



International Council of Cardiovascular Prevention and Rehabilitation (ICCPR)

TERMS OF REFERENCE [2024 March 12] - Version 12

1. PURPOSE

Galvanized by the development of the ICCPR Charter in 2011, which was published in 2013, and with full reflection on the previous World Council of Cardiac Rehabilitation, the ICCPR was formalized as an Associate International member of the World Heart Federation (WHF) in April 2013. The main purpose of the ICCPR centers on advocacy and evidence.

- a. To bring together national/regional CR-related associations (see 2a) from around the world, to harmonize efforts in promoting cardiovascular prevention and rehabilitation;
- b. To work towards on-going consensus among CR-related associations globally, regarding the internationally-common core elements and standards of cardiovascular disease prevention and rehabilitation;
- c. To promote cardiovascular prevention and rehabilitation as an essential, not optional service to ensure broader access to these proven services;
- d. To support low and middle-income countries to establish and augment programs of cardiovascular prevention and rehabilitation (e.g., technical support, sharing tools), adapted to local needs and conditions; and,
- e. To consider and communicate the emerging evidence base for cardiac rehabilitation, and support research in this field.

2. MEMBERSHIP

- a. Every organization/association globally with a mission relevant to preventing and managing cardiovascular disease through Cardiac Rehabilitation is invited to apply to become a member of the ICCPR. When approved, each member Association will nominate one representative member to the ICCPR Council. The nominated representative must be agreed, via a proforma document sent out by the ICCPR Secretary and completed and signed by the Head (e.g. Chair or President) of each member Association.
- b. Nominated ICCPR council members should preferably be members of the Board of their member Association and demonstrate a good level of expertise in cardiovascular health and rehabilitation, either in practice, policy and/or research. Nominees may be asked to provide a paragraph-length biography for consideration. This biography may be posted with their permission to the ICCPR website if the nominee is appointed to Council.

- c. Leaders or champions in the field of cardiovascular disease prevention and cardiac rehabilitation who reside in jurisdictions without a relevant national or regional association, or residing where the formal association does not wish to join ICCPR, may join as “friends” of ICCPR.
 - It is hoped the “friends” will engage and encourage their national cardiology or heart foundation to formally join ICCPR where possible
 - Otherwise, it is hoped being part of ICCPR will promote development of more formal cardiac rehab societies in their region (e.g. the ICCPR has an established record of providing helpful guidance in assisting national associations/foundations to set up specialist subgroups interested in the prevention and rehabilitation of circulatory diseases)
 - The term will be 12 months, and then this will be re-visited in light of ICCPR’s relationship with the most applicable national/regional association
 - There is a limit to one “friend” per country
- d. Any Council member having concerns about another member’s ability to fulfill his/her role should direct his/her concerns to the Chair who shall discuss with the Executive members of Council. If for any reason the Executive believe that an individual may not be an appropriate representative (e.g. conflict of interest with the ICCPR), the Council will be required to vote to uphold or decline the Executive’s proposal to request an alternate representative from the member Association.
- e. All current member associations and “friends” will be listed on the ICCPR website www.globalcardiacrehab.com.

2.1 Membership Fee*

- a. Membership fees run on the calendar year. New members will not be charged until the next calendar year.
- b. An annual membership fee payable by each member is required to cover the following costs needed to run the ICCPR:
 - The WHF membership fee (\$1200 swiss francs annual fee as of 2024)
 - Maintenance of the ICCPR official website (globalcardiacrehab.com) and email distribution list
 - Director’s insurance and tax remittances / government filings
 - Office management fees
 - Other development activities that arise following agreement of the Council*
- c. Each Full member association shall contribute an annual membership fee (Appendix C) to the ICCPR, which from time-to-time but at no less than a two year-interval, can be altered through agreement by the whole of Council
- d. The fee for champion members / “friends” is also listed in Appendix C. This will be put towards your association annual fee if the “friend” is able to secure formal membership of their national association.
- e. Member associations and friends who are from a low- and middle-income country and can provide a clear rationale that such a fee is prohibitive, can apply to the Executive Officers for a negotiated reduced fee, but which cannot be less than \$10 USD*.

- f. Associations which do not pay their annual dues will be considered “Associate Members” only with no voting privileges.
- g. CR associations with more than 500 members are invited to be “Foundation level” members (Appendix C). They will be recognized as such prominently on the ICCPR website and may advertise for free on the ICCPR website (see policy).

