

TERMS OF REFERENCE FOR THE MUSCULOSKELETAL COMMITTEE OF THE WORLD FEDERATION OF HEMOPHILIA

1.0 PRINCIPLES

The fundamental principles that have governed the Musculoskeletal (MSK) Committee since its creation were always based on democratic principles of transparency, sovereign decisions taken in assembly by majority vote and by election of its Officers.

2.0 MISSION

Introduce, improve and maintain musculoskeletal health care for people with hemophilia and related bleeding disorders around the world.

3.0 GOALS

The main goals of the MSK committee are to:

- a) Facilitate the development of health care for persons who have musculoskeletal disorders due to hemophilia or related bleeding disorders.
- b) Improve the quality of life of individuals and families affected by hemophilia or related bleeding disorders particularly related to musculoskeletal health.
- c) Develop a continuous education program for professionals, as well as persons with hemophilia and their families.
- d) Facilitate education and training for professionals and persons with hemophilia and their families using the most appropriate means, such as the WFH World Congress, WFH Musculoskeletal Congress and other musculoskeletal meetings.
- e) Keep a registry of orthopaedic surgeons, physiotherapists, physiatrists and others involved in haemophilia care.
- f) Encourage the inclusion of all musculoskeletal professionals in Hemophilia Treatment Centers
- g) Establish suitable links between the Treatment Centers in developed countries and in developing countries.
- h) Establish a suitable link among developing countries, in order to provide a common strategy to improve the care and quality of life of individuals with hemophilia and their families.

4.0 ROLE OF THE MUSCULOSKELETAL COMMITTEE

The MSK Committee is the official working committee recognised by the Executive Committee of the World Federation of Hemophilia (WFH).

The Officers of the MSK Committee consist of five elected members who work on behalf of the membership towards the goals of MSK Committee.

5.0 OFFICERS OF THE MUSCULOSKELETAL COMMITTEE

5.1 The Officers include:

- a) Chair
- b) Senior Vice Chair
- c) Junior Vice Chair
- d) Secretary
- e) Member at Large

The MSK Officers will be supported by WFH staff member who will act as liaison and provide a communication channel between WFH and the officers.

5.2. Duration of mandate

The Chair, Senior Vice Chair, Junior Vice Chair, and the Member at Large shall hold office for a term of two years. The term for the Secretary is four years.

5.3. Time of the Election

Elections for the Junior Vice Chair and the Member at Large will be held every two years, at the Annual General Meeting (AGM) (held at the World Federation of Hemophilia Congress). Elections for the Secretary will be held every four years at the AGM.

5.4 Nominations for Officer positions.

Any member of the MSK Committee may be elected to any Officer position, without any discrimination. The process for nominations for Officer positions is outlined in 8.0-a).

All nominations made in accordance with the terms outlined in 8.0-a) will be accepted and shall be voted on at the Annual General Meetings (AGM).

In the event that an Officer is unable to fulfill his/her role, the procedure outlined in Appendix A will be followed.

5.5. Re-election

No Officer can be re-elected to the same position.

5.6 Succession

The Senior Vice Chair normally becomes Chair when the Chair retires.

The Junior Vice Chair normally becomes Senior Vice Chair when the Chair retires.

Past Chairs of the MSK Committee may be called upon to undertake prestigious and other official duties on behalf of the Committee.

6.0 RESPONSIBILITIES OF THE OFFICERS OF THE MUSCULOSKELETAL COMMITTEE

Elected Officers of the MSK Committee should be as representative as possible.

The Officers of the MSK Committee will:

- a) Develop goals and objectives to guide the activities of the MSK Committee
- b) Maintain an official working relationship with the WFH and will respond promptly to any request for information from the WFH
- c) Report on and examine any proposed change to the Terms of Reference and make recommendations to the membership at either an Extraordinary General Meeting (EGM) called for that purpose, or at the next AGM.
- d) MSK Committee Officers will normally attend one meeting for Officers annually (in conjunction with Musculoskeletal or WFH Congress) and undertake other communication promptly via email or conference call.
- e) To be quorate, three officers must be present at official Officers' meetings.
- f) The Chair will be appointed automatically to the WFH Medical Advisory Board or equivalent and attend all WFH Medical Advisory Board meetings. In addition, the Chair will attend one WFH Executive Committee meeting (or others as needed) as a non-voting member.
- g) All officers of the MSK Committee will be required to return all documents and property of the MSK Committee to the WFH within one month of completion of their term of office.

6.1 Duties of the Chair

- a) Co-ordinate and lead the work of the MSK Committee towards its stated objectives.
- b) Be the official spokesperson of the MSK Committee.
- c) Attend WFH Medical Advisory Board meetings and executive committee meetings as needed.
- d) Organise meetings of the MSK Committee to be held during WFH or Musculoskeletal Congresses (or other appropriate times) and, together with the Secretary, prepare the agenda for the meetings.
- e) Chair the meetings of the Officers.
- f) Chair the AGM of the MSK Committee.
- g) Contribute to the development and quality of the scientific program for the World Congresses (Musculoskeletal stream) and the MSK Congresses.
- h) Develop the educational program of the Committee and assign the relevant Officers to be responsible for the education program.
- i) Submit, as requested by the WFH Executive Committee, a proposed list of major activities and budget requirements for the following calendar year.
- j) Chairs must complete a WFH conflict of interest declaration form.

