

Northern Ireland Board Constitution

1. The CSP Northern Ireland Board is coterminous with the national boundary for Northern Ireland.

Title

2. The title of the Board shall be "The Chartered Society of Physiotherapy Northern Ireland Board".

Objectives

3. The objectives of the national boards shall contain the following, in a format agreed by The CSP Northern Ireland Board:
 - a. Support, inform and influence the strategic direction set by CSP Council.
 - b. Advise and provide a key link to the Chartered Society of Physiotherapy in relation to Northern Ireland government policy and membership.
 - c. Provide a key link to the Northern Ireland Assembly which enables the Chartered Society of Physiotherapy to respond in a timely and effective manner to government health policy proposals, consultations, and representation of the profession.
 - d. Support the CSP Northern Ireland Office to provide a key link to Northern Ireland Government responding in a timely manner to Northern Ireland issues.
 - e. To further and safeguard the interests of the Chartered Society of Physiotherapy and its members in Northern Ireland.
 - f. Engage and support members, helping them to seek opportunities and raise awareness of the value of physiotherapy.
 - g. Raise the profile of the Chartered Society of Physiotherapy and the profile of the CSP Northern Ireland Board to the membership, emphasising the value of CSP membership, and supporting recruitment to the Chartered Society of Physiotherapy and the CSP Northern Ireland Board.
 - h. Inform and influence policy formulated by CSP Council.
 - i. Encourage collaboration to further the interests of physiotherapy in Northern Ireland.
 - j. Act as a consultative & liaison forum as a Board of the Chartered Society of Physiotherapy.
 - k. Liaise with the Irish Society of Chartered Physiotherapists and other relevant organisations in the Republic of Ireland.
 - l. Any other local objectives required identified by the Board and/or the CSP.

CSP policy

4. The Board shall at all times abide by, and promote, CSP strategies, policies and advice.

Board Membership

5. The CSP Northern Ireland Board shall represent all CSP fellows and members, including associates and students living or studying within the country.
6. The CSP Northern Ireland Board shall consist of CSP members, including associate, student and affiliate members, elected or appointed to the board as set out below:

The Board should seek representatives from the following **as a minimum**:

- a. NHS – A lead for each trust, acting as a ‘conduit of information’ between central CSP and their workplace.
 - b. Other workplaces – Key person from organisations outside the NHS including any private / independent hospitals, charities, schools, private practitioners, universities acting as a ‘conduit of information’ between central CSP and their workplace.
 - c. Other members from across the profession - including managers, clinical specialists, consultants, stewards, health and safety officers, retired members, Professional Network representatives and any non-working members.
 - d. Support workers.
 - e. Students from each university educating physiotherapists within Northern Ireland.
 - f. A newly qualified HCPC registered member.
- Members will be elected for a term of 2 years in a specific role. A role is a category in which a person joins the Board i.e. categories a-f above. The number of terms which can be served in any one role is 3 i.e. 6 years. The maximum duration a person can serve on the Board is 10 years, which could require at least 2 roles (categories a – f or Executive roles) during membership of the Board.
7. No-one may be nominated, elected, or participate in the election or appointment of members of a Country Board unless they have paid an annual subscription for the current year to the Society.

8. Co-opted members shall comprise members contributing to the work of Northern Ireland initiatives and shall not at any time exceed one-quarter of the total membership of the Board. Co-opted members are non-voting members, shall serve for one year and are eligible for re-election.
9. No action of the Board shall be nullified by any casual vacancy however caused.
10. Casual vacancies may be filled at the discretion of the CSP Northern Ireland Board. On seeking to fill a vacancy the Board will refer to the relevant electorate for a representative to complete the original term of service.
11. Each member of the Board may have a nominated alternate who shall attend Board meetings in the absence of the representative.

Board Executive Membership

12. The CSP Northern Ireland Board Executive will be elected from the Board Membership and shall consist of as a minimum:
 - a. Chair
 - b. Vice Chair / Secretary (combined post)
 - c. Treasurer
 - d. Communications Officer
 - e. Any other person leading a formal objective / priority from within the Board's Annual Plan.
13. Officers shall be elected every two years at the AGM. Members other than Chair and Vice-Chair/Secretary shall be eligible for re-election for another term of office but may not serve more than three consecutive terms in any one role (re-election thereafter may be sought after a break of one year). The posts of Vice-Chair/Secretary and Chair may each be held for one term only. After serving a term as Vice-Chair/Secretary, the post holder will normally be proposed and elected as Chair for the subsequent term.
14. The chair or the vice-chair of the CSP Northern Ireland Board shall take the chair at all meetings. In the absence of both these officers, the members present shall elect one of the Executive to take the chair for that meeting.
15. Board Members who do not attend at least two meetings in a Board Year will be deemed to have resigned (unless there are mitigating circumstances).
16. The "CSP Northern Ireland Board Executive" may admit other health and social care staff and other persons to meetings as guests. Such persons shall not have the right to vote.

Annual General Meeting

17. The constitution shall require an Annual General Meeting of the CSP Northern Ireland Board, to be held during the first three months of the year. The business of the Annual General Meeting shall be:
 - a. To elect the officers;
 - b. To transact any other business.

Quarterly Board Meetings

18. CSP Northern Ireland Board Meetings shall be held not less than four times yearly. The meeting format may be decided within the CSP Northern Ireland Board and may include external speakers relating to their priorities or those of the CSP.
19. The Agenda will include Reports / discussions relating to:
 - a. CSP Quarterly Briefing and Priorities;
 - b. Country Priorities;
 - c. National and local Updates and information sharing;
 - d. Any other business relating to the CSP Northern Ireland Board.

Governance

20. CSP staff and elected members representing the CSP may be in attendance at the CSP Northern Ireland Board meetings.
21. The quorum will be one third of the CSP Northern Ireland Board membership's members as on the day of the meeting.
22. The Secretary will circulate formal notice of meetings, which shall be convened to occur prior to CSP Council Meetings four times per year, to all members at least seven days in advance, together with a copy of the minutes of the previous meeting (if not previously circulated).
23. Matters of urgency will be dealt with between meetings by chair's action with a report to the Board at the next meeting.
24. The CSP Northern Ireland Board may establish working groups / committees at its discretion.

Finance

25. The Country Board governance and financial year will both run from 1 January to 31 December.
26. The Board will abide by such financial advice or instructions as are issued by the CSP or the CSP's auditors.

Cesser of Board

27. The Council may disband the CSP Northern Ireland Board, in which event the Chair, Secretary, and Treasurer of the CSP Northern Ireland Board, shall, within three months, send all its records (including minutes, accounts, deeds, papers, documents) to the Chief Executive Officer of the Chartered Society of Physiotherapy.

Alterations to the Constitution of Board

28. The power to rescind or alter this model constitution is vested in the CSP Council.

29. The Northern Ireland Board may, at its Annual General Meeting, propose alterations to this constitution, subject to approval by CSP Council.

Agreed by Council 11 March 2020.