

BRITISH ASSOCIATION/ROYAL COLLEGE OF OCCUPATIONAL THERAPISTS

COUNCIL MEMBER ROLE DESCRIPTION

1. Accountable to: The Chair, and through Council, the membership.
2. Responsibilities:
 - 2.1 To act corporately, as a Director of BAOT and Trustee of RCOT, to ensure the organisation is governed effectively as a member of Council.
 - 2.2 To take part in formulating and reviewing the strategic aims of the organisation and annual business plans.
 - 2.3 With other Council members, to ensure that the policy and practice of the organisation are in keeping with its aims.
 - 2.4 To act as a strategic leader and promote the interests of the profession and the organisation.
 - 2.5 To maintain oversight of financial matters in order to ensure financial probity, good governance and compliance with necessary legislation.
 - 2.6 To participate in duties allocated by Council.
 - 2.7 To declare any conflict of interests to the Chief Executive/Chair.
 - 2.8 To bring knowledge of the wider health and social care sector and to be informed about and bring experience, skills and expertise to the decision making and direction of Council.
 - 2.9 To promote and support effective communications with the membership.
 - 2.10 To act as an ambassador and promoter of the occupational therapy profession and the organisation.
3. Key Tasks:
 - 3.1 To contribute to the development of the organisation's strategic aims and ensure that they are properly implemented through the business planning process and other mechanisms.
 - 3.2 To agree the Royal College/Association's Annual Business Plan and monitor that the objectives are achieved.
 - 3.3 To agree annual budget proposals and take reasonable steps to maintain effective control of the financial management of the organisation.

- 3.4 To reflect the organisation's vision, principles and major policies at all times.
- 3.5 To contribute specific skills and expertise pertaining to own field of expertise in order to inform sound policy development.
- 3.6 To ensure that governance arrangements relating to the organisation are implemented, monitored and regularly reviewed.
- 3.7 In conjunction with the Chief Executive, to adhere to the governing articles of association in accordance with company law.
- 3.8 To be aware of, and comply with, the Trustees/Directors Code of Conduct and policy on conflict of interest for charity trustees/company directors.
- 3.9 To respond to requests for advice/assistance from the membership/other professionals and keep the membership fully informed about the activities, objectives and policies of Council.
- 3.10 To refer matters of interest or concern to Council for consideration/decision by placing them on the Agenda.
- 3.11 To actively participate in the Annual General Meeting, Council meetings and training activities relevant to role on Council.
- 3.12 To carry out expeditiously all requests from the Senior Administrative Officer/Chief Executive/Chair that require action such as responses to consultation documents.
- 3.13 To promote and actively encourage membership of RCOT.
- 3.14 To promote the organisation to a wider audience contributing to the future development of the profession and the organisation.
- 3.15 To be an active member of Council in exercising its responsibilities and functions.
- 3.16 Maintain good working relationships with senior managerial staff of the organisation.
- 3.17 To brief in-coming Council members to effect a smooth transition.
- 3.18 To carry out such other tasks as are commensurate with the position which may, from time to time, be required by the Chair.

For those representing a Board or the National OT Panel, to provide Council with a report of their Board or the Panel's activities. Please see additional Role Description.

May 2012