



## **The Role and Responsibilities of Trustees of the European Pressure Ulcer Advisory Panel**

**APRIL 2020**

### **TRUSTEES**

Trustees must meet the following criteria

1. Be resident in Europe;
2. Have current clinical/research/academic/management activity in pressure ulcer prevention and/or pressure ulcer management;
3. Have a national or international reputation in the field of pressure ulcers;
4. Speak English (the official language of the EPUAP);
5. Be willing to accept the responsibilities of being a Trustee of a UK-based charity.

#### **Term of Office.**

Trustees will be elected to serve for a three-year term beginning from the AGM at which their election is ratified. Trustees completing their term of office may stand for re-election. Apart from the Executive Committee (see below) no Trustee may serve longer than a continuous term of office of six years. Having reached six years in office the Trustee must stand down for a period of a minimum of twelve months.

#### **Number of Trustees.**

The maximum number of Trustees shall not exceed 25 at any time.

### **ELECTION OF TRUSTEES**

1. Any member of EPUAP is entitled to stand as a Trustee, however, to enable the EPUAP to represent the widest range of European views no more than 5 Trustees can be drawn from any single country. For the purposes of clarity, the United Kingdom counts as a single country comprising England, Northern Ireland, Scotland and Wales (to be revised if necessary);
2. The number of vacancies for Trustees and those seeking re-election should be notified to EPUAP members 90 days before the AGM so that nominations can be sought;
3. Those wishing to stand for election as a Trustee must prepare a Curriculum Vitae (CV) on the standard template that demonstrates how the individual meets the requirements of being a Trustee. In addition, the CV must include all affiliations and any publications or presentations on the subject of pressure ulcers in the previous 2 years. Other achievements in the field should also be listed. Those standing for re-election as a Trustee should list all their EPUAP activities during their previous term of office. The CV, along with a completed declaration stating that the individual is prepared to accept the responsibilities of a Trustee and obey the Rules of the EPUAP must be submitted to the Business Office 90 days before the AGM. All members wishing to stand for election must be proposed and seconded by two EPUAP members;
4. The Business Office must circulate all valid nominations (including those standing for re-election) to the EPUAP membership two months prior to the AGM;
5. If the number standing for election equals the number of vacancies, then their appointment will be formally declared at the AGM. If there are more nominees than vacancies, then an election must be held prior to the AGM. All EPUAP members will receive a voting form which must be returned to the EPUAP Business Office.



## **Co-opted or Nominated Trustees**

The Board of Trustees may co-opt a person to fill a vacancy. However, this person should seek nomination and election as Trustee at the next AGM. Should the person not do so, or not be elected then he/she must vacate the post of Trustee immediately (Article 9.8);

In the event of the President or Immediate Past President completing six years as a trustee during their term in office, they can be co-opted onto the Board in order to complete their term of office, but having completed this term, cannot stand for further election as a Trustee for a year after completion.

## **Conduct of Trustees**

During the 3 year term of office Trustees are expected to:

1. Comply with the constitution of EPUAP and the requirements of Trustees of charities according to UK Charity Commission regulations;
2. Attend all meetings of Trustees, those failing to attend 2 consecutive meetings will be expected to resign at the next Annual Meeting;
3. Participate in the activities of EPUAP by actively joining committees;
4. None of the Trustees on the committee may have a vested interest in a corporate sponsor i.e. shareholding or part or full ownership;
5. The Trustees will be responsible for the election of the Executive and membership of committees;
6. The Trustees can also expect the EPUAP to keep them fully informed of all activities undertaken by the Executive, the committees and the Business Office;
7. Trustees must be actively involved in promoting all EPUAP projects and meetings (focus meetings, annual meetings, etc).

## **The Executive of the Board of Trustees**

The Executive shall comprise: The President, The President Elect/Immediate Past President, The Treasurer, The Vice-Treasurer, The Chair and Co-Chair of the Scientific Committee, The Chair and Co-Chair of the Guidelines Committee, The Chair of the Research Committee, The Chair of the Education Committee and the Local Organiser of the EPUAP next annual meeting.

The Executive is responsible for managing and overseeing the performance of EPUAP, appointing chairs and co-chairs to the committees, and takes the final decisions. The duties of the Executive are as follows:

1. **The President** will, subject to the direction of the Trustees, exercise direct supervision of the business and affairs of the EPUAP. The President will chair the Trustee meetings and the AGM and be an *ex-officio* member of all the committees of the EPUAP.
2. **The President Elect** will perform such duties as may from time to time be assigned to him/her by the President. The President Elect will serve on the Executive for one year prior to becoming President.
3. **The Immediate Past President** will provide support and advice to the President as required. The Immediate past President will serve on the Executive for one year only.



