and/or experience in policy related to education.
- Involved in 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.

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

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

- Accreditation Sub-Committee

- Auditors Training and Recruitment Sub-Committee
- Education Standards Sub-Committee
- Global Educators Working Group

The ISPO Education Committee will include one current Board member as nominated by the board. (please note the board nominee may have previously served the maximal time as a committee member previously but is now a member as a board representative).

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

Responsibilities & Objectives

The ISPO Education Committee is responsible for all activities and policies of ISPO relating to primary 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 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.
- the overall communication on primary 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 primary 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.

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

The terms of new committee members begin at the conclusion of the World Congress and shall run for two biennium's (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, Co-Chair, and Immediate Past Chair) to take office at alternate World Congresses to ensure some continuity of committee membership. They may not be re-nominated as member for a consecutive term but may be nominated as Co-Chair. However, the maximum period for any individual in any committee shall be 10 years (for anyone who

would serve a term as a committee member and then become Co-Chair, 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, new nominated members shall attend (without voting rights) Committee meetings three (3) months before beginning their terms.

Collaboration

The ISPO-Education Committee under its Chair's leadership should collaborate actively throughout their terms, and communicate via emails and convene as often as necessary via on-line meetings. The Committee shall convene as often as is considered necessary to meet by conference call or online meetings.

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, notice of each meeting confirming:

- the date and time
- 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 Committee Committee has the opportunity to have one physical meeting per year, for which ISPO will cover travel expenses, accommodation, and subsistence for the Chairs and the Committee members. Personal 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 shall present a report on education-related activities at meetings of the Executive Board and International Committee, 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 Co-Chair 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 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.