



Children, Young People and Families

A specialist section of College of Occupational Therapists



Business Link

Role and Responsibilities:

1. To lead on business issues within SS - Children, Young People and Families in consultation with the specialist section chair and past chair.
2. To maintain effective and efficient communication with the NEC about the business activities of the SS - Children, Young People and Families.
3. To liaise with the membership administrator and specialist section officer in consultation with the specialist section chair and treasurer concerning business issues.
4. To liaise with the Chair and vice Chair as the main Specialist Section Business Forum links and provide reports to the Journal where additional feedback is needed that is not covered by the Chair's report.
5. To be the main point of contact for business enquires from agencies outside of the SS - Children, Young People and Families.
6. To advise on SS - Children, Young People and Families views in relation to COT business in conjunction with the NEC.
7. To co-ordinate with the specialist section chairperson regarding documents for consultation or comments required by COT and relevant organisations relating to business issues.
8. To assist the Treasurer in business issues relating to regional groups.

General Duties

1. To take part in the NEC as a full committee member to attend NEC meetings and contribute to the work of the committee.
2. To promote the role and function of SS - Children, Young People and Families in liaison with other NEC members.
3. To keep a correspondence file in which all SS - Children, Young People and Families correspondence is retained for a minimum of two years (after which significant items are passed to the COT for archiving).
4. To submit documented claims for expenses incurred on behalf of SS - Children, Young People and Families to the treasurer on a regular basis.