4. **The Treasurer and the Vice Treasurer** will have the responsibility for overseeing the correct financial management of the EPUAP. While the day-to-day responsibility for all funds, security receipts and disbursements for the EPUAP rests with the Administrator, the Treasurer and the Vice Treasurer will render to the President and the Trustees, whenever requested, an account of the financial situation of EPUAP and will report annually to the Trustees and membership with financial statements.
5. **The Chair and Co-Chair of the Scientific Committee** will lead the Scientific Planning Committee and oversee the programme for the annual meeting and focus meetings.
6. **The Chair of the Research Committee** will be responsible for development and delivery of the research agenda of the EPUAP.
7. **The Chair and Co-Chair of the Guidelines Committee** will serve on the Executive with responsibility for reporting on guideline development and maintenance issues set by the Executive and/or the Trustees.
8. **The Chair of the Education Committee** will be responsible for development and delivery of all education events of EPUAP including Excellence in education awards, Stop Pressure Ulcer awareness campaign, education event content review (Focus Meeting, Masterclass, webinars and other education activities). The chair will be a link between the EPUAP executive and the Education committee.
9. **The Local Organiser of the EPUAP Annual Meeting** shall be part of the executive for one year and will be responsible for the overall organisation of the annual meeting. The Local Organiser will work together with the Scientific Committee on the development of the scientific programme and other related tasks and will oversee the organisational process together with the assigned professional organiser. The Local Organiser will report to the Executive on a regular basis.

All positions within the Executive will be awarded by the Trustees with the President serving for two years and President Elect serving for one year. After two years the President will retire but remain upon the Executive for a further twelve months as the Immediate Past President. The President Elect should normally take up the office of President following their one-year term as President-Elect.

The Treasurer, Vice- Treasurer, and Chair of the Guidelines Committee will serve no more than six years in their respective positions. The Chairs of the Scientific, Education, and Research committees will serve no more than two years in their respective positions and will automatically be succeeded by the elected co-chair of the committee. The Co-Chair will serve the committee for at least one year prior to becoming the Chair. An exception can be made if the continuity of the Executive is at risk or if any unusual circumstances require this. Exceptions will be identified by the Executive and need to be agreed upon by the Trustees.

The Executive Board should meet at least four times a year to properly administer the affairs of the EPUAP (twice in a face-to-face meeting at the location of the Annual Conference and at least twice in an online meeting). The Executive and Trustees should meet at least twice a year. In addition, the President and President Elect/Past President and the Treasurer/Deputy Treasurer should meet with the Business Office at least monthly to oversee the affairs of the EPUAP. The Committees meet at least four times a year (twice in a face-to-face meeting at the location of the Annual Conference and twice in an online meeting). The Committees report the outcome of these meetings to the Executive Board.



## COMMITTEES OF EPUAP

### **Scientific Committee**

The mission of the Scientific Committee is to provide the Executive Board of EPUAP with independent advice on issues relating to (1) the development of the scientific programme of the Annual Conferences, (2) the peer- review process of abstract submissions, and (3) awarding the yearly EPUAP Experienced and Novice Investigator Awards. The Scientific Committee works in close collaboration with the local organizers of the Annual Conferences.

1. The Chair will lead this committee for a maximum of two years;
2. The Co- Chair of the committee will perform such duties as may from time to time be assigned to him/her by the Chair. He/she is a member of the Executive Board. The Co- Chair will serve the committee for at least one year prior to becoming the Chair;
3. Both the Chair and the Co- Chair of the committee will be responsible for the recording of the minutes;
4. The membership will comprise of Trustees, one of whom will be the Co-Chair and one the Chair of the local organising committee for each conference;
5. The members of the committee, together with the Local Organiser, will be responsible for the scientific programme of the annual conference;
6. Should less than half the committee be present at a meeting, the viability of the meeting will be at the discretion of the Chair;
7. Members of the committee will remain upon the Committee during their term of office unless/until they wish to step down whereupon the Chair will ask the Executive to assign new members to the Committee.

### **Guidelines Committee**

Pressure ulcer management needs to be evidence based. Clinical practice guidelines help practitioners to make informed decisions about the most appropriate interventions. The Guideline Committee supports the development, update, dissemination and implementation of evidence-based guidance to improve the quality of pressure ulcer care.

