



WORLD FEDERATION OF | FÉDÉRATION MONDIALE DE | FEDERACIÓN MUNDIAL DE  
**CHIROPRACTIC | CHIROPRACTIQUE | QUIROPRÁCTICA**

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# **Disability & Rehabilitation Committee**

## Terms of Reference

**April 2017**  
**Revised June 2023**

A non-governmental organisation in official relations with the World Health Organization  
Organisation non gouvernementale en relations officielles avec l'Organisation mondiale de la Santé  
Organización no gubernamental en relaciones oficiales con la Organización Mundial de la Salud

## Name and Office

1. The World Federation of Chiropractic shall at all times maintain a sub-committee that shall be known as the WFC Disability and Rehabilitation Committee (“the DRC”).
2. The DRC shall utilise the address of the WFC Headquarters, located in Toronto, Canada. In respect of electronic correspondence, the DRC shall utilise the email address of its Chair or any other designated address that shall be posted on the WFC website.

## Committee aims and objectives

3. The DRC exists to serve as a body of experts to advise the WFC Board in the area of evidence-based disability prevention and rehabilitation as it relates to the practice of chiropractic.
4. This may include, but not be limited to, the identification of priority areas in disability and rehabilitation and activities congruent with identified projects of the World Health Organization (WHO). The DRC will also concern itself with matters of knowledge transfer, research and implementation as they relate to the practice of chiropractic.
5. The DRC may appoint individuals to serve on WHO working groups and special projects that may be identified from time to time.
6. Where possible, the DRC shall be represented at WHO meetings concerning rehabilitation and shall be responsible for submitting a report to the WFC Council at its annual meeting.
7. The DRC shall promote and facilitate collaboration with other stakeholders in the clinical and public health communities, both within and outside the field of chiropractic.
8. The DRC may formulate rules and policies such that it may deem necessary for the effective discharge of its appointed duties.

## Composition

9. The DRC shall comprise a Chair plus a minimum of six ordinary members of the DRC. The WFC Equality and Diversity Policy and the WFC Conflict of Interest Policy shall apply to the appointment of DRC members. Every effort shall be made to ensure that there is broad geographical representation consistent with the WFC regions.

10. The Chair shall be appointed by the WFC Board and shall serve a period of six years. This period may be extended by agreement of the Council, upon recommendation of the DRC. The WFC Secretary-General shall serve as an ex-officio member of the DRC.
11. With the exception of the Chair, members shall ordinarily serve for a period of three years, with two members of the committee being replaced every two years in a system of continuous renewal.
12. Nominations for new members of the DRC shall be invited whenever a vacancy arises. Calls for nominations shall be made by the WFC and suitable candidates shall be considered and recommended to the WFC Board for formal ratification.
13. The Secretary-General, or a person they shall appoint, shall act as the secretary to the DRC. The secretary shall be charged with summarising the outcomes of meetings and reporting to the WFC Board.
14. Should a vacancy arise on the DRC outside of the normal periods of appointment, the Board may, at its discretion, co-opt a member to serve until the normal period of expiry of the term of office, whereupon the member may be reappointed or a new member appointed as per the process described above.

## Meetings of the Disability and Rehabilitation Committee

15. Meetings of the DRC may be held in person, by telephone or by videoconference. These shall be held a minimum of twice each year.
16. The WFC Secretary-General, or a person he may nominate to serve as secretary to the DRC in his absence, shall be responsible for taking minutes and disseminating them to the members of the DRC in a timely manner.
17. Meetings of the DRC shall be deemed to be quorate when four or more members are present. At least 4 weeks' notice of an ordinary meeting of the DRC shall be given.

## Reporting structure

18. The DRC shall report to the WFC Board at least twice in every calendar year. Minutes of meetings shall be submitted to the WFC Secretariat for distribution.
19. The DRC shall submit a report to the WFC Annual Meeting of Members.

## **Amendments**

20. The DRC may propose policies and procedures in accordance with these terms of reference.
21. The DRC may propose amendments to these Terms of Reference, which shall be submitted in writing to the WFC Board.

## **Remuneration**

22. Reasonable expenses incurred by members of the DRC whilst acting in the course of their duties as DRC members shall be reimbursed by the WFC. These shall be approved in advance by the Secretary-General.