



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

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Public Health Committee

Terms of Reference

Revised September 2019

A non-governmental organization 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 (WFC) shall at all times maintain a sub-committee that shall be known as the WFC Public Health Committee (PHC).
2. The PHC shall utilize the address of the WFC Headquarters, located in Toronto, Canada. In respect of electronic correspondence, the PHC shall utilize 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 PHC advises the WFC Board in the area of public health as it relates to the practice of chiropractic and provides information to individuals and communities served by chiropractors globally.
4. This may include, but is not limited to, the identification of public health priorities, implementation of health promotion activities, public health campaigns and activities congruent with priorities of the WFC and the World Health Organization (WHO).

Committee processes and procedures

5. The PHC may appoint individuals to serve on WHO working groups and special projects related to public health that may be identified from time to time.
6. The PHC shall provide input into public health initiatives run by the WFC.
7. The PHC shall be represented annually at the World Health Assembly of the WHO.
8. The PHC shall be responsible for preparing a summary report of its activities to be presented to the WFC Board at its Annual General Meeting and at such other meetings that a report be invited.
9. The PHC shall collaborate with other stakeholders in the health care and public health community.
10. The PHC may formulate administrative rules and policies such that it may deem necessary for the effective discharge of its appointed duties.

Composition and terms of service

11. The PHC shall comprise a Chair plus 6 ordinary members who shall be appointed by the Board from time to time. The WFC Equality and Diversity Policy and the WFC Conflict of Interest Policy shall apply to the appointment of PHC members. Every

effort shall be made to ensure that all WFC regions shall be represented.

12. The Chair shall be appointed by the WFC Board and shall serve a period of 6 years. This period may be extended by agreement of the Board, upon recommendation of the PHC.
13. With the exception of the Chair, members shall ordinarily serve for a period of 3 years.
14. Should a vacancy arise on the PHC outside of the normal periods of appointment, the WFC Board may 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.
15. Nominations for new members of the PHC 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.
16. The Chair may recruit consultants to PHC working groups in order to accomplish PHC goals.
17. The WFC Secretary-General shall serve as an ex-officio member and act as the secretary to the PHC. With the assistance of the Chair, the secretary shall be charged with summarizing the outcomes of meetings and reporting to the WFC Executive Committee and Board.

Meetings of the Public Health Committee

18. Meetings of the PHC may be held in person, by telephone or electronically.
19. The WFC Secretary-General, or a person they may nominate to serve as secretary to the PHC in their absence, shall be responsible for taking minutes and disseminating them to the members of the PHC in a timely manner.
20. Meetings of the PHC shall be deemed to be quorate when 4 or more PHC members are present. The WFC Secretary-General shall give at least 4 weeks' notice of an ordinary meeting of the PHC.
21. Additional meetings of PHC working groups and/or subcommittees to complete PHC tasks and projects may be held at the discretion of the Chair, but will not include any items that require a quorum.

Reporting structure

22. The PHC will report to the WFC Board through the WFC Secretary-General.

23. The PHC shall submit a report to the WFC Assembly of Members.

Amendments

24. The PHC may propose policies and procedures to the WFC Board in accordance with these terms of reference.

25. The PHC may propose amendments to these Terms of Reference, which shall be submitted in writing to the Executive and ratified by the WFC Board.

Remuneration

26. Reasonable expenses incurred by members of the PHC whilst acting in the course of their duties as PHC members shall be reimbursed by the WFC. These shall be submitted as a proposal no less than 30 days in advance of the event for approval by the WFC Secretary-General.