

## Template of Terms of Reference (ToRs) For Special Interest Groups (SIG) of ISCoS

ISCoS members working in a particular discipline involved in the management of persons living with spinal cord injury (SCI), including Physiotherapists, Occupational Therapists, Nurses, Clinical Psychologists, Surgeons, Social Workers and Consumers living with SCI or those with a common interest, may request ISCoS to form a SIG of ISCoS.

A list of all SIGs with their ToR will be maintained on the ISCoS website under a separate tab. Each SIG will have a Governing Panel which will be responsible for the governance of the SIG.

All SIGs shall meet at least once a year at the Annual Scientific Meeting (ASM). Regular communication among Governing Panel and members will occur throughout the year via email or other remote communication. The Chairs of the SIGs shall be nominated by the Governing Panel of the SIGs and formally appointed by the ISCoS President. Chairs shall serve for a period of three years and be eligible to stand for a second term with the agreement of the President and the SIG's Governing Panel. They will not be members of the ISCoS Board. A Vice Chair will be appointed from amongst the Governing Panel. They can replace the Chair in special circumstances. There shall be 5-10 members of the Governing Panel (depending on the total number of members of SIG) nominated/elected from amongst ISCoS members. Any member of ISCoS may join a SIG, regardless of their participation in any of the Standing Committees.

Membership of a Governing Panel will be for three years with the option for re-election for a further three years. A quorum at the SIG Governing Panel meetings will be achieved by the presence of one half plus one of the Governing Panel memberships in person or through video conferencing. Voting will be by simple majority. The Chair will have the casting vote. Efforts should be made to ensure Membership from all geographical regions of the world.

Members of ISCoS or its Affiliated Societies /Networks can become general members of the SIG. Professionals who have significant professional involvement in the management of people with an SCI may also become a general member of the SIG. A general member can sit on one other SIG and be part of one ISCoS Standing Committee. ISCoS members and those of Affiliated Societies would be informed of all the SIGs within ISCoS and encouraged to join them. There would be no limit for 'General Members' of the Groups and the list of all members would be maintained by the Chair or another member of the Governing Panel nominated by Chair of the SIG. All correspondence including the details of the current proposals of the group and any vacancy within the Governing Panel shall be shared with the General Members. With 4-week prior notice, General Members may join a SIG meeting during the ASM, they will not be entitled to vote during that SIG meeting.

SIG proposals and decisions regarding policy issues must be discussed at the Executive and Board meetings and submitted for ratification. The Executive may refer the decision to the Annual General Meeting (AGM) for approval if deemed necessary.

All SIGs shall submit an Annual Report six weeks prior to the AGM at the ASM summarizing the activities of the previous year and plans and proposals for the following year. The SIG reports will be provided to the ISCoS membership prior to the ASM and with the SIG chairs available for questions. The SIGs must also submit a semi-annual follow-up report for a mid-year Executive meeting. The Chairs are responsible for the Agendas and Minutes of their SIG Meetings at the ASM.

Funds may be requested by a SIG. The SIG should submit proposals that include the objectives, expected outcomes, expected time required, amount required and for what activity, and the person(s) responsible for carrying out the project. A report on the outcome will need to be submitted to the Executive and Board within

6 months of project completion. These requests and budgets will be reviewed and voted on by the Executive and Board and reports will be provided to the membership at the AGM via the Member's Area on the web site. Report will be circulated to the SIG members by the Chair/nominated Governing Panel member.

### **Types of Members of the SIG:**

There will be four types of members: ex-officio, Chair, Governing Panel and General Members.

#### **1. Ex-officio members**

A member of the ISCoS Executive

**Roles:** The ex-officio member is primarily a member of the SIG to ensure co-ordination across ISCoS and consistency when there is a change of members and Chair. They are not expected to drive and initiate any activities

#### **2. Chair:**

**Eligibility:** The Chair must have been a member of the SIG and ISCoS for at least 3 years prior to nomination (except at inception).

**Length of Term:** Each term will be 3 years. There will be the option for the Chair to remain in position for two terms (6 years), but only by invitation from the President of ISCoS and agreement of the SIG membership.

