

Saudi Midwifery Group Governing Board



Saudi Midwifery Group Board Meeting Minutes of Inaugural Meeting 19th August 2015 17.00 hours Skype Meeting

Attendees:

| | |
|----------------------|-------------------------------------------------------|
| Ms. Roa Altaweli: | Vice chairperson |
| Ms. Franka Cadee: | International Advisor |
| Ms. Liz Clarke: | Secretary |
| Ms. Aisha Al Hajjar: | International Confederation of Midwives (ICM) Liaison |
| Ms. Shirley Naidoo: | Treasurer |

Apologies:

| | |
|------------------------|-----------------------|
| Dr. Ahlam Alzahrani: | Chairperson |
| Ms. Haniya Al-Harbi: | Scientific committer |
| Ms. Christine McCourt: | International Advisor |

Meeting was conducted using Skype technology. Multiple difficulties were incurred with connectivity for some attendees. Notwithstanding the difficulties a decision to proceed with the meeting was agreed upon.

1.0 Call to Order

The Chairman welcomed the members to the meeting and called the meeting to order at 17:20 hours.

2.0 Minutes of the previous meeting

Inaugural meeting of the Governing Board: Saudi Midwifery Group. (SMG)

3.0 ISSUES ARISING FROM THE PREVIOUS MEETING

Nil: inaugural meeting

4.0 NEW BUSINESS

4.1 Introduction of Board Members: Each member introduced themselves.

- 4.1.1 Ms. Franka Cadee: (Midwife), Franka is currently an International Policy Advisor to Midwives in the Netherlands. She has had experience in International Collaboration particularly in the Netherlands and Morocco. Ms. Cadee has a background in Anthropology. She has held past position of Treasurer with the ICM Board for a period of six (6) years. Her role on the SMG Board is as an International Advisor.

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4.1.2 Ms. Aisha Al Hajjar (Midwife) Aisha is a Direct Entry Midwife and facilitator of the Kingdom of Saudi Arabia (KSA) Midwifery Pioneer group. This activity was the tipping point for the establishment of the SMG.

- Her role on the SMG Board is as ICM Liaison

4.1.3 Ms. Liz Clarke: (Midwife) Liz is currently the Associate Executive Director of Nursing, Ministry National Guard Health Affairs (MNGHA) Al Ahsa. She was a practicing Midwife for many years prior to progressing into senior hospital management positions.

- Her role on the SMG Board is as Secretary.

4.1.4 Ms. Shirley Naidoo: (Midwife) Shirley is currently the Assistant Nurse Manager, Labour and Delivery, MNGHA, Jeddah.

- Her role on the SMG Board is as Treasurer

4.1.5 Ms. Roa Altaweli (Midwife): Graduate PhD Scholar. Roa is a Nurse/Midwife completing her PhD in Midwifery in the UK. . She is expecting to return to KSA by the end of October/early November 2015.

- Her role on the SMG Board is as Vice Chairperson

4.2 Approval of SMG as a Member body under the auspices of Saudi Obstetrics and Gynaecology Society (SOGS)

SMG has had tacit approval by SOGs to come under the auspices of SOGS. It is expected that the SOGS meeting will be convened within the next couple of weeks, at which time formal ratification will occur. The decision to come under SOGS initially is a Strategic decision. Ms. Altaweli gave a brief overview of the rules of the Kingdom, which govern the establishment of Profession Societies within the Kingdom.

Action: To that end, Ms. Altaweli requested all board members provide their Curriculum Vitae to her, for submission to SOGS.

4.3 Membership status with SOGS.

It is expected that SMG members will have membership status with SOGS

4.4 Non-Midwife members and acceptance of SMG by ICM

Concerns were raised regarding the requirements of ICM to accept Midwife only members. Given that the SMG was open to both Midwives and Nurses with an interest or practice in the field of Midwifery, and or Obstetrics, it may be necessary to have different levels of membership e.g. full membership of Midwives, Associate membership for Nurses and student membership for student Midwives.

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Action: Ms. Al Hajjar to confirm with ICM their rules regarding membership status.

Action: Membership categories to be written into the SMG Constitution

4.5 Governance Structure

As discussed at the General SMG Meeting, the governance structure of the group, as put forward for ratification of the SOGS. Previously circulated with the agenda, see attached.

4.6 Establishing a Constitution

“10 Steps to writing a Constitution” was circulated with the agenda. It was agreed to use this document, as a guide in developing the SMG Constitution.

Responsibilities for writing component parts of the document were discussed and agreed as follows:

| Step | Title | Responsibility |
|------|-----------------------------------------------------|----------------|
| 1 | Name of the Organization, acronym & contact address | Ms. Altaweli |
| 2 | Vision, Mission and Objectives | Ms. Altaweli |
| 3 | Membership | Ms. Al Hajjar |
| 4 | Governance | Ms. Cadee |
| 5 | Organizational Structure | Ms. Altaweli |
| 6 | Meetings | Ms. Clarke |
| 7 | Resource management | Ms. Naidoo |
| 8 | Amendments to the Constitution | Ms. Clarke |
| 9 | Discussion | Ms. Clarke |
| 10 | Legal Status | |

Copies of the Constitution as it is applied to other Midwifery Associations may be used as a guide.

Action: Ms. Cadee will circulate examples to the group.

4.7 International Recognition

Details need to be sought on the requirements and application process for SMG to become a member of the ICM

Action: Ms. Al Hajjar to seek information from ICM

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4.8 National Visibility

Key strategies need to be developed that will address the groups engagement with media and public relations. The strategy will also need to address increasing the 'visibility' of SMG across KSA, collaboration opportunities, networking and partnership opportunities.

Action: Ms. Altaweli to request **Ms.** Manal Felemban to develop Public relations Strategy.

5.0 Other business

5.1 Ongoing meetings;

Availability of Board members to attend either in person or via Skype will be requested. Frequency of Board meetings will be part of the Constitution.

Difficulties were experienced with the Skype connectivity by some participants. This needs to be taken in consideration for future planning.

6.0 Next meeting

To be advised

7.0 Adjournment

The meeting was adjourned at 19.00 hours

Minutes prepared by:



**Liz Clarke
Secretary
Saudi Midwifery Group**

Confirmation of minutes:

**Chair
Saudi Midwifery Group**

date



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Summary of Actions Required

| Topic | Action Required | Responsibility | Target Date | Status |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------|--------|
| Board Members CV | All board members provide their curriculum vitae to her, for submission to SOGS. | All Board members | 26 th August 2015 | Open |
| Membership categories | Membership categories to be written into the SMG Constitution | Ms. Al Hajjar | Prior to next meeting | Open |
| ICM requirements for membership. | Confirmation with ICM their rules regarding membership status. | Ms. Al Hajjar | Prior to next meeting | Open |
| Sample “Midwifery Association Constitutions” | Copies of the Constitution as it is applied to other Midwifery Associations may be used as a guide. Ms. Cadee will circulate examples to the group | Ms. Cadee | 26 th August 2015 | Open |
| International Recognition | Details need to be sought on the requirements and application process for SMG to become a member of the ICM | Ms. Al Hajjar | Prior to next meeting | Open |
| National Visibility | Development of Public relations Strategy. | Ms. Altaweli Ms. Manal Felemban | Prior to next meeting | Open |

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