

British Association of Occupational Therapists (BAOT) Alternate to the BAOT World Federation of Occupational Therapists (WFOT) Delegate

Role outline

Responsibilities

To support the work of the British Association of Occupational Therapists (BAOT) World Federation of Occupational Therapists (WFOT) Council Member/Delegate in progressing and delivering the strategic aims of the World Federation of Occupational Therapists and the British Association of Occupational Therapists.

Term of office – Normally 4 years.

Key tasks

1. Deputises for the WFOT Delegate in their absence as requested and assumes all of the delegate's responsibilities for that period of time.
2. May attend and actively participate in WFOT Council meetings and activities when requested by BAOT and may seek election for offices and positions indicated in WFOT official documents.
3. Attends BAOT annual International Stocktake Meeting (normally in November) at COT HQ.
4. Actively participates in a range of projects being facilitated by the WFOT's project teams in any **one** of the following programme areas: Education and Research, International Cooperation, Promotion and Development or Standards and Quality.
5. Maintains an awareness of and brings to the awareness of the delegate, national and international issues which may impact on the profession and how these may link with each programme area and BAOT/COT business.
6. Works with the WFOT Delegate to implement strategies aimed at promoting the annual International OT Day within the UK.
7. Prepares or coordinates material for Occupational Therapy News and the website aimed at e.g. promoting the benefits of individual WFOT membership, summarising the outcomes of International OT Day.
8. Reads, reviews and comments on relevant communications circulated by the WFOT via the WFOT Delegate.
9. Maintains regular communication with the WFOT Delegate and the Director of Professional Operations.
10. Reads, reviews and comments on communications circulated by BAOT pertaining to international