* Additional cost items may be added to this list in the future but only with full agreement of the Council

3. MEMBER ROLES

3.1 Executive Officers

- a. The Council will be led by an Executive Council, composed of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Past-chair. These will be elected positions.
- b. Preferably the Executive is to be made up of experienced CR practitioners, policy-makers and/or researchers with diverse expertise and skills.
- c. Nominations for members of the Executive Council will be invited from within current ICCPR Council members. Where there is no suitable nomination for a position, we may seek a member from outside Council who meets criteria outlined herein. The positions will be appointed following review of nominations and eVote by the Council.
- d. For the purposes of expediting the need and/or challenges to fill Executive Officer positions, it may be required that there would be the event for two members from the same home-country/Society/organisation to be on ICCPR Council. In this event, the person in the Executive Officer’s role would have their voting rights limited to matters to within the Executive Board Activities, and voting rights for the wider Council members’ responsibilities would then be limited to one vote coming from their Society’s other colleague (the one vote per Society rule).
- e. The Executive may appoint from time to time a “special advisor(s)” to the Executive, when certain expertise or representation is needed. Appointment of such an advisor requires completion of a proforma which outlines the reason for this appointment and the roles to be fulfilled (Appendix A). This would need to pass a vote by full Council, and must be reviewed and agreed on an annual basis considering fulfillment of duties in the previous year. They do not have voting rights.

Examples of Advisors or Administrators, could include (but not exclusively) individuals who have expertise in:

- 1) Cardiovascular Research and/or Education, Organisational governance, Business, Finance, Fund-raising, Marketing and Communications, Professionally linked international networking and collaborations with key cardiovascular health societies or organisations, or
- 2) Persons/organisations contracted by ICCPR to perform a specified activity linked to activities exemplified above. ICCPR does not have the facility to employ individuals and as such any Contractee will take full responsibility for their own legal and financial/tax affairs as governed by the country in which they are operating and in keeping with the laws of the UN’s International Labour Organisation <https://www.ilo.org/global/about-the-ilo/lang--en/index.html>

- f. At the invitation for ICCPR to be represented at a meeting, conference, or congress of one of its Charter-endorsing associations or any other affiliated organization from around the world (e.g. WHO, WHF, ESC, AHA), the Executive Officers will meet and agree who is best to represent. The preference will always be for one or more of the Executive Officers to attend but in the event, they are unable, they will agree to appoint an appropriate member from Council to attend.

3.2 Chairperson

The Chairperson's responsibilities include:

- a. Maintain contact with and coordinate activities of the Council members and ICCPR's relationship with these associations;
- b. Review and approve the draft Council and Exec meeting agendas and minutes before distribution; Invite specialists to attend meetings when needed;
- c. Chair meetings; Ensure all discussion items end with a decision, action or definite outcome;
- d. If possible, attend (in-person or virtual) Member Association or WHF Board Meeting held at any meetings to which s/he is invited or appointed by member or affiliated associations.
- e. Present a report to council biennially with timing in conjunction with the ICCPR's in-person / hybrid meeting.
- f. Re-visit ICCPR's mission from the Charter regularly and ensure ICCPR is acting in accordance with the mission.
- g. Liaise with the WHF as needed, inviting one other applicable member of Executive to support as needed
- h. *As past-chair*, provide advisory support to the Council as needed for at least a two-year period, but not to exceed 4 years. This also includes remaining as their member association representative on the ICCPR council.

3.3 Vice-Chair

The Vice-Chair is responsible for:

- a. Chairing Council and Executive meetings where the Chair is absent
- b. Coordinating activities of the Executive Council and any new initiatives of the Council
 - E.g., Arranging ad-hoc webinars to ICCPR members, at the direction of Chair and Exec
- c. Liaison for ad-hoc task forces / working groups where there is no relevant "advisor" serving on Executive
- d. Liaise with the WHF, ESC, APCCRC and other major CR professional bodies to promote CR sessions at the major related Congresses, including submission of a specific ICCPR symposium
 - Liaising with other Societies to put forward ICCPR symposia in response to requests or open Conference calls, with support of Exec member responsible for scientific communications

- e. Governance, and Executive appointment succession (unless there is an Exec “advisor” in this capacity)
- f. Along with the Chair, re-visit ICCPR’s mission from the Charter regularly and ensure ICCPR is acting in accordance with the mission

3.4 Secretary

The Secretary is responsible for the following:

