

1. Name

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

2. Aims

The aims of the group are:

- To promote international 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 and advise in the planning of the physiotherapy programme for the ECFS annual conference and other professional meetings.
- 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 promote optimal physiotherapy management for people with CF.
- 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.
 - To cooperate with National CF Associations.
 - To cooperate with the World Confederation for Physiotherapists

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.

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Full membership of the group **requires** the individual to be a member of the ECFS. This enables the **full member** to have voting rights during any committee election and to be able to stand for election for a committee post.

Affiliate 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. An **affiliate member** will not be able to stand for election for a committee post and will not be able to vote in any elections for committee members.

Country representatives will also be required to be members of the ECFS to enable a voting opportunity for the affiliate members in their respective countries. This ensures that all representative countries will have a “voice” in the running of the PhySIIG. **One full member per country is therefore required.**

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.

4. Application for Membership

Membership application may be made via the online form on the PhySIIG page of the ECFS website and will be forwarded to the PhySIIG 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, Vice Chairperson, Secretary, Treasurer, two Public Relations Officers, two Research Officers and two Education Officers. Members of this executive committee must 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. To ensure diversity no more than two members from one country should be allowed to hold executive committee posts (unless in exceptional circumstances). Additional members can be co-opted as necessary. Co-opted members will have no voting rights within the committee. Each executive committee member will be allowed to hold office for a period of three years. Transitions of the executive committee from old to new members will be staggered to ensure continuity of the committee ethos and management.

6. Chairperson

The Chairperson shall be elected via an email vote prior to the Annual General Meeting (AGM) for a term of office of three years and is not eligible for re-election except in exceptional circumstances. 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. Vice Chairperson

The vice Chairperson shall be elected via an email vote prior to the AGM for a term of office of three years with an expectation they will then take on the Chairperson role after this period. No immediate re-election to the vice-chairperson post is permitted.

8. Secretary

The Secretary shall be elected via an email vote prior to the AGM for a term of office of three years and is not eligible for re-election except in exceptional circumstances.

9. Treasurer

The Treasurer shall be elected via an email vote prior to the AGM for a term of office of three years and is not eligible for re-election except in exceptional circumstances.

10. Research Officers

The two Research Officers shall be elected via an email vote prior to the AGM for a term of office of three years and are not eligible for re-election except in exceptional circumstances. Research officers may be co-opted to stay on the committee to complete schemes of work as required. Elections for the separate research officer roles will be in different years to ensure continuity of research work.

11. Education Officers

The two Education Officers shall be elected via an email vote prior to the AGM for a term of office of three years and are not eligible for re-election except in exceptional circumstances. Elections for the separate education officer roles will be in different years to ensure continuity of education work.

12. Public Relations Officers

The two Public Relations Officers (PROs) shall be elected via an email vote prior to the Annual General Meeting for a term of office of three years and are not eligible for re-election except in exceptional circumstances. Elections for the separate PRO roles will be in different years to ensure continuity of PRO work.

13. Country representatives

Country representatives will be part of the PhySIIG committee but not the executive committee. Country representatives will be sought from all countries and representatives will be elected by their respective countries for a period of four years. Immediate re-election is not possible unless in exceptional circumstances.

14. Duties of the Chairperson

- Chairs meetings of the PhySIIG.
- Represents the PhySIIG 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 PhySIIG 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.
- To oversee research and educational activities of PhySIIG.
- Briefs the Vice Chairperson throughout tenure and will ensure handover of all relevant information to facilitate the smooth transition of committees.
- Will remain on the committee as a support for the new chairperson for the first year of the new leadership.

15. Duties of the Vice Chairperson

- To support the Chairperson in their duties, including preparation and planning for the PhySIIG meetings and events at the ECFS conference.
- To attend Committee meetings and familiarise themselves with the functioning of PhySIIG.
- To be the initial link for country representatives into the executive committee.
- To deputise for the Chairperson as required.
- To learn the role and responsibilities of the Chairperson to enable smooth transition into the role.