6.2 Duties of the Senior Vice Chair

- a) Work alongside the Chair and act as alternate when necessary.
- b) Deputise for the Chair when necessary.
- c) Organize and direct the education and training program of the MSK Committee.
- d) Be the contact between the NMOs and the MSK Committee
- e) Present a written report on the education and training program at each AGM

6.3 Duties of the Junior Vice Chair

- a) Evaluate and present data regarding the international registry of the MSK Committee.
- b) Provide the necessary information to be included on the WFH web site.

6.4 Duties of the Secretary

- a) Notify members of the time, date and place of the AGM or other special meetings of the Committee.
- b) Together with the Chair, prepare the agenda for meetings of the MSK Committee. This should be presented to members normally not less than 21 days prior to the AGM.
- c) Conduct correspondence on behalf of the MSK Committee.
- d) Attend meetings of MSK Committee, to record minutes and present them for endorsement at the next MSK Committee meeting.
- e) Ensure an up to date email registry of members is maintained in conjunction with WFH staff.
- f) Copy all correspondence, records and other manuscripts of the MSK Committee to WFH Headquarters.
- g) Perform all other duties that usually pertain to the office of Secretary and complete all business arising during the term of office.
- h) With the assistance of WFH staff, maintain a current membership database.

6.5 Duties of the Member at Large

The role of the Member at Large is to provide 'balance' within the MSK Committee in terms of profession, expertise and geographical location and gender, and between developed and developing countries. Duties will be determined according to the needs of the Committee and in consultation with the other Officers.

6.6 Duties of the WFH staff

- a) Receive patient enquiries on the web site and distribute them to MSK committee members as appropriate ensuring a timely response.
- b) Act as liaison between WFH and MSK Committee

7.0 MEMBERSHIP OF THE MUSCULOSKELETAL COMMITTEE

Membership is open to health professionals with expertise in the musculoskeletal system, including, but not limited to, orthopedic surgeons, physiotherapists, physiatrists and scientists.

To be a member, the applicant shall:

- a) be a paid member of WFH
- b) submit an application form to the MSK committee secretary
- c) submit a letter of recommendation from two current members of the MSK committee. A letter of recommendation from the NMO in the country where he/she works would be desirable. The application shall be reviewed by the Committee of former Presidents and the current Executive Committee who shall ensure the fulfillment of the membership requirements

New members will be inducted at the next business meeting of the Musculoskeletal Committee, by the current Chair of the Committee at the time of the meeting. In order to maintain membership, a professional must maintain involvement in haemophilia care.

With assistance from the WFH liaisons, a membership database will be maintained by the MSK secretary.

8.0 ELECTION PROCESS

a) Nominations:

Members will be notified of positions coming vacant no less than 12 weeks prior to the AGM.

Nominations for Officer positions should be submitted to the MSK Secretary no less than 10 weeks before the Annual General Meeting (AGM) (held at the World Federation of Hemophilia Congress), as outlined on 5.4.

Nominations submitted less than 10 weeks before the Annual General Meeting will not be accepted.

Nominations for Officer positions can be made by any member of the MSK committee. A letter from the nominating member should include the reasons why the nominee is qualified to fill the position. In addition to the letter from the nominating member, a CV and a personal statement from the nominee should be included, demonstrating active participation in hemophilia care within their own country/NMO. This information will be forwarded to the general membership for their review, no less than 8 weeks before the Annual General Meeting (AGM) (held at the World Federation of Hemophilia Congress). All nominations will be accepted and shall be voted on at the Annual General Meetings (AGM) by the membership

i) Nominations for positions becoming vacant will not be received from the floor at the AGM, except for nominations for Member at Large, which will be accepted/received AFTER the other officers have been elected (as the purpose of this position is to create balance on the executive committee).

ii) Nominees for the Member at Large position will be asked to present a short biographical sketch and will demonstrate active participation in hemophilia care within their own country/NMO.

iii) Nominees for each one of the available positions must be present at the AGM and should normally have attended two previous MSK meetings in the last (6) six years.

iv) The nominee must be included in the list of active members (Pardon electoral) maintained by the Secretary of the MSK Committee, and should be in good standing.

b) Elections:

In order to be eligible to vote, members must be included on the MSK committee list of active members (which will be maintained on the web page of the MSK Committee), be in good standing, and have attended at least one business meeting of the MSK committee in the past. Newly inducted members will not be eligible to vote during the same meeting in which they were inducted.

