



Children, Young People and Families

A specialist section of College of Occupational Therapists



Practice and Education Sub Committee Chairperson

Roles and Responsibilities:

1. To form a sub committee governed by the terms of reference for SS - Children, Young People and Families Sub-committees.
2. To co-ordinate development of post graduate education for OT's working in children's services
3. To chair Education Sub-Committee meetings
4. To develop and accreditation of courses??
5. To liaise with the specialist section student Link.
6. To support and advise specialist section members running courses.
7. To maintain an up to date list of relevant courses and training organisations and where possible, advise branches on topics or speaker to consider. **NB.** It is not the job of the officer to run or organise courses.
8. To represent the interests of SS - Children, Young People and Families at the Specialist Section Clinical forum or delegate a member of the practice and education subcommittee to attend and feedback to the NEC.
9. To support the setting up of new Children, Young People and Families clinical forums

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.

