



Global Health Division

Canadian Physiotherapy Association

Executive Member Role Descriptions

All Global Health Division (GHD) executive committee members are expected to:

- Attend regular virtual meetings and not miss more than 3 meetings per year. In the event of needing to miss a meeting, the executive member will inform the secretary in advance and provide a written update regarding their position and an update on all relevant outstanding action items prior to the meeting.
- Regularly send information related to their position for posting on social media to the Canadian Physiotherapy Association's (CPA) Communications Specialist or the GHD executive or subcommittee member responsible for posting on the GHD social media channels.
- Assist in recruiting new GHD executive, subcommittee and general members.
- Engage in public speaking about the GHD as opportunities arise.

Chair

- Supervise and lead the affairs of the GHD and ensure that they are carried out in accordance with CPA policies.
- Send meeting agendas to executive members prior to meetings and lead executive meetings, Members' Meetings and annual strategic planning meetings.
- Present the GHD annual report at the Members' Meeting (AGM).
- Communicate by email regularly with the CPA staff.
- Ensure that the CPA staff have a list of current executive and subcommittee members.
- Liaise with the CPA member services staff regularly regarding membership statistics.
- Attend in person Division Chairs' Committee (DCC) meetings (usually held for up to three days from Friday to Sunday in central Canada or during the day prior to Congress on site at Congress) three times per year (usually held in February, June and November).
- Take and send DCC meeting minutes to executive committee members.
- Respond to DCC online surveys and requests as required.
- Manage and delegate the planning of GHD Congress sessions (GHD Booth in exhibit Hall, International Breakfast, global health educational sessions, Members' Meeting, social, lounge, etc.) including ordering food, room bookings, guest speaker gifts, etc.
- Work directly with the CPA to secure sponsors for GHD events and activities.
- Hold yearly meetings with each of the executive members.
- Ensure that GHD executive members are completing duties as outlined in the executive member role descriptions.
- Oversee committees working on special GHD projects.
- Carry out succession planning and recruit new GHD general members, executive and subcommittee members.
- Send cards and gifts to outgoing executive members.
- Serve as one of the cheque-signing officers for the GHD.
- Oversee all matters related to the GHD budget and directly participate in the on-time creation of the budget with the GHD treasurer for the upcoming year as per the standards set out by the CPA.
- Review the yearly financial statements and request approval of them at each Members' Meeting.
- Oversee GHD communications, including the website and social media.
- Oversee GHD educational projects.
- Oversee GHD advocacy initiatives.
- Respond to GHD member emails and other inquiries.
- Perform or delegate various other tasks as required.

Past Chair/Chair Elect

- Assist the Chair with all Chair duties and responsibilities as required.
- After serving 1-year as Chair Elect, Chair Elect to be voted in as Chair at Members' Meeting.

Secretary

- Record minutes at each of the monthly executive committee meetings, the annual retreat and the Members' Meetings (AGM) and send out the minutes for further editing as required.
- Maintain the paper and online files (including monthly executive meetings minutes, annual retreat minutes and Members' Meeting minutes) of the GHD and regularly send them to the CPA contact person.
- Schedule monthly executive committee meetings and the annual retreat as needed.
 - Send reminders to executive committee members regarding meetings and remind them to send in their updates prior to the executive committee meetings if they will be absent.
- Maintain lists of contact information for executive and subcommittee members and ensure that this information is shared with CPA staff.
- Assist the Chair and Chair-Elect/Past Chair and other executive members with other tasks as needed.

Treasurer

- Serve as one of the cheque-signing officers for the GHD.
- Keep accurate records of GHD revenues and expenditures in collaboration with the CPA.
- Reimburse GHD executive, subcommittee and other members for budgeted expenditures in a timely manner on an ongoing basis and submit corresponding paperwork to the CPA within four weeks of document submission.
- Manage expenses related to GHD CPA Congress events and other GHD events, bursaries, etc.
- Write cheques to pay bills as required.
- Attend monthly executive committee meetings and provide a monthly 'financial update' to the executive members at each meeting.
- At year-end, draft the budget for the upcoming year in consultation with the Chair and executive members prior to submitting it to the CPA as per their requested deadline (fall or early new year).
- Assist the Chair and other executive committee members in securing sponsorship for GHD events.
- Assist the Chair and Chair-Elect/Past Chair and other executive members with other tasks as needed.

