

1. Name

The name of the organisation shall be “The European Cystic Fibrosis Society (ECFS) Physiotherapy Special Interest Group” herein abbreviated to PhySIG.

2. Aims

The aims of the group are:

- To promote communication and networking between physiotherapists working within cystic fibrosis (CF) care.
- To promote education for all levels of physiotherapists working within CF care.
- To participate in the planning of the physiotherapy programme for the ECFS annual conference.
- To promote and facilitate collaborative research within CF physiotherapy.
- Share and disseminate knowledge of good physiotherapy practice and research, as well as information and resources.
- To be a strong voice to promote CF physiotherapy in lower and middle-income countries.
- To create and maintain collaborative links for clinical practice, research and education with other professional groups and interdisciplinary specialists working within CF care.

3. Membership

Active membership of the group requires the individual to be a member of the ECFS. General membership of the organisation is encouraged globally without exclusion and will be open to anyone interested in physiotherapy interventions for people with CF and may include physiotherapists, physical therapists, respiratory therapists, exercise practitioners or any other interested healthcare professional. Whilst membership of the ECFS is encouraged it will not be enforced. The committee shall have the right to exclude anyone from the membership if necessary. There will be no fee for membership.

4. Application for Membership

Membership application may be made via the online form on the PhySIG page of the ECFS website and will be forwarded to the Secretary for inclusion in the membership list.

5. Management

The management of the group shall be in the hands of the executive committee consisting of Chairperson, Secretary, Treasurer, Research Officer and Education Officer. Members of this group should be members of the ECFS. Global membership is actively encouraged to ensure representation from multiple countries, and committee members should also represent multiple countries where possible. Additional members can be co-opted as necessary. Co-opted members will have no voting rights within the committee. The executive committee will hold office for a period of two years. All committee members must be members of the ECFS.

6. Chairperson

The Chairperson shall be elected via an email vote prior to the Annual General Meeting for a term of office of two years and shall be eligible for re-election for one term. The retiring Chairperson & treasurer will be co-opted to the Committee for a period of one year. This will provide continuity and stability for the group.

7. Secretary

The Secretary shall be elected via an email vote prior to the Annual General Meeting for a term of office of two years and shall be eligible for re-election for one term.

8. Treasurer

The Treasurer shall be elected via an email vote prior to the Annual General Meeting for a term of office of two years and shall be eligible for re-election for one term.

9. Research Officer

The Research Officer shall be elected via an email vote prior to the Annual General Meeting for a term of office of two years and shall be eligible for re-election for one term. Research officers may be co-opted to stay on the committee to complete schemes of work as required.

10. Education Officer

The Education Officer shall be elected via an email vote prior to the Annual General Meeting for a term of office of two years and shall be eligible for re-election for one term.

11. Duties of the Chairperson

- Chairs meetings of the PhySIG.
- Represents the PhySIG on official business e.g. with ECFS.
- Receives reports from all officers of the committee on duties delegated to them.
- Presents an Annual Report on the activities of PhySIG at the AGM.
- Calls meetings of the committee at regular intervals.
- Compilation of the programme of meetings together with the committee.
- Liaising with ECFS to arrange venue, catering, visual aids etc for meetings held at ECFS conferences.
- Representation on the Scientific Planning Committee of the European Cystic Fibrosis Conference as invited by the European Cystic Fibrosis Society.
- Briefs the Chairperson elect throughout their first year including handing over all relevant information and facilitate the smooth transition of committees.

12. Duties of the Secretary

- To support the Chairperson in their duties, including preparation and planning for the PhySIG annual meeting.
- To attend Committee meetings and familiarise themselves with the functioning of PhySIG.
- Updates PhySIG Committee Members' email list.
- Organises agenda with Chairperson before business meeting.

- Takes minutes at PhySIG meetings.
- Distributes minutes and relevant information to PhySIG Members via email list and web page.
- Distributes documents and other information they receive to the relevant committee members/members.
- Collects reports from all Committee members and sends out to members prior to A.G.M.
- Takes minutes at A.G.M and types promptly after meeting. (These are to be circulated before the next A.G.M).
- Briefs the new Secretary and hands over all relevant information.

13. Duties of the Treasurer

The Treasurer is responsible for all financial matters relating to the Special Group.

- To support the Chairperson in their duties, including preparation and planning for the PhySIG annual meeting.
- To attend Committee meetings and familiarise themselves with the functioning of PhySIG.
- Keeps accurate accounts of all Special Group transactions.
- Balances the Books with the Bank Account quarterly.
- Discusses any problems with accounts, or any financial difficulties with the Committee without delay
- Presents accurate accounts at the A.G.M.
- Takes the lead in co-ordination and organisation of payments and ECFS funding monitoring.
- Briefs the new Treasurer when the books are handed over, including all relevant information.

14. Research Officer

- To support the Chairperson in their duties, including preparation and planning for the PhySIG annual meeting.
- To attend Committee meetings and familiarise themselves with the functioning of PhySIG.
- To drive the research agenda of this group, aligned with the ECFS and other international physiotherapy groups as required.
- To oversee research activity and collaborations for the PhySiG.
- To present research strategy and progress at committee meetings and the A.G.M

15. Education Officer

- To support the Chairperson in their duties, including preparation and planning for the PhySiG annual meeting.
- To attend Committee meetings and familiarise themselves with the functioning of PhySiG.
- To oversee education activity and collaborations for the PhySiG, including delivery of educational webinars assisted by other committee members.
- To present education strategy and progress at committee meetings and the A.G.M.
- Representation on the Scientific Planning Committee of the European Cystic Fibrosis Conference as invited by the European Cystic Fibrosis Society.

16. Financial Year

The financial year of the organisation shall be from 1 January to 31 December.

17. Raising of Funds

A membership fee will not be charged to members. Funding will be received from the ECFS. If required, additional funding for activities may be sought from medical companies or charitable CF Trusts. Cheques drawn on the organisation's bank account shall be signed by the Chairperson or the Treasurer.

18. Annual General Meetings

An Annual General Meeting shall be held at the European Cystic Fibrosis Conference at which a quorum will be at least 10 members. The Secretary must give 14 days-notice of such meetings to the membership.

19. Advertisement of the Group

This will be sought through individual country's physiotherapy/physical therapy and CF associations and the ECFS.

20. Dissolution

In the event of dissolution of the PhySiG, all funds and properties remaining after payments of liabilities shall be conveyed to the ECFS.