**Information on PPA Committee Roles**

The PPA has a number of role open to nomination for election at this years’ AGM which will be held on 20th January 2017. The Honorary posts of Treasurer, Education Officer, Secretary, Equality and Diversity Officer, PRO/Website Officer, Executive Committee Member and 3 Non-executive Committee Members will be open to members for nomination until 20th December 2016. Nominations supported by 2 PPA members and including a brief CV should be send to: j.semmons@btinternet.com. Any queries about the roles can be directed to sarah.wilson65@nhs.net a summary of the role is included below for information.

The role of Treasurer covers the management of PPA income and expenditure and responsibility for financial governance. It is a role which allows for opportunities for close working with the Executive Committee and to support the development of a range of projects. An expectation of inputting to the 3x1 hour teleconferences per year and attendance of a one day face to face meeting per year alongside a small volume of time checking income and expenditure and providing comment of projects from the perspective of their financial viability for the benefit of The Organisation and The Membership form the minimum requirement for the role.

The role of Education Officer incorporates the responsibility for development, quality assurance and supporting the smooth running of the educational programme provided by The PPA. There is space for the Education Officer to lead on development projects in liaison with the Executive Committee and to focus at undergraduate and post-graduate levels. An expectation of inputting to the 3x1 hour teleconferences per year and attendance of a one day face to face meeting per year is the minimum requirement for this role.

The role of Secretary is closely linked to the work of The Chair and includes organisation of meetings and teleconferences, collation and circulation of documents and responsibility for the maintenance of an accurate record of meetings and work of The Committee. An expectation of inputting to the 3x1 hour teleconferences per year and attendance of a one day face to face meeting per year and the preparation of documents and writing and circulation of the minutes is the minimum requirement for this role.

The Equality and Diversity Officer is responsible for ensuring member equality and diversity issues are considered and represented within The Executive Committee. An expectation of inputting to the 3x1 hour teleconferences per year and attendance of a one day face to face meeting per year is the minimum requirement for this role.

The PRO facilitates communication between the PPA, its membership and the wider physiotherapy and pain communities. This role incorporates responsibility for website maintainance and updating and social media presence. Training to support this role can be accessed through the CSP. An expectation of inputting to the 3x1 hour teleconferences per year and attendance of a one day face to face meeting per year and the maintenance of the website are the minimum requirements for this role.

Executive Committee Members support and input into The Committee’s work and hold voting rights with the above mentioned Executive Members. An expectation of inputting to the 3x1 hour teleconferences per year and attendance of a one day face to face meeting per year is the minimum requirement for this role.

Non-executive Committee Members support the work of the committee but do not hold voting rights for Executive Committee Business. Non-executive committee members are invited to Executive teleconferences and face to face meetings as required for their work with the committee.