Communications Officers – *Bilingual Preferred*

The Global Health Division (GHD) values cultural and linguistic diversity and inclusion. To support this, we strive to represent and cater to both official languages in Canada through all of our communications. Specific tasks for this role include:

- Maintain a current GHD membership list in partnership with CPA Member Services staff.
- Update, distribute and evaluate the biennial GHD Member Survey.
- Complete draws for free GHD membership each December (based on those who have contributed blogs or other content to GHD communications), send the names to CPA Member Services staff, and send to the CPA Marketing and Communications Coordinator to post names on the GHD website.
- Network and build relationships with GHD members, national and international clinicians, researchers, universities, and global health organizations who may be interested in contributing to GHD communications.
- Communicate and demonstrate the value to stakeholders of being a part of GHD communications.
- Select a theme or themes that the GHD communications will focus on (as applicable).
- Compile information and collaborate with the CPA Marketing and Communications Coordinator to send out regular (monthly) e-blasts to members, including:
 - Links to new blogs/vlogs.
 - The most up-to-date information on relevant opportunities, courses/conferences, events, news, resources and research within global health.
 - Notification of upcoming GHD Members' Meetings with a link to the approved meeting minutes of the previous Members' Meeting at least 30 days prior to the next Members' Meeting.
- Work collaboratively with the PT Student Subcommittee Representative to ensure that relevant GHD communication content is distributed to GHD members through the GHD social media platforms.
- Work collaboratively with the CPA Marketing and Communications Coordinator to ensure the GHD website is kept up-to-date:
 - Regularly update the website with new content such as relevant courses, opportunities, resources, events, research, blogs, etc. related to global health.
 - Ensure e-blasts have been archived on the website.
 - Ensure Executive Committee member photographs and biographies and subcommittee member lists are updated on the website.
 - Monitor the GHD website traffic and trends in website use in collaboration with the CPA Marketing and Communications Coordinator.
- Lead a dynamic Communications Subcommittee:
 - Schedule and lead regular Communications subcommittee meetings.
 - Email the meeting agendas before meetings.
 - Take minutes and email them to the Communications Subcommittee members and to the GHD Chair.
 - Provide a monthly update on the GHD Communications Officer(s) and Communications Subcommittee's tasks and projects during the GHD Executive

- Committee meetings.
- Delegate communications-related tasks to Communications Subcommittee members.
- Actively recruit Communications Subcommittee members on an ongoing basis.

Knowledge Translation Representatives

- **General Role:**
 - Actively network with GHD members, national and international expert clinicians, researchers, universities, global health organizations, provincial groups/associations and other relevant stakeholders to build capacity for a mutually beneficial community of practice that supports the development of ethical global health rehabilitation knowledge and clinical practice.
 - Communicate the value of the GHD and its members to stakeholders.
 - Create links between global health researchers/expert clinicians and GHD general members.
 - Connect with physiotherapy universities as a ground-up approach
 - Encourage GHD membership, involvement and promote global health physiotherapy education.
 - Work collaboratively with the GHD Communications Officers, Education Coordinator and CPA Staff to help *source* and build content for the GHD website, e-blasts, blogs, social media, Researcher Spotlight Series, Global Physio Podcast episodes, webinars, workshops, courses, lunch-and-learns, and PT Practice magazine through the community of practice built above.
- **GHD Mentorship Program:**
 - Manage and build the GHD Mentorship Program:
 - Recruit and match mentors and mentees.
 - Facilitate the mentorship process.
 - Update, distribute and evaluate the mentorship program survey each round and complete final report.
 - Send mentor and mentee certificates.
- **Division Congress Planning Committee:**
 - Participate in Education and Abstract proposal call-outs and reviews for building the GHD content streams for CPA Congresses.
- **GHD Knowledge Translation Subcommittee:**
 - Lead a dynamic Knowledge Translation (KT) Subcommittee:
 - Schedule, lead and take minutes for regular KT Subcommittee meetings.
 - Provide a monthly update for the GHD Executive Committee Meetings.
 - Delegate KT-related tasks to KT Subcommittee members.
 - Actively recruit KT Subcommittee members on an ongoing basis.
- **Knowledge Translation Committee (All Divisions):**
 - Attend regular national KT Committee meetings online, regularly check and update the KT Slack platform, and share key messages from the KT Committee with the GHD executive committee members.
 - Promote and facilitate collaborative knowledge translation initiatives across CPA Divisions.