1. The committee will comprise of at least 4 Trustees;
2. The committee will develop and review and update the guidelines as necessary;
3. The committee will oversee the translation and dissemination of the guidelines;
4. The committee will make recommendations for the implementation of the guidelines;
5. The Chair will lead this committee for a maximum of six years;
6. The Co- Chair of the committee will perform such duties as may from time to time be assigned to him/her by the Chair. He/she is a member of the Executive Board. The Co- Chair will serve the committee for at least one year prior to becoming the Chair;
7. Both the Chair and the Co- Chair of the committee will be responsible for the recording of the minutes;
8. Should less than half the committee be present at a meeting, the viability of the meeting will be at the discretion of the Chair;
9. Members of the committee will remain upon the Committee during their term of office unless/until they wish to step down whereupon the Chair will ask the Executive to assign new members to the Committee.
10. When the Guideline is being updated, exceptions to the Trustee status of the Guideline Committee may be made when continuity of the Guideline Committee is required. The Trustee will be required



to step down at the end of their term of office but may remain on the Guideline Committee for an additional period of one year. Exceptions will be identified by the Executive and need to be agreed upon by the Trustees.

## **Research Committee**

The mission of the Research Committee is to provide the Executive Board of EPUAP with independent advice on issues relating to the development and delivery of a research strategy which promotes international research collaborations and internationally excellent research. The Research Committee works in close collaboration with the Scientific Committee.

1. The Chair will lead this committee for a maximum of two years;
2. The Co- Chair of the committee will perform such duties as may from time to time be assigned to him/her by the Chair. He/she is not a member of the Executive Board. The Co- Chair will serve the committee for at least one year prior to becoming the Chair;
3. Both the Chair and the Co- Chair of the committee will be responsible for the recording of the minutes;
4. The membership will comprise of Trustees;
5. The Committee will be responsible for developing the research strategy of EPUAP;
6. Where research funds are to be made available the Research Committee will secure approval for expenditure, develop the call and a review process, taking into account conflicts of interest.
7. The Chair and Co-Chair will liaise with the Scientific Committee and Business Office in the delivery of the EPUAP Research Strategy
8. Should less than half the committee be present at a meeting, the viability of the meeting will be at the discretion of the Chair;
9. Members of the committee will remain upon the Committee during their term of office unless/until they wish to step down whereupon the Chair will ask the Executive to assign new members to the Committee.

## **Education Committee**

1. The Chair will lead this committee for a maximum of two years;
2. The Co- Chair of the committee will perform such duties as may from time to time be assigned to him/her by the Chair. He/she is not a member of the Executive Board. The Co- Chair will serve the committee for at least one year prior to becoming the Chair;
3. Both the Chair and the Co- Chair of the committee will be responsible for the recording of the minutes;

The education committee will:

1. Develop the education framework that will incorporate the key topics related to pressure ulcers; define the pressure ulcer curriculum.
2. Approve all EPUAP education activities such as workshops, seminars, training courses, webinars and others.
3. Evaluate requests for endorsements of education events (industry events, cooperating organisations events, etc)
4. Decide on the EPUAP Travel Grants in relation to the EPUAP Annual Meeting or other EPUAP meetings.
5. Decide on the EPUAP Excellence in Education awards in relation to the EPUAP Annual Meeting;
6. Monitor and evaluate outcomes related to the education activities;



7. Ensure communication with the EPUAP partners (industry, cooperating organisations, etc.) and consider their input when developing the education framework.

## **Election of Officers**

### **RULES FOR ELECTION OF PRESIDENT ELECT**

1. All Executive Board Members and Trustees are eligible for election as President Elect.
2. The election for President Elect must take place at the Trustees meeting at the end of the first year of the President two-year term.
3. Those standing for election should list all their EPUAP activities. The CV, along with a mission/vision statement, completed declaration stating that the individual is prepared to accept the responsibilities of a President and obey the Rules of the EPUAP must be submitted to the Business Office 90 days before the AGM. All Trustees wishing to stand for election must be proposed and seconded by at least two Executive Board Members; Election will be by a simple majority vote taken anonymously;
4. The Administrator will count the returns and report the result immediately to the Trustees.
5. In case of an ex aequo, the EPUAP Executive Board will make the final decision.

### **RULES FOR ELECTION OF COMMITTEE CO-CHAIRS**

1. Co-chairs of the committees will be elected. They will automatically become the chair of the committee when the chair steps down or retires. A Co-Chair will serve the committee for at least one year prior to becoming the Chair;
2. All Executive Board Members and Trustees are eligible for election as co-chair of a committee.
3. The election for committee co-chair must take place at the Trustees meeting at the end of the first year of the chair two-year term.
4. Those standing for election should list all their EPUAP activities. The CV, along with a mission/vision statement, must be submitted to the Business Office 90 days before the AGM. All Trustees wishing to stand for election must be proposed and seconded by at least two Executive Board Members;
5. Election will be a simple majority vote taken anonymously;
6. The Administrator will count the returns and report the result immediately to the Trustees.
7. In case of an ex aequo, the EPUAP Executive Board will make the final decision.



## EPUAP General Organisational Structure

