**Terms of Reference**

 **Stroke Support Organisation (SSO) Committee.**

1. **Purpose:**

The SSO Committee champions the voice of lived experience of stroke and facilitates the meaningful engagement of people with lived experience across WSO activities.

1. **The SSO Committee is responsible for:**
	1. Establishing, supporting and strengthening a global network of SSOs, particularly in low and middle income countries.
	2. Consultation with SSOs to identify their capacity strengthening needs and work in collaboration with other WSO Committees (Campaign, Education, Global Policy) to deliver training and development activities.
	3. Ensuring people with lived experience of stroke are involved and appropriately represented in the development of WSO marketing campaigns, public education materials and policy documents (eg fact sheets, brochures).
	4. Promoting the role and value of SSOs and ensuring the involvement of people with lived experience within the WSO and at the WSO Congress and sponsored events.
	5. Establishing, maintaining and sharing a WSO repository of stroke survivor/carer information and SSO case studies to support SSOs globally.
	6. Developing an annual implementations plan, aligned to WSO’s strategic priorities and the plans of other WSO Committees (Campaign, Education, Global Policy).
2. **Membership:**
	1. *Number*
		1. The SSO Committee should have a minimum of three members and a maximum of approximately 10.
		2. At least two members of the SSO Committee membership should be stroke survivors or carers.
		3. There should be at least two representatives from each WSO geographic region.
		4. The SSO Committee membership will have balanced gender representation.
		5. Each SSO cannot have more than one member on the committee.
	2. *Eligibility*
		1. The Co-Chairs and SSO Committee members must be WSO members (a priority will be given to WSO board members).
		2. **Under usual circumstances at least one of the Co-Chairs must be a board member.**
		3. SSO Committee membership is comprised of WSO members who are representatives of international SSOs.
	3. *Mechanism of selection:*
		1. The SSO Committee Co-Chairs will be appointed by the WSO Executive Committee.
		2. At least two SSO Committee members should also be members of the World Stroke Campaign Committee, at least one member of the Education Committee and one member of the Global Policy Committee.
		3. Vacant positions are advertised to all WSO members. Applications are reviewed and appointed by the Co-Chairs.
		4. In the case of an SSO representative resigning from the Committee, a proposal for a replacement representative from the same SSO will be made to the Executive Committee for endorsement.
	4. *Terms of Appointment:*
		1. SSO Committee members should serve on no more than one other committee, except if endorsed by the Executive Committee
		2. The SSO Committee Co-Chairs will serve a term of four years. They may be appointed to a second four year term.
		3. The SSO Committee members will serve a term of four years. They may be appointed to a second four year term.
		4. A member missing three consecutive meetings, unless previously agreed with a Co-Chair, will be retired and the position filled through the selection process in 3.3.3.
3. **Organizational Structure:**
	1. The Co-Chairs of the SSO Committee: provide strategic leadership; act as representatives of SSOs at the Executive Committee; convene SSO Committee meetings.
	2. The International Development Manager works with the SSO Committee to provide administrative support; support on strategic direction; champions the voice of people affected by stroke within WSO activities; coordinates efforts to strengthen the SSO global network; helps to coordinate the SSO activities for the World Stroke Congress.
4. **Meetings:**
	1. The SSO Committee will hold meetings at least twice per year.
	2. Arrangements will be made for members to participate remotely.
	3. The SSO Committee may invite non-voting observers.
	4. The Co-Chairs will convene the Committee meetings, supported by the WSO Secretariat, and the International Development Manager.
5. **Reporting Mechanism:**
	1. The Co-Chairs must submit a report of activities to the WSO Board, via the WSO Secretariat, at least twice a year
6. **Required Resources:**
	1. The work of the SSO Committee is informed by the annual SSO Development Implementation Plan, led by the International Development Manager.
	2. The SSO Committee will ensure materials on SSOs are up to date on the WSO website and in relevant publications.
	3. The SSO Committee is responsible for overseeing any projects, budget or staff employed to support SSO activity that have been agreed by the Executive Committee.
	4. The SSO Committee will participate in developing funding bids for SSO activities.
7. **Procedures:**

8.1 The SSO Committee will evaluate its performance and review these terms of reference annually.

8.2 The WSO Executive Committee will approve amendments to membership and the Committee Terms of Reference.

*Date: March 2023*

*Review: The Terms of Reference will be reviewed every two years the next review will be in March 2025.*