Education Coordinator(s)

- Actively network with GHD members, national and international expert clinicians, researchers, universities, global health organizations, provincial groups/associations, and other relevant stakeholders to build capacity for a mutually beneficial community of practice that supports the development of ethical global health rehabilitation knowledge and clinical practice.
- Collaborate with the GHD Knowledge Translation (KT) Representatives and other GHD Executive Committee Members to develop educational guidelines, videos, webinars (e.g. Embodia), lunch & learns, workshops, courses (e.g. online via Embodia, in-person pre/post Congress courses) and/or conferences.
 - Identify learning needs based off of Member Surveys, global health competencies frameworks/toolkits, etc.
 - Create outline & timeline, source and manage key presenters/contributors, build content, edit.
- Collaborate with CPA Staff (e.g. Professional Development Manager, Conference and Events Manager, Marketing and Communications Officer) to market and deliver said educational opportunities to GHD members.
 - Complete proposals/applications, including budgets.
 - Manage logistics and technical aspects.
 - Determine marketing strategy and follow-up/evaluation.
 - Coordinate payments as required with GHD Treasurer and CPA Staff.
- Collaborate with other CPA Divisions for inter-Division educational opportunities.
- Collaborate with Canadian entry-level physiotherapy programs to advocate for global health education for all physiotherapy students prior to engagement in clinical placements, especially those planning an international placement, a placement in a rural/remote or low-resource setting in Canada, or a placement working with marginalized/vulnerable populations in Canada or abroad.
 - Liaise with NSA (National Student Assembly), Clinical Coordinators and others through emails, letters, phone calls, lunch & learns, etc.
- Participate in Education and Abstract proposal call-outs and reviews for building the GHD content streams for CPA Congresses.
- Provide written and verbal updates for monthly GHD Executive Committee Meetings (online via Skype).
- Assist the Chair and Chair-Elect/Past Chair and other executive members with other tasks as needed.

Indigenous Health Representative(s)

- Provide regular 'Indigenous Health' updates during the GHD Executive Committee meetings.
- Chair, coordinate and lead the Indigenous Health Subcommittee meetings.
 - Prepare agendas and meeting minutes and share them with the Chair of the GHD.
 - Recruit Indigenous Health Subcommittee members.
- Advocate at the national level for system changes to improve the experience of Indigenous people receiving physiotherapy services.
- Network within the profession, as well as with related professions, to connect people with an interest in Indigenous health.
- Collaborate with the GHD Communications Officers to contribute regularly to GHD communications (i.e. educational opportunities, work opportunities, Facebook posts, Twitter, e-blasts, etc.).
- Collaborate with the Website Manager(s) and CPA staff to maintain relevant content on the Indigenous Health section of the GHD website.
- Respond appropriately to requests for speaking engagements, resources, and/or presentations.

