

## BRITISH ASSOCIATION OF OCCUPATIONAL THERAPISTS

<b>Job Title:</b>	<b>BAOT Delegate to the World Federation of Occupational Therapists (WFOT)</b>
<b>Accountable/responsible to:</b>	The Chairman, and through Council, the membership.
<b>Representation:</b>	<ol style="list-style-type: none"><li>1. To represent and promote the British Association of Occupational Therapists within WFOT.</li><li>2. To act as lead Council member on matters relating to the profession worldwide.</li></ol>
<b>Responsibilities:</b>	<ol style="list-style-type: none"><li>1. To ensure a mandate from the organisation for input to WFOT business.</li><li>2. To ensure that Council, the Chief Executive, the Director of Professional Operations and members at large are kept informed on the work of WFOT.</li><li>3. To support WFOT in the worldwide development of occupational therapy.</li><li>4. To promote the interests of UK occupational therapists in international professional affairs.</li></ol>
<b>Term of Office:</b>	4 years.

### KEY TASKS

1. To keep the BAOT fully informed on WFOT matters through regular reports to Council, the Chief Executive and the Director of Professional Operations.
2. To keep the BAOT membership at large informed about WFOT matters through Occupational Therapy News, the website, study events, etc.
3. To endeavour to increase the understanding of the purpose and functioning of WFOT and its activities in the UK.
4. To promote an understanding of the role and purpose of the British Association of Occupational Therapists to worldwide associations and colleagues represented at WFOT.
5. To promote WFOT congresses and events to BAOT/COT members in the UK.
6. To ensure that copies of minutes, publications and other WFOT documents are lodged with BAOT in liaison with the PA to Assistant Director of Communications and Marketing and appropriate material is passed from delegate to delegate when one completes his/her term of office.
7. The business of WFOT is conducted in English. This may require BAOT/COT delegates to provide support to colleagues not using English as a first language.
8. To attend the annual International Stocktake Meeting and any other ad hoc meetings as may be deemed necessary in relation to international occupational therapy business.

**NB**

1. The Director of Professional Operations has lead officer responsibility for international matters and is supported by the PA to Assistant Director of Communication and Marketing.
2. To ensure that appropriate procedures are in place for the nomination and election of the delegate and their alternate. The Council Member – International Affairs is elected by the membership at large.
3. To ensure that WFOT are informed of these elected representatives through the WFOT secretariat.
4. To ensure that an alternate delegate is attending a WFOT meeting, the WFOT secretariat is informed and endorses their credentials.
5. To make financial provision for the Association's corporate subscription to WFOT and the work of the BAOT delegate and alternates and ensure timely payment.
6. The Director of Professional Operations is to ensure timely payment of the corporate annual subscription – due by 31 January each year (the Association may be excluded for non-payment).
7. In liaison with the delegate, to promote individual membership of WFOT to BAOT members.