**Appointment:** The Chair will be selected by the Governing panel and ratified by the ISCoS Executive & AGM.

**Starting date of Appointment:** The Chair will commence duties on appointment.

**Role:** The Chair will be responsible for coordinating the activities of the SIG. They will delegate roles and responsibilities to Governing Panel members and will ensure the ISCoS President and ISCoS Executive are aware of any relevant initiatives or decisions.

**Early Retirement:** If the Chair retires before their 3 years have elapsed, the Vice Chair will act as Chair until the next ISCoS AGM. If the acting Chair becomes the Chair, then they may remain Chair for 3 years from the time of official appointment at the ISCoS AGM with a possible second 3 years term (according to the above rules).

#### **3. Governing Panel Members:**

A SIG will have a Governing Panel of 5-10 members and will include immediate past Chair. A Vice Chair will be appointed from amongst the Governing Panel members to deputize in the role of Chair as necessary.

**Eligibility:** Any Member of ISCoS is eligible to be a Governing Panel Member of a SIG provided they: • Are a fully paid member of ISCoS

- Are currently involved in providing same professional activities at a local or regional level
- Are committed to driving applicable initiatives for ISCoS
- Can attend at least two AGMs in three years (In person or by technological link), except in exceptional circumstances as agreed by the Chair of ISCoS.

**Length of Term:** Each term will be 3 years with an option of a second term (totaling 6 years) on application after three years.

To ensure continuity of activities and knowledge within a SIG, one third (1/3) of the Governing Panel members shall complete their term each year ensuring that only some members shall complete their tenure in a particular year. (During the initial period, this may mean that some Governing Panel members may have a very short initial term, but it would be expected that they will then be appointed for a further 3 years.)

**Appointment:** Governing Panel Members shall be elected by the general members of SIG who are eligible to vote.

**Starting date of appointment:** New Governing Panel Members of the Group will commence their appointments after ratification at the ISCoS AGM. However, they will be invited to attend the SIG Meeting held at the time of the ISCoS AGM but will not be eligible to vote until their appointment is confirmed at the AGM.

**Call for Members:** There will be a call for Governing Panel Members amongst 'General Members' of the SIG, to fill any vacant positions or positions becoming vacant each year. The call will be made six months prior to the ISCoS AGM. Applications will close three months prior to the ISCoS AGM. The call for Governing Panel Members will be advertised through the ISCoS website, SIG newsletter/mailers and regional societies.

**Selection criteria:** Governing Panel Members will be selected on the basis of demonstrated commitment and experience in the prioritized areas of the SIG by the sitting members of the Governing Panel.

**Application for Membership:** Potential Governing Panel Members should submit an expression of interest to the Chair via the ISCoS Administration office

**Application for Second Terms:** Existing Governing Panel Members of a SIG who wish to re-apply for membership after each three-year term must submit a written application to the chair of the SIG. The decision would be taken by the Governing panel.

**4. General Members:** There will be no restriction on total numbers of

General Members of the Group.

- **Eligibility:** Members of ISCoS or of an Affiliated Society are eligible to be a voting General Member of a SIG provided they are currently involved in providing same SIG related professional activities at a local or regional level.

Professionals who are not members of ISCoS or an affiliated society may be eligible for non- voting membership of a SIG if they have significant professional involvement in the management of people with an SCI.

**Application for Membership:** Potential General Members may be invited to join by another member of the SIG and be ratified by SIG Governing Panel. Depending on the SIG, they may be asked to provide an expression of interest (EOI) and/or to submit a curriculum vitae and an EOI. Applications may be accepted at any time during the year.

In cases where the aspiring applicant does not know a SIG member who can invite them, they may apply to the SIG Chair by submitting their Curriculum Vitae, an Expression of Interest and a letter of support from their employer or Head of Department,

Though desirable, general members do not have to be members of ISCoS, but ISCoS membership has several direct advantages, such as the eligibility to vote on SIG Governing Panel membership, and become a member of the Governing Panel of the SIG.

#### **Voting within the SIG:**

Only Governing Panel members may vote. Voting may occur at the SIG Meeting held at the ASM or periodically online. Only a majority from those who choose to vote will be required. In the case of a tie, the Chair cast a deciding vote.