



Terms of Reference (TOR) for WCET Committees

All Standing Committees

- ◆ All committees shall consist of a minimum of four members, including the chairperson
- ◆ The Chairperson shall be elected biennially from amongst the nominees submitted by each Standing Committee except for the Journal Editor who is appointed by the President.
- ◆ Nominees are required to be committee members of good standing for at least 2 years prior to the election of the relevant Chairperson position and must have consented to serve in writing
- ◆ Chairpersons shall serve for a term of 2 years and are eligible for re-election to the same committee except for the Journal Editor
- ◆ All committee Chairpersons shall report to, and are part of, the Executive Board
- ◆ The Chairperson shall notify all committee members in writing of his/her appointment within 60 days following the general business meeting
- ◆ One term of service for each committee member shall be 2 years and re-election or voluntary service may involve additional terms
- ◆ The Chairperson shall compile biennial goals and objectives for his/her committee
- ◆ The Chairperson shall submit a biennial report to the Executive Board and for publication on the website for the membership
- ◆ The chairperson shall submit an annual report to the Secretary prior to the mid-congress Executive Board meeting
- ◆ The chairperson shall discuss all major projects with the WCET Executive Board
- ◆ Shall review and update the Terms of Reference for all committees and the relevant committee and the specific sections in the Policy & Procedure manual.



Constitution Committee

The Constitution Committee ensures that the existing constitution facilitates the ease of operation of the organisational affairs of the World Council of Enterostomal Therapists (WCET) and complies with Charities Commission requirements. In addition to the Terms of Reference for all Committees, the committee shall:

- ◆ Review the existing Constitution and solicit recommendations for amendments from the membership
- ◆ Submit recommendations for amendments to the Executive Board and then to the membership for approval
- ◆ The committee Chairperson shall conduct the business portion of the biennial general membership meeting, which deals specifically with the proposed amendments of the Constitution
- ◆ Arrange for the amendments to be typed and sent to the Publications Chairperson for inclusion on the website
- ◆ Ensure that the activities of the WCET, where applicable, are conducted within the framework of the Constitution
- ◆ The Chairperson shall arrange for all constitutional changes to be forwarded to the Charities Commission – if changes to clause 2, 15, or 16 have been accepted by the membership vote, then such changes cannot be acted upon without the approval of the Charities Commission

Education Committee

The Education Committee promotes ET nursing worldwide. The Chairperson shall serve as a member of the Norma N Gill Foundation Committee. In addition to the Terms of Reference for all Committees, the committee shall:

- ◆ Set guidelines for ET nursing Educational programs (ETNEPs and REPs) worldwide
- ◆ Provide assistance to help establish new ETNEPs and REPs
- ◆ Review and recognise new ETNEPs and REPs that conform to the WCET guidelines
- ◆ Review ETNEPs and REPs to ensure that they continue to conform to WCET guidelines
- ◆ Assist countries to develop ET nursing services
- ◆ Provide information on educational resources relevant to ET nursing
- ◆ Provide a forum at the biennial WCET congress for ET nursing educators



Publication & Communication Committee

The Publication & Communication Committee develops, maintains, reviews and revises all publications of the World Council of Enterostomal Therapists (WCET) as necessary and coordinates their distribution to the membership. In addition to the Terms of Reference for all Committees, the committee shall:

- ◆ Participate in all committee activities as appropriate
- ◆ Update, edit and be responsible for all the WCET publications other than the WCET Journal. These include:
 - Banners
 - Corporate stationary
 - Country (national) reports
 - Educational posters
 - Promotional materials
 - Promotional brochures
 - Order forms
 - Travel cards
 - Flyers
- ◆ Keep a tallied record of all publications
- ◆ Assist with the maintenance and updating of the website under the direction of the chairperson and in conjunction with the Executive Board



Editorial Advisory Board

The Editorial Advisory Board reviews, maintains and promotes the WCET Journal. The Editor of the WCET Journal shall serve as the Chairperson of the Editorial Advisory Board. In addition to the Terms of Reference for all Committees, the Editorial Advisory Board shall:

- ◆ maintain, review or revise publication schedules in consultation with the publisher, the World Council Executive Board and the Editorial Board
- ◆ maintain, review and revise WCET Journal design and content in consultation with the publisher, the World Council Executive Board and the Editorial Board
- ◆ promote the WCET Journal as a professional publication
- ◆ seek material from appropriate sources for publication in the journal
- ◆ compile journal content and meet publication schedules
- ◆ write editorials
- ◆ liaise with the publisher on layout and proof-read copy
- ◆ encourage and guide writers
- ◆ maintain journal files
- ◆ attend to journal correspondence

NNGF Committee

- ◆ The Norma Gill Foundation Committee strives to ensure that every individual with a stoma, tubes, draining wounds, fistulae and potential and actual altered elimination or tissue integrity receives care and advice from an enterostomal therapy nurse. The NNGF honours the accomplishments of Norma N Gill-Thompson, who pioneered enterostomal therapy nursing

The Chairperson shall serve as a member of the Education Committee.

In addition to the Terms of Reference for all Committees, the committee shall:

- ◆ promote enterostomal therapy nursing worldwide
- ◆ administer the Norma N Gill Foundation scholarships
- ◆ solicit funds for scholarships
- ◆ promote scholarship fund-raising endeavours



WCET Congress Liaison

The Congress Liaison, in collaboration with the WCET Executive Board, the Industry Congress Liaison and the Host Country Congress Convenor, will facilitate planning for the congress to which they have been appointed.

Operational Plan

- ◆ The Congress Liaison will be appointed by the President at least 4 years prior to the congress for which they are being appointed
- ◆ The Congress Planning Guidelines (CPG) will be the document used by all parties, i.e. the WCET Executive Board, Industry Congress Liaison, Congress Liaison and Host Country Convenor
- ◆ The Congress Liaison will ensure that the duties and responsibilities outlined in the Congress Planning Guidelines are undertaken and that there is evidence to support this
- ◆ The expenditure involved for the Congress Liaison to undertake this role will be met by the WCET and the host country as defined in the Congress Planning Guidelines

Suggested criteria for appointment

The Congress Liaison shall:

- ◆ Be a Full member of the WCET for at least 4 years
- ◆ Have attended at least two WCET congresses
- ◆ Have experience in congress planning
- ◆ Be a current or previous Executive Board Member
- ◆ Be sensitive to cultural differences.
- ◆ Have good communication and interpersonal relationship skills.
- ◆ Have good negotiation skills.



International Delegates

The International Delegate acts as a liaison between the World Council Executive Board and his/her country. The International Delegate shall:

- ◆ Be a full member of the World Council of Enterostomal Therapists (WCET)
- ◆ Be elected by his/her country for a period of 2 years, the term of office to commence at the conclusion of the General Business Meeting and concludes two (2) years later
- ◆ Attend biennial WCET business meetings as the international representative
- ◆ Act as a spokesperson for his/her country's national group at meetings
- ◆ Attend all WCET business meetings during the congress period to vote on agenda issues
- ◆ Submit a biennial report on the function of enterostomal therapy nursing in his/her country which will be posted on the website
- ◆ Promote membership of the WCET to all enterostomal therapy nurses in his/her country
- ◆ Submit each year one article, case study or item of interest from his/her country for the WCET Journal
- ◆ Circulate to members all agendas, minutes and documents relevant to WCET meetings
- ◆ Encourage and submit nominations for members in his/her country to serve on the WCET Executive Board or standing committees
- ◆ Work in consultation with his/her national group to select who will next represent the group as the International Delegate and advise the Secretary of the result 90 days prior to the congress.