



**NATIONAL DYSFLUENCY CEN
CONSTITUTION**

Name:

The Clinical Excellence Network shall be known as the National Dysfluency CEN.

Description

The National Dysfluency CEN is a supportive member-run and member-focused group, open to individuals with a professional interest in this field. Its core membership group will be speech and language therapists (SLTs) at different stages of their career. It is a non-profit organisation and its aims are to:

- Promote sharing of knowledge, expertise and good practice across geographical boundaries
- Offer low-cost, value-for-money learning opportunities, thereby supporting SLTs' continuing professional development
- Support and disseminate research in the area of disorders of fluency
- Create networking opportunities for members
- Provide opportunities for clinical discussion

Membership:

Individual membership is available to the following:

- Registered speech and language therapists from the UK and overseas
- Student speech and language therapists
- Retired speech and language therapists
- Other interested professionals working within the field of dysfluency (on application to the committee, which will be agreed on a case-by-case basis)

The CEN Committee:

The role of the committee is to coordinate CEN business in order to facilitate smooth and cost-effective running of agreed CEN activities. The committee shall consist of a minimum of six volunteer members and detailed below.

Role(s)	Key Responsibilities
Chair Kevin Fower	Chairing meetings; Finalising and communicating decisions to committee members; Maintaining an overview of CEN activities and business; Acting as spokesperson for the CEN; Ensuring CEN responsibilities are met; Maintaining relationships with regional CENs; liaison with voluntary organisations (e.g. Stamma); Coordinating annual membership survey; Coordinating recruitment to committee

Minutes Secretary Siobhan Ward	Producing accurate minutes from all meetings and updating/amending these as necessary; Collating the agenda with input from the CEN committee
Treasurer Rachel Everard	Monitoring membership/study day fees; Paying expenses and speakers' fees; Keeping accurate and up-to-date accounts; Providing receipts as required; Sharing financial information as required
Study Day Organisers (x3) Oli Cheadle Ali Berquez Steph Burgess	Planning and organising study days following input from members and the committee; Organising venues/online platforms; Organising speakers including travel and accommodation where applicable; Advertising study days; Collating attendee lists; Welcoming speakers and introducing them on the day; Ensuring events run to time; Collating and evaluating feedback; Organising 'thank you' tokens for speakers
Membership Secretary Debra Craven	Overseeing the membership database and membership information via the website; Distributing information and requests via email; Supporting members to join
Communications Officer Julia Henly	Lead with the CEN website and Twitter and Instagram accounts; Develop and maintain the CEN's social networking; Keeping the website up to date with relevant information regarding study days and other events; Managing advertising e.g. in Bulletin

All committee members are expected to participate in collective decision-making and produce reports relating to their area of responsibility.

Committee vacancies will be advertised to all CEN members as they become available. Applications will be sent to the Chair and then distributed to the committee for voting. Applications will be evaluated on merit, with consideration of the need for a balance of experience and geographical representation.

Each committee member will serve a maximum of three years before retiring. However:

1. Where possible, the Chair role will be undertaken by an individual who has served on the committee in another role for at least one year – this is to ensure a sound understanding of the CEN's business and responsibilities and a smooth transition for both the committee and the CEN membership. The person who is

Chair may then continue on the committee for an extra one to three years and could therefore potentially be on the committee for up to five years (with a maximum term of three years as Chair).

2. If a current committee member is unable to step into the Chair role, this role will then be advertised to the membership. If someone were to come onto the committee and straight into the role of Chair, this person will serve a maximum of three years on the committee.

A period of three years must elapse before previous committee members may stand for re-election.

It will be possible for the committee to co-opt advisors to assist them as and when it is deemed necessary.

Committee meetings will be an opportunity to share information, reflect on previous activity and plan for the future. Decisions will be made by majority voting but in the event of a split committee, the Chair will make the final decision. Meetings will be held twice yearly, typically in February/March and September at an agreed location or online. Attendance at committee meetings is considered a necessary part of the role and therefore reasonable travel expenses will be reimbursed. It is expected that committee members will submit their resignation with at least 6 months' notice to be discussed at the penultimate meeting that they are planning to attend (unless exceptional circumstances apply). Meetings require at least 4 committee members to attend in order to be quorate.

Extraordinary Roles:

The role of Signal Editor will be ongoing and non-elected. They will attend one or both committee meetings a year and contribute to the running of the CEN. They will have voting rights. ~~These are~~This is a nominally paid roles. The committee will review ~~these roles~~this role and related payments annually.

Finance:

The treasurer is responsible for the management of CEN funds and for accounting for those funds. Under no circumstances may the CEN incur liabilities which it cannot meet from its immediately available funds. The Chair will act as countersignatory for any CEN accounts and deputise for the treasurer when they are unavailable.

Annual General Meeting (AGM):

The AGM will normally take place every October and should conduct the following business:

- Announcement of new committee members
- Approval of reports and accounts from the committee

Study Days:

The CEN shall hold three study days each year, except in exceptional and unforeseen circumstances. These will normally be held once a year in London and twice a year in other locations easily accessible by public transport. Study days can also be held online. Study day information will be circulated to the membership as soon as it is available. The elected chairperson will chair a business meeting at the beginning of the day where appropriate. In the event of his/her absence, another member of the committee will be co-opted to chair the meeting.

Speaker Fees:

UK based NHS therapists will usually be paid a £25 book token. UK based independent therapists will be paid a maximum of £350 per half day and £750 per day. Payment for overseas speakers will be negotiated on a case by case basis.

Extraordinary Meetings:

These may be called as and when appropriate.