

NATIONAL WHEELCHAIR MANAGERS FORUM

Terms of Reference

Purpose of the Forum

- To provide a representative body for NHS Commissioned Wheelchair Services at National Level.
- To act as a communication channel for NHS Commissioned Wheelchair Services at Local, Regional and National Levels (England & Wales).
- To initiate and develop quality standards and practice within the NHS Commissioned Wheelchair Services.
- Encourage the sharing of best practice and information sharing
- To have links with other organisations for the collection and dissemination of information from but not limited to:
 - RESMag
(Rehabilitation Engineering Service Managers Forum)
 - BSI Standards Committee
 - PMG (Posture & Mobility Forum)
 - MHRA
 - NHS Representative Bodies e.g. NHS England
 - Wheelchair Alliance
 - EAT Services

Title

The group shall be known as The National Wheelchair Managers Forum.

Communication

This will be an independent, open and honest forum for the sharing of information about good practice without commercial and political bias.

Executive Committee

The Forum, at its Annual General Meeting shall elect, from among its members, a Chair, a Vice Chair, Secretary, Membership Secretary and Treasurer, to hold office for a period of two years.

Elections

Elections shall take place at the Annual General Meeting for the following officers – Chair, Treasurer & Membership Secretary, Vice Chair & Secretary shall be elected on alternate two years thereafter. Each candidate for office must be nominated by two members of the Forum. Only Forum members may vote in elections

Membership

A member is someone who has the day to day operational management of an NHS commissioned wheelchair service and has paid their membership subscriptions. ResMag, MHRA and BSI Standard Committee may also appoint officers to represent their organisation on the Forum.

Subscriptions

Members shall pay to the Treasurer, on demand, the agreed subscription as may be required to meet the costs of running the Forum. Payment shall be made annually in advance of the expenditure incurred. Subscription amounts will be reviewed annually and agreed at the Annual General Meeting.

Guest Attenders

The Forum may, at its discretion, invite other interested parties, to send observers to its meetings, to participate in any discussions or activities but those observers carry no entitlement to vote.

Quorum

Six members must be represented to form a quorum.

Circulation of Minutes

The Minutes of each meeting shall be drawn up promptly, approved by the chair and posted on the members' area of the website pending approval at the next meeting, after which they will be moved to the public website.

Frequency of Meetings

Executive Members shall meet following the Annual General Meeting to identify the priority work streams for the year ahead.

NWMF meetings will be held quarterly, but additional meetings may be convened by the Executive Committee as required, or at the request of representatives.