



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

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Disability & Rehabilitation Committee

Terms of Reference

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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 (DARC).
2. The DARC shall utilise the address of the WFC Headquarters, located in Toronto, Canada. In respect of electronic correspondence, the DARC 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 DARC exists to serve as a body of experts to advise the WFC Council 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 DARC will also concern itself with matters of knowledge transfer, research and implementation as it relates to the practise of chiropractic.
5. The DARC may appoint individuals to serve on WHO working groups and special projects that may be identified from time to time.
6. The DARC shall be represented annually at the World Health Assembly of the WHO and shall be responsible for submitting a report to the WFC Council at its annual meeting.
7. The DARC 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 DARC may formulate rules and policies such that it may deem necessary for the effective discharge of its appointed duties.

Composition

9. The DARC shall comprise a Chair plus a minimum of six ordinary members of the DARC. The WFC Equality and Diversity Policy and the WFC Conflict of Interest Policy shall apply to the appointment of DARC 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 Council and shall serve a period of six years. This period may be extended by agreement of the Council, upon recommendation of the DARC. The WFC Secretary-General shall serve as an ex-officio member of the DARC.

11. With the exception of the Chair, members shall ordinarily serve for a period of three years, with two members of the Council being replaced every two years in a system of continuous renewal.
12. Nominations for new members of the DARC 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 Council for formal ratification.
13. The Secretary-General, or a person he shall appoint, shall act as the secretary to the DARC. The secretary shall be charged with summarising the outcomes of meetings and reporting to the WFC Executive and Council.
14. Should a vacancy arise on the DARC outside of the normal periods of appointment, the Executive 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.

Meetings of the Disability and Rehabilitation Committee

15. Meetings of the DARC may be held in person, by telephone or electronically. 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 DARC in his absence, shall be responsible for taking minutes and disseminating them to the members of the DARC in a timely manner.
17. Meetings of the DARC shall be deemed to be quorate when four or more members are present. At least 4 weeks' notice of an ordinary meeting of the PHC shall be given.

Reporting structure

18. The DARC shall report to the WFC Council through the WFC Executive. It shall submit minutes of meetings to the WFC Secretariat for distribution.
19. The DARC shall submit a report to the WFC Assembly of Members.

Amendments

20. The DARC may propose policies and procedures in accordance with these terms of reference.

21. The DARC may propose amendments to these Terms of Reference, which shall be submitted in writing to the Executive and ratified by the Council.

Remuneration

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