

COTEC GENERAL ASSEMBLY REPRESENTATIVE ROLE DESCRIPTION

According to the Constitution of the Council of Occupational Therapists for the European Countries (COTEC), each Member Association having joined COTEC shall nominate a Representative and one Alternate in writing. These Representatives shall be invited to all General Assemblies and other meetings of the Council.

Position titles: COTEC General Assembly Representative and Alternate Representative.

Terms of office: The Representative must have mandate to take decisions on behalf of the Member Association within the limits defined by the Board, the Annual meeting/ General Assembly of the Member Association and the national law. The representative should preferably be the President or a member of the Board of the Member Association.

RESPONSIBILITIES of the COTEC General Assembly Representative:

1. The Representative must have a profound knowledge of the policies and priorities of the Member Association.
2. The Representative must have knowledge of the policies, priorities, including the Strategic and Action Plans of COTEC.
3. The Representative attends and actively participates in the annual COTEC General Assembly meeting.
4. The Representative should discuss the agenda for the General Assembly with the Member Association so as to be able to express the opinion of the Association.
5. The Representative must be able to take political and organisational decisions and vote in the General Assembly on behalf of the Member Association. In the case of a planned absence at the General Assembly it is the Representatives responsibility to prepare and send a proxy vote.

6. The Representative must have knowledge of English, because the working language of COTEC is English, if translation is needed it is the responsibility of the Member Association to provide this.
7. The Representative acts as a liaison person between the Member Association and COTEC, forwarding on agenda items and reporting on COTEC activities which have pertinence for the Member Association and practice within the country.
8. The Representative proactively identifies local issues and opportunities which may have a European or international dimension and keeps COTEC informed.
9. The Representative maintains an awareness of and informs the Member Association of international issues in which COTEC is involved which may impact on the profession in the country.
10. The Representative keeps up-to-date files of decisions, correspondence and reference material, and hands all such information to their successor.
11. The Representative is responsible for keeping the Alternative Representative, as well as the next Representative, informed of COTEC affairs and actions.
12. The Representative ensures a mechanism exist at national level which encourage the members to be aware of and become involved in COTEC international projects including the Register of Experts.

RESPONSIBILITIES of the COTEC General Assembly Alternate Representative:

1. The Alternate Representative deputises for the Representative in their absence and assumes all of the Representative's responsibilities for that period of time.
2. The Alternate Representative confers regularly with the Representative regarding International COTEC matters.
3. Keeps up-to-date files of decisions, correspondence and reference material and hands all information to their successor.