

## **Information for nominees to the Executive Committee of COTEC**

### **COTEC Executive Committee work**

The Executive Committee of COTEC works on a voluntary basis.

The Executive Committee work consists of three two-to-three day face-to-face meetings a year, which cover one weekday and one weekend day at the minimum. In addition there is the General Assembly which requires the attendance of the Executive Committee members for four-to-five days.

In between times there are monthly Skype meetings with a minimum duration of one hour.

There may be occasional requirements to attend additional meetings, face-to-face or Skype, with our partners or project groups.

As one would expect these meetings generate actions which require work to be completed in between meetings.

The meetings amount to 12 to 15 days a year, the administrative and document preparation tasks may take an average of 5 hours a week.

There is regular email contact with Executive Committee, COTEC Members and other stakeholders using the COTEC corporate email account.

### **In addition to this workload there are a number of benefits:**

- Development of a European perspective on Health and Social care
- Opportunities to raise the profile of occupational therapy at a European, national and local level
- The ability to influence the development of the profession by working with partner organisations
- Gain understanding about how the European Union works and how policies and politics influence what occupational therapists do in practice
- Experience different levels of development of the profession, education and management of national associations
- Appreciation of the different cultural perspectives across Europe
- Some European traveling to support member associations
- Develop strategic thinking
- Developing new meeting skills and using languages
- Working in a friendly environment

Reasonable expenses for travel, accommodation and meals whilst traveling for COTEC will be covered.