- a. Maintaining the ICCPR website (www.globalcardiacrehab.com), including ensuring the list of member associations is current (e.g., logos, websites)
- b. Polling members for webconference meeting availability, and scheduling Council and Executive (which may be held on a more frequent basis) meetings
- c. Prepare and circulate the agenda for each meeting at least 10 working days in advance, along with supporting documents.
- d. Prepare and circulate the minutes within 10 working days of the meeting.
- e. Maintaining Council documentation on a shared site (e.g., Dropbox). This includes a list of members and friends, terms and their contact information.
- f. Identify outgoing Council member association representatives and corresponding with the Head of member Association to ascertain replacement member annually.
- g. In support of governance lead/ vice-chair, vetting nominations for Executive Council roles prior to biennial meeting to present a slate of candidates to the Council for voting. Succession planning shall begin a minimum of one year prior to biennial meeting. In the event the Secretary is a nominee, this responsibility will be delegated to another Executive Officer who is not in conflict.
- h. Respond to requests of new associations and friends for membership. Notify the member Associations of the Council membership at least annually. This shall be stored in a spreadsheet
- i. Schedule and arrange the ICCPR biennial Council meeting held in conjunction with a decided Congress where possible, and prepare the related documentation.
- j. Ensure and coordinate a biennial review of all policies and procedures. Consult key stakeholders for input and review relevant ICCPR by-laws, standard practices of like organizations, related literature, and legislation as applicable, and/or other industry experts in the development of new policies or procedures as proposed by the Council.
- k. Maintain ICCPR email distribution list, including googlegroup
- l. Monitor globalcardiacrehab@gmail.com account
- m. Maintain ICCPR website
- n. Maintain ICCPR social media presence across: youtube, X, whatsapp, Instagram, LinkedIn and Facebook
- o. Arranging informal get togethers amongst ICCPR members at major cardiology conferences via email, where in-person

3.5 Treasurer

As the ICCPR is incorporated in Canada, the Treasurer shall normally be the nominated member from the CACPR. If this is not possible another Canadian member of Executive shall support the

Treasurer with signing authority or a Treasurer Advisor from Canada shall be named, to support a non-Canadian Treasurer nomination. Note any treasurer advisor shall have no voting rights and only one ICCPR member from CACPR shall have voting rights.

The Treasurer's role involves:

- a. Invoice the list of member associations and friends the appropriate amount annually for the collection of annual dues, facilitating distribution and including follow-up with delinquent associations.
 - The Treasurer shall work with the Secretary to keep a list of members (and the contact information for the corresponding administrator for dues payment in their organization) and their dues amount.
 - Inform secretary who has paid to update membership levels on ICCPR website annually
- b. Financial overview (e.g., bank service fees, bookkeeping fees)
- c. Ensuring annual dues are paid annually for WHF membership, website domain, mailing list etc
- d. Paying fees (where applicable) to support meetings in conjunction with major Congresses as decided by the Executive (e.g., meeting room, catering, audio-visuals)
- e. Work with Council to identify alternative revenue streams
- f. Collecting fees in relation to ICCPR policies (e.g., \$100USD* endorsement fee (link for endorsement policy [here](#)); \$200USD* fee for education training programs on ICCPR website; certification). Invoicing those that have had an ICCPR endorsement approved, as well as annually invoicing education training program contacts who wish to advertise on our website.
- g. Provide an annual financial report for the Council of the preceding year's activities and work with the Chair on producing a larger biennial Chair's report in conjunction with the ICCPR hybrid biennial meeting.
- h. Reviewing annual audited statements; appointing public accountant (or waiving)
- i. Financial support for special projects (e.g., CRFC payments for website maintenance and administration), which require management of PayPal account.
- j. Support for annual corporation filing with the Canada Revenue Agency, payment of Director's insurance and associated requirements with Secretariat Central.

Note there are 2 signatories to the ICCPR bank account (generally the Treasurer and one other member of Exec). Transactions are agreed upon in writing by at least two ICCPR executive members before any 1 signatory can proceed with outgoing ICCPR transactions (the bank also requires this documentation).

3.6 Ad-Hoc Task Forces / Working Groups

- a. Task forces may be struck to support initiatives spearheaded by Council. (e.g., Consensus Statements, Advocacy activities and global research projects).
- b. Current working groups reporting in to ICCPR Exec are: CRFC, ICRR and Program Certification. Council is eager to receive expressions of interest from members to develop and lead task forces. Interested parties are required to submit a proforma (Appendix B)

for a task or working group, including transparent mechanisms for nomination and international representation.

- c. These task forces shall have their own terms of reference and specific term ends (i.e., limited term). Task forces will have a Chair, and specified membership
- d. The proforma shall be first vetted by the Executive Officers. They will then go to vote by the full Council.
- e. Task force chairs shall be invited to provide an update to Executive Council at each Executive Council meeting.
- f. Task forces are required to undertake annual reviews led by the Task Force Chair and report the outcome of these reviews to Executive Council using the proforma in Appendix B.

