***The Terms of reference of the National Organising Conference Committee of the CSP Professional Network***

***Pelvic Obstetric and Gynaecological Physiotherapy (POGP))***

1. **Name**

The sub-committee shall be called the National Conference Organising Committee (NCOC) of the Professional Pelvic, Obstetric, Gynaecological Physiotherapy.

2. **Objectives**

To advise and make recommendations to the POGP Executive Committee on the

annual POGP Conference

To be responsible for the implementation and development of the scientific

programme in line with the educational aims of the Association by;

* suggesting,discussing and liaising with potential speakers
* agreeing programme topics to deliver a balanced conference programme which inspires, educates and encourages discussion and debate.

To identify suitable venues for annual conference a minimum of two years in

advance.

To foster mutual understanding of the members of the group and encourage the group to act in a mutually supportive manner.

To mentor new members of the group.

To consider any other matters that the Executive Committee should from time to time require the sub-committee to undertake.

3. **Membership**

POGP National Conference Organising Committee is supported by Fitwise Management Company.

Membership of the National Conference Organising Committee of POGP is invited by the executive committee and shall number 6 members or affiliate of POGP.of which the Chairman must be a full member of POGP. Onset of service begins after the Annual General Meeting of POGP. Members of the NCOC may serve three years, with a further three years if agreed by all members. Two members will join and two will leave annually. In addition, the sub-committee shall have the power to co-opt people annually, who may or may not be members of ACPWH, for specialist help and for prescribed periods. The co –option of any individual must be approved by the Executive Committee.

4. **Officers**

The sub-committee must have a Chairman, vice chairman and secretary elected from amongst the sub-committee members. The Chairman of the sub-committee is an ex-officio member of the executive and will be expected to attend the minimum of 2 Executive Committee meetings.

Officers shall be elected by the sub committee at the first meeting after the AGM each year. The term of office will be a maximum of three years standing down for one year prior to standing again for re-election. For the smooth running of the sub-committee the Chairman and vice Chairman should not leave the committee at the same time.The appointment of any paid staff by the sub committee must be in consultation with the POGP Executive Committee, and is paid by the Association***.*** If any member fails to attend two consecutive meetings without good reason, their membership of the Executive committee shall be deemed to have lapsed and the vacancy may be filled at the discretion of the Executive Committee

5. Meetings

There will be a minimum of two meetings per annum. The meeting will be considered a quorate with one half of members in attendance. It is the responsibility of each member to inform the Chairman at least two days prior to the meeting (if possible) if they are unable to attend the meeting. The expenses paid will be in accordance with those of the executive committee (see Guidelines for claiming expenses April 2012).

6. **Cessation**

The National Conference Organising Committee may be dissolved by the Executive Committee of POGP at any time. Should this occur, the Executive Committee would take on the continuing responsibilities of the sub-committee.

 RAH/Jan/14