

Terms of Reference: 1 September 2015

Executive Committee of International Network for Social Workers in Acquired Brain Injury

1. Name of committee

Executive Committee of the International Network of Social Workers in Acquired Brain Injury.

2. Purpose of the Executive Committee

The purpose of the Executive Committee is to provide leadership and co-ordination in promoting and maintaining the mission and objectives of INSWABI.

The mission of INSWABI is:

Through international collaboration, to enhance the social work contribution to the field of acquired brain injury for the benefit of people with acquired brain injury, their families, significant others and broader support networks.

To address this mission, the INSWABI Objectives are to promote:

i) information exchange	<ul style="list-style-type: none"> ▪ To provide a forum for information exchange about the conduct, challenges and opportunities of social work practice in ABI ▪ To explore mechanisms to facilitate site visits, study visits and job exchanges
ii) development	<ul style="list-style-type: none"> ▪ To promote the establishment of social work professional interest groups/organisations with a focus on practice in the field of ABI at the local, regional, national and international level
iii) support of best practice	<ul style="list-style-type: none"> ▪ To provide support to social workers practising in the field of ABI, focusing on assistance with the support of best practice
iv) advocacy	<ul style="list-style-type: none"> ▪ To provide assistance in social workers advocating for service/policy reforms in the field of ABI,
(v) innovation and research	<ul style="list-style-type: none"> ▪ To develop innovative approaches to social work practice in the field of ABI
(vi) education among SWers with an interest in ABI	<ul style="list-style-type: none"> ▪ To contribute to the education of social workers active in the field of ABI

3. The activities of the Executive Committee

The activities of the Executive Committee are to:

- provide overall governance for the operation of INSWABI
- market INSWABI at relevant conferences or other fora
- promote INSWABI within the field to recruit new members and maintain the international membership profile of the network
- facilitate collaborative international research in the field of SW practice in ABI
- disseminate research results, articles and examples of good practice among the network
- co-ordinate a social work and ABI stream at the International Conference on Social Work in Health and Mental Health and similar international events
- contribute to the production of the biannual INSWABI Progress Report
- develop and maintain an INSWABI website

5. Eligibility for membership of the Executive Committee

To be eligible for membership of the INSWABI Executive Committee, people must meet the following qualifications:

- Be a qualified or registered social worker within the national context, and
- Have worked in the field of acquired brain injury for a minimum of three years, and
- Be currently involved in the field of brain injury through practice, teaching or research, and
- Have been a member of INSWABI for more than one year, and
- Commit to serving on the Executive Committee for the three year term subject to extenuating circumstances, and
- Be willing to attend / participate in the two or three Executive Committee meetings held each year.
- Members should have the ability to communicate effectively in this English as meetings of the Executive Committee are held in this language

5. Structure and functioning of the Executive Committee

5.1 Structure of the Executive Committee

The Executive Committee will comprise:

- a minimum of 8 and a maximum of 14 members
- a maximum of 3 representatives per country.
- a minimum of one representative from as many countries who have INSWABI members as possible

Positions within the Executive Committee will comprise:

- two co-convenors
- two secretaries
- web coordinator
- general member

The roles of the co-convenors, co-secretaries, web coordinator and general members are listed in Appendix 1.

Length of appointment to the Executive Committee

- appointment to the Executive Committee is for a term of three years
- if appointed to fill a midterm vacancy on the Executive Committee, the length of the appointment will be to the end of the current triennium

Lapsing of appointment

Membership of the Executive Committee will lapse if members

- do not attend at least one of the regular committee meetings across two consecutive years and
- have not been involved in other contributions to INSWABI.

Appointment process

- At the final committee meeting before the end of the three-year term, existing committee members can indicate their interest in committing to serve for another three year term, with the approval given by the Executive Committee.
- Prior to the final committee meeting of each three-year triennium, a notice will be circulated to the INSWABI membership for expressions of interest to join the Executive Committee; applications will then be reviewed as part of the business of the final committee meeting so that successful candidates can be selected and notified; new members will then be able take up their position at the beginning of the new 3-year triennium of the Executive Committee
- If vacancies arise during the term of the Executive Committee, the same expression of interest process can be conducted to fill the vacancy
- The Executive Committee can co-opt INSWABI members onto the committee if there is a gap between a Committee member leaving and a replacement member being able to be appointed

5.2 Functioning of the Executive Committee

- The Executive Committee is constituted for a three year triennium in line with the triennial International Conference on Social Work in Health and Mental Health
- The Executive Committee will meet a minimum of twice each year with the capacity to hold a third meeting annually to complete the committee's work each year.
- Regular meetings of the Executive Committee will be held in real-time in April and September each year so as to avoid peak holiday periods and Southern Hemisphere daylight saving periods.
- Executive Committee will give a full report of the activities of the committee term at the end of each triennium, usually in conjunction with the International Conference on Social Work in Health and Mental Health; In addition, regular reports of Executive Committee activities will be provided to INSWABI members through the biannual Progress Reports

6. Decision making at the Executive Committee

- The quorum for a meeting of the Executive Committee is 50% plus one other committee member present. A meeting can take place without a quorum being present but a quorum is required to endorse a committee decision.
- The Executive Committee will aim for decision making by consensus but if this is not possible, then as long as a quorum of members is in attendance, decisions will be made by a majority of those present at the meeting.
- If disagreement with a decision arises, the decision can be reviewed by seeking a ballot of all members of the Executive Committee.
- The Executive Committee reserves the right to conduct a vote by email if an issue requires resolution between meetings of the Executive Committee. Such a ballot will require votes to be tabulated by both the secretary and a co-convenor. The results of any such ballot will be recorded by the secretary

7. Display and Review of the Terms of Reference for the Executive Committee

- The terms of reference will be displayed on the INSWABI website and included in the INSWABI Progress Report that appears immediately after finalisation of the terms of reference.
- The terms of reference will be reviewed on a triennial basis at the face to face meeting of INSWABI members held in conjunction with the International Conference on Social Work in Health and Mental Health
- The terms of reference can be changed with agreement of the majority (50% + 1) of members of the Executive Committee.

Appendix 1. Roles and responsibilities of Executive Committee members

Co-convenors	<p>To take overall responsibility for the strategic leadership and direction of INSWABI in association with the Executive Committee</p> <p>To ensure that two Executive Committee meetings are held each year</p> <p>To participate in the Executive Committee meetings</p> <p>To participate in other activities of the Executive Committee and INSWABI</p>
Co-Secretaries	<p>To participate in Executive Committee meetings and to take the minutes</p> <p>The co-secretaries can alternate in recording the minutes of the Executive Committee meetings</p> <p>The secretary who has not recorded the minutes then reviews a draft of the minutes for accuracy before it is circulated to the Executive Committee</p> <p>To maintain an archive of the business papers for the Executive in a suitable secure electronic storage system (e.g. DropBox); all members of the Executive Committee will have password access to the archive</p> <p>To participate in other activities of the Executive Committee and INSWABI</p>
Web coordinator	<p>To coordinate the management of the INSWABI website</p> <p>To participate in Executive Committee meetings</p> <p>To participate in other activities of the Executive Committee and INSWABI</p>
General members	<p>To participate in Executive Committee meetings</p> <p>To participate in other activities of the Executive Committee and INSWABI</p>