Active members eligible to vote will receive voting ballots at the time of registration to the World Federation of Hemophilia Congress. The ballots will contain the name of the nominees and the position that they are running for. These ballots are to be used during the election process, held during the business meeting of the MSK committee. A "blank" write – in type ballot for the member at large position, if vacant, will also be provided.

i) Voting will be done by a secret ballot.

ii) The candidate(s) receiving the majority of votes will be elected as an officer to the committee. In the case of a tie vote, the person with the lowest number of votes will be dropped from the ballot and the votes will be re-cast by a second secret ballot.

iii) The scrutiny shall be carried out by two members of the Past Presidents' Council, appointed by the Council.. If no members of the Past President Council are present in the room at the time of the election, two members of the Executive Committee appointed by the Chair will carry-out the scrutiny.

iv) The voting count will be undertaken by past presidents. If no members of the Past President Council are present in the room at the time of the election, two members of the Executive Committee appointed by the Chair will carry-out the scrutiny.

v) Ballot papers will be destroyed after the election. .

9.0 PAST PRESIDENTS' COUNCIL:

The Past Presidents' Council shall have the following functions:

- a) To evaluate the applications for membership of the MSK Committee
- b) To act as counselors to the Committee in ethical decisions.
- c) To scrutinise the elections

The term of the Chair of the Past Presidents Council shall be two years. The position shall be held by the most recent former MS Committee Chair.

The following persons shall be appointed as members of this Committee for the years 2004-2012: Brenda Buzzard, Lily Heijnen and Linamara Battistella.

The Past Presidents, as of 2010, are:

Vicenzo Pietrogrande
Michael Heim
Federico Fernández Palazzi
Marvin Gilbert
Henri Horoszowski
Carlos Rodríguez Merchan
Jerome Wiedel
Horacio Caviglia
Kathy Mulder
Adolfo Llinas

10.0 ANNUAL GENERAL MEETING

Twelve week's notice of the AGM will be given to all members of the MSK Committee by email

The business shall be:

- a) To elect the new officers to the MSK Committee
- b) To receive and adopt the annual report for the previous year
- c) To transact any other business
- d) To discuss proposals for scientific sessions including selection of sites for forthcoming meetings

11.0 EXTRAORDINARY GENERAL MEETING (EGM)

The secretary shall call and arrange an EGM on receipt of:

- a) Instructions from the MSK officers
- b) A written requisition signed by at least 10% of the membership

Twenty-eight clear days' notice shall be given to all members.

The business of an EGM shall be limited to that for which it was called.

12.0 CESSATION OF THE COMMITTEE

This may be done at an AGM or EGM

- a) The meeting shall decide the allocation of the groups' assets
- b) Twenty-eight clear days' notice of cessation shall be given to all members
- c) Notification of cessation shall be lodged with the WFH

APPENDIX A: Process for succession in case of resignation or impossibility to hold office

In the event that an Officer of the committee is unable to complete his/her term of office, the process to be followed will be determined by the timing of the resignation from office.

This is outlined in the following table:

<p>In the event that a resignation occurs after the AGM at World Congress, this shall be the process to follow until the next AGM (usually at MS Congress):</p>	<p>In the even that a resignation occurs after MSK congress, this shall be the process to follow until next AGM at WFH Congress:</p>
<p>If the Chair resigns:</p> <ul style="list-style-type: none"> • Senior Vice Chair becomes Chair • Junior VC becomes Senior VC • New Junior VC is elected at MSK congress to complete the term. 	<p>If the Chair resigns:</p> <ul style="list-style-type: none"> • Senior Vice Chair becomes Chair • Junior VC becomes Senior VC. Junior VC position remains vacant until AGM. • New JVC is elected at AGM (plus Member at Large, per Section 5).
<p>If the Senior VC resigns:</p> <ul style="list-style-type: none"> • Junior VC becomes the Senior VC • Member at Large acts as Junior VC until next AGM (MS Congress), where a new Junior VC is elected. • The Member at Large then resumes his/her position and completes the term 	<p>If the Senior VC resigns:</p> <ul style="list-style-type: none"> • Junior VC becomes Senior VC • Member at Large acts as Junior VC, until AGM. • At AGM: Senior VC becomes Chair. • Member at Large DOES NOT become Senior VC. • TWO new Vice Chairs are elected at AGM (plus new Member at Large, per Section 5)
<p>If the Junior VC resigns:</p> <ul style="list-style-type: none"> • Member at Large acts as Junior VC until AGM (MSK), where new Junior VC is elected, • Member at Large then resumes his/her position and completes the term 	<p>If the Junior VC resigns:</p> <ul style="list-style-type: none"> • Member at Large acts as Junior VC until AGM. • Member at Large (acting Junior VC) DOES NOT become Senior VC position at AGM. • TWO new vice chairs are elected (plus Member at Large)
<p>If the Member at Large resigns:</p> <ul style="list-style-type: none"> • a new Member at Large is elected at MSK congress and will hold the position until the next WFH Congress/AGM 	<p>If the Member at Large resigns:</p> <ul style="list-style-type: none"> • position remains vacant until AGM, where new member is elected
<p>If the Secretary resigns:</p> <ul style="list-style-type: none"> • Member at Large assumes the Secretary's duties until next AGM • New secretary is elected for a 4 year at the next WFH meeting 	<p>If the Secretary resigns:</p> <ul style="list-style-type: none"> • Member at Large assumes responsibility until AGM where new secretary is elected for a four year term