



Children, Young People and Families

A specialist section of College of Occupational Therapists



Assistant Regional Rep. Coordinator

Role and Responsibilities:

1. To liaise with Chairperson about current developments in the regional groups and, to assisting planning and to deputise for the regional rep coordinator as required.
2. To chair or attend events and meetings when delegated by the Regional Rep Coordinator (e.g Regional Representative Meetings.)
3. To co ordinate specific SS - Children, Young People and Families Regional projects.
4. To meet with the regional reps 2 times a year at the national regional rep meetings.
5. To feedback to the NEC issues from Regional Rep. meetings.
6. To support the formation of new regional groups.
7. To assist in developing and keeping up to date a specialist section Regional reps pack.
8. To encourage the Regional groups to submit articles and reports for the specialist section Journal and website.
9. To support the development of the Regional Reps website and ensure it is kept up to date.

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 the 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 the SS - Children, Young People and Families to the treasurer on a regular basis.

