



Additional Executive Committee Meeting (re: Upcoming Election): Minutes

Time	Monday 28 th January 2019 at 4pm – 5pm
Attendees	Yvonne Hemmings, Louise Deacon, Fiona Duffy, Liz Robinson, Bob Pritchard, Roslyn Law
Apologies	Paul Wilkinson
Minutes	Jess Alton

YH explained that the purpose of this meeting was to discuss the plan for the upcoming Executive Committee election. The proposed schedule is as follows:

- Call for nominations to open on Monday 4th February and to close on Friday 22nd February
- JA will have two weeks (i.e. 25th February – 8th March) to contact nominees, collect their statements and photos, and set the election up online
- Election to launch on Monday 11th March for two weeks, to close on Friday 22nd March
- Nominees to be informed of the results on Monday 25th March, with a view for the successful nominees to start in their posts on Monday 1st April

Discussion points:

1. Job descriptions for the Executive Committee positions

The Executive Committee have all circulated their updated JDs to be used for the upcoming election ballot papers.

- All agreed that the minimum accreditation requirement for the Chair of IPT UK should be raised so that the nominees must have either served on the Training Committee, the Executive Committee, or as a regional rep. YH confirmed that both she and RL will be available on consultation as past chairs where necessary.
- All agreed that a minimum attendance of at least three Executive Committee meetings per year should be added to the JDs for all committee positions.

Action: JA to amend minimum accreditation requirement for Chair role, and to add minimum meeting attendance to all roles' JDs

2. The logistics of how nominations will work now that the Executive have agreed that nominations would ideally be made as teams of two, rather than as individuals.

- All agreed that members can nominate either as teams of two, or as individuals. If individuals nominate themselves, they will need to find a running partner in order to take their nomination forward and/or be connected with another individual nominee if necessary.

3. Chair and Deputy Chair positions

The Executive Committee discussed the running period of the upcoming Chair and Deputy Chair positions. All agreed that we will elect for both positions in this round of elections,

with the newly-appointed Chair team serving for 2 years (i.e. the first year as Chairs, and the second year as Past Chairs for consultation), and the newly-appointed Deputy Chair team serving for 3 years (i.e. the first year as Deputy Chairs, the second year as Chairs, and the third year as Past Chairs for consultation).

4. AOB

- All agreed that IPT UK would cover travel expenses for the future Executive Committee for meeting attendance (i.e. Network Meetings)
- YH to inform the membership that she is stepping down

Action: YH to draft an email for the membership to say that she is stepping down, and to inform them of the upcoming elections

Action: JA to schedule an additional Executive Committee meeting to take place in April (i.e. before May's network meeting) when the newly-appointed members have begun their new roles

- All agreed that IPT UK should provide funding in response to the IPT Scotland proposal for their one-day CPD event

Action: JA to inform Suzie Black that funding has been approved