3.7 Other Members and Friends

All other members of the Board are responsible for:

- a. Confirming their attendance at the meetings (or arranging an alternate).
- b. Putting forward any agenda items for the meeting, including appraising Council of their member association activities and resources.
- c. Review of minutes of previous meeting.
- d. Active participation in the meeting, including voting as required.
- e. Identify the need for a policy and/or procedure to be developed and/or modified.
- f. Communication of ICCPR initiatives to their own member Association Boards following each Council meeting.
- g. Informing the ICCPR Secretary when their terms within leadership roles of the member association is expired, and identifying and ensuring continuity of information with a successor as agreed by that member association's Board.

4. TERMS OF OFFICE

The Executive Council members (other than “advisors”) will serve for a minimum of two years, but with the expectation of a maximum 4 years. Initial appointments will be staggered, so that only a maximum of 2 Executive members will rotate out of these position every 2 years. Executive Officers can either have been previous serving members of Council and can remain on Council after their Executive term is completed but can only serve a maximum of a total of 6 years on Council. Term dates shall be made in reference to the biennial ICCPR meeting.

The Chair will serve for a minimum of two years. It is hoped that the Vice-Chair will be the incoming Chairperson (intention must be made known one year before next biennial meeting). To support smooth succession, the Secretary shall strive to identify incoming Executive Council members one year before the biennial meeting. These incoming Executive Council members shall serve in a “shadow / training” capacity for the year to facilitate on-boarding and role transition.

5. AUTHORITY AND ACCOUNTABILITY

The ICCPR Council Terms of Reference will be reviewed as needed and no less frequently than every two years and updates circulated to members.

Voting:

- a. A minimum quorum of members (10%) must be present before voting at a meeting can proceed.
- b. The Council will make decisions by a simple majority+1 if consensus is not achievable. If a decision is required and a quorum is not present, the decision will be voted on by alternate means (e.g., eVote).
- c. Additional non-Board members or technical experts may be invited to attend part or all of a meeting(s) as a guest at the request of the Chairperson on behalf of the Council to provide advice and assistance where necessary. They will have no voting rights.

6. FREQUENCY OF MEETINGS

Meetings shall be held as needed via webconference to complete the work of the Council, at a minimum of 3 / year. Meetings may be held at any time or place provided that 7 days notification of such meeting is given to each member.

The Executive Council shall generally meet in advance of each Council meeting and/or at a separate time to conduct its business.

Biennial meetings will be held in person in accordance with a major Congress where possible. At every biennial Meeting, in addition to any other business that may be transacted, a report of the Executive shall be presented.

* Note: all amounts listed in this ToR will be invoiced and should be paid in Canadian dollars.

Appendix A
Proforma for the Appointment of Special Advisor to the ICCPR Executive Council

In fulfilment of Clause 3.f of the ICCPR's Terms of Reference

1. The Executive Council of the ICCPR propose *Name of person here* to the position of Special Advisor to the Executive Council of the ICCPR
2. The reason(s) for this appointment are: (*brief statement one or two sentences*)
3. The named Special Advisor and the Executive Council agree that, in keeping with the Terms of Reference of the ICCPR, this post will be reviewed annually at a Council meeting of the ICCPR and if required to determine whether or not his/her services are required to be extended for a further 12 months, and that it is respected that this post does not carry any Voting Rights on the Executive Council but where this person is an elected full member of the council, their normal roles, responsibilities and rights are preserved

Name of ICCPR Chair:

Signature:

Date

Appendix B
Proforma for the Creation and Review of ICCPR Task/Working Groups (TWG)

In fulfilment of Clause 3.5 of the ICCPR's Terms of Reference

Name of the TWG:

Chair of the TWG:

Objectives of the TWG (including a statement of either proposed milestones and/or completion date of tasks, where the TWG will either be disbanded or whether the nature of the TWG will be an on-going activity of the ICCPR):

Names of the members of the TWG:

The Council have agreed to the formation and perpetuation of this group, as per the Terms of Reference (Schedule 1.) and that, as a standing Agenda Item of each of the Executive Council and each of the Full Council Meetings the Chair of this Group will provide a progress report

Name of ICCPR Chair:

Signature: _____ Date _____

Name of a seconding Executive Council Member
(cannot be the Chair of the this TWG):

Signature: _____ Date: _____

Schedule 1: Terms of Reference of the TWG (including the roles and the responsibilities of the Chair of the TWG and each of the individual members)

Appendix C

Annual membership fee for foundation member association as per February 13, 2024: \$750 USD*.

Annual membership fee for full member association as per February 13, 2024: \$250 USD*.

Annual membership fee for “friend” member as per February 13, 2024: \$50 USD*.