Advocacy Officer

- Collaborate with GHD Executive Committee Members, CPA Staff (e.g. Chief Advocacy Officer, Advocacy Advisory Group, CEO, Member Services), CPA Board of Directors (e.g. DCC-Board Liaison, President), CPA Components, GHD members, universities, global health organizations (e.g. NGOs) and governments to support and move forward GHD advocacy initiatives related to global health and rehabilitation (e.g. equitable physiotherapy services, access to physiotherapy services, implementation of the TRC health-related calls-to-action as they apply to physiotherapy, language diversity and inclusion, equitable access to professional membership and continuing education, inclusion of global health education for all physiotherapy students).
- Build a community of practice with global health clinicians, researchers, universities and organizations, in collaboration with other GHD Executive Committee Members, in order to identify and support relevant advocacy needs.
- Complete briefing notes and other communications as required to support GHD advocacy initiatives.
- Support CPA Staff as required for advocacy initiatives related to global health.
- Liaise with GHD Communications Officer(s) monthly to provide progress updates on advocacy initiatives to GHD general members through GHD e-blasts.
- Provide written and verbal updates for monthly GHD Executive Committee Meetings (online via Skype).

Physiotherapy Student Representative(s)

- Represent the GHD as the GHD Representative on the National Student Assembly (NSA)
 - The NSA Student GHD Representative works with the GHD Chair and other GHD executive members and with the NSA Executive Student representatives on various NSA tasks:
 - Joining the NSA Facebook page in order to promote the Divisions through social media and allow other student members to learn about Division events.
 - Regularly posting information on the GHD social media pages regarding Division events, research, or articles of special interest.
 - Informing the NSA Executive of news that the Divisions want presented to students at the monthly NSA teleconferences and in their newsletters.
 - Fulfilling duties as requested by the GHD Chair and executive members.
- Contact the Clinical Coordinators at the universities once per year to request updated lists of international organizations their students have been involved with and notify them of GHD projects that would be of interest to their students.
- Contact the Clinical Coordinators at the universities to request that they invite their students who will participate in international placements to partake in the GHD Global Health Blog or Vlog and advise them of the draw for a free GHD membership for PT students who submit a posting for the GHD website.
- Coordinate GHD Executive or GHD member presentations regarding the GHD at each of the universities with the Clinical Coordinators and/or class representatives and maintain a record of these presentations.
- Recruit physiotherapy students for and provide leadership to the GHD Physiotherapy Student Subcommittee:
 - Set agendas for and lead regular subcommittee meetings (held every 4 to 6 weeks).
 - Organize and oversee projects carried out by the subcommittee:
 - Delegate the task of emailing each of the Organizations once per year to update their information on the GHD website.
 - Maintain and organize all of the subcommittee documents in the online folder.
 - Maintain a current list of PT students who are actively involved in the subcommittee, with the goal of having at least one PT student representative from each university.
 - Liaise between the subcommittee and the GHD Executive.
- Manage the GHD PT Student Representative email account.
- Maintain the content of the Student Resources section of the GHD website.

External Liaison Officer

- Network and collaborate with GHD members, CPA Components (e.g. branches and other Divisions), provincial colleges/associations and national and international expert clinicians, researchers, universities (in Canada and abroad, PT programs, other medical and rehabilitation programs, global/public health programs), global health organizations (e.g. NGOs, not-for-profit), and governments to demonstrate the value of the GHD to create a mutually beneficial global health community of practice.
- Collaborate and coordinate with the GHD Advocacy Officer(s), Indigenous Health Representative(s), Education Coordinator(s), Knowledge Translation Representative(s), Communications Officer(s), PT Student Representative(s) and other executive members to support advocacy, Indigenous health, education, knowledge translation, communications, and PT student initiatives through your external global health network.
- Provide written and verbal updates for monthly GHD Executive Committee Meetings (online via Skype).
- Assist the Chair and Chair-Elect/Past Chair and other executive members with additional tasks as needed.

Resource Person(s)

- Collaborate with all of the GHD Executive Committee Members and assist with projects, communications, advocacy, research and other tasks as needed and/or as per your area(s) of interest, knowledge and skill.
- Provide verbal/email progress updates on an ongoing basis to the relevant GHD Executive Committee Member(s), and a written progress report to the whole of the committee for the monthly GHD Executive Committee Meetings.

CPA Staff

- Support the GHD by:
 - Updating the website.
 - Compiling, translating and sending e-blasts.
 - Sending a welcome email to the new GHD members.
 - Organizing Members' Meeting dates/times and venue/room or online platform as needed.

For more information, please email globalhealth@physiotherapy.ca.