



# Children, Young People and Families

A specialist section of College of Occupational Therapists



## Chairs of Clinical Forum

### Roles and Responsibilities

1. To monitor the procedure and Role of the Clinical Forums including chairing the Forum meetings
2. To attend at least 2 NEC meetings a year and present a report to the meeting and contribution to the specialist section activity report and annual report.
3. To provide SS - Children, Young People and Families and COT with specialist advice and information to allow them to respond to national enquiries and initiatives.
4. To contribute to the annual specialist sections business plan by submitting an action plan for their forum's work.
5. To provide input to the development of the website by providing new information to update the website.

### General Duties

1. To take part in the NEC as a co-opted committee member to attend at least 2 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 submit documented claims for expenses incurred on behalf of SS - Children, Young People and Families to the treasurer on a regular basis.