16. Duties of the Secretary

- To support the Chairperson in their duties, including preparation and planning for the PhySIIG meetings and events at the ECFS conference.
- To attend Committee meetings and familiarise themselves with the functioning of PhySIIG.
- To keep the record of membership and country contacts.
- Maintains PhySIIG Committee Members', country contacts and whole membership email list.
- Organises agenda with Chairperson before business meeting.
- Takes minutes at PhySIIG meetings.
- Distributes minutes and relevant information to PhySIIG Members via email list and web page.
- To liaise with the PRO re: document dissemination.
- 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 AGM and types promptly after meeting. (These are to be circulated before the next AGM).
- Briefs the new Secretary and hands over all relevant information.

17. Duties of the Treasurer

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

- To support the Chairperson in their duties, including preparation and planning for the PhySIIG meetings and events at the ECFS conference.
- To attend Committee meetings and familiarise themselves with the functioning of PhySIIG.
- Keeps accurate accounts of all Specialist 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 AGM.
- 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.

18. Duties of the Research Officers

- To support the Chairperson in their duties, including preparation and planning for the PhySIIG meetings and events at the ECFS conference.
- To attend Committee meetings and familiarise themselves with the functioning of PhySIIG.
- To work with the other research officer to ensure effective running of the PhySIIG research programme including induction of new research officers when elected.
- To drive the research agenda of this group, aligned with the ECFS and other international physiotherapy groups as required.
- To lead research activity and collaborations for the PhySIIG.
- To present research strategy and progress at committee meetings and the AGM

19. Duties of the Education Officers

- To support the Chairperson in their duties, including preparation and planning for the PhySIIG meetings and events at the ECFS conference.
- To work with the other educational officer to ensure effective running of the PhySIIG educational programme including induction of new education officers when elected.
- To attend Committee meetings and familiarise themselves with the functioning of PhySIIG.
- To lead education activity and collaborations for the PhySIIG, including delivery of educational webinars assisted by other committee members and the annual ECFS physiotherapy short course.

- To present education strategy and progress at committee meetings and the AGM.
- Representation on the Scientific Planning Committee of the European Cystic Fibrosis Conference as invited by the European Cystic Fibrosis Society.

20. Duties of the PROs

- To support the Chairperson in their duties, including preparation and planning for the PhySIIG meetings and events at the ECFS conference.
- To work with the other PRO officer to ensure effective running of the PhySIIG public communications including induction of new PRO officers when elected.
- To attend Committee meetings and familiarise themselves with the functioning of PhySIIG.
- To lead public communications for the PhySIIG, including bi-annual newsletters to all members and social media account management.
- To present PRO strategy and progress at committee meetings and the AGM.
- To work closely with the PhySIIG secretary to ensure up-to-date membership distribution lists.

21. Duties of the Co-Opted members

- To work with the committee to fulfil the role they are co-opted to complete for a specified term.
- No voting rights will be allowed for these co-opted members.
- Example roles include a transition officer to facilitate the fusion of PhySIG and the IPG/CF or a continued research role for someone involved in a specific project to allow timely completion.

22. Duties of the Country Representatives

- To work with the executive committee to support the aims and ethos of PhySIIG.
- To attend the AGM and one other full PhySIIG committee meeting a year.
- To disseminate any correspondence, advertisements or newsletters to their country's members in a timely manner.
- To keep an up-to-date mailing list of country membership.
- To be the link person between the PhySIIG executive committee and their country.
- To link initially with the PhySIIG Vice Chairperson with any queries/feedback.
- To support the development of CF physiotherapy in their own country.

23. PhySIIG Alumni

Former PhySIG and IPG/CF committee members are welcome to join the PhySIIG alumni group. The alumni group will be kept up-to-date with any developments within PhySIIG and could be utilised as an initial group for consultation or expert opinion.

23. Financial Year

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

24. Raising of Funds

A membership fee will not be charged to members. Funding will be received annually from the ECFS. If required, additional funding for activities may be sought from medical companies or charitable CF Trusts.

25. Annual General Meetings (AGM)

An AGM 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.

26. Advertisement of the Group

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

27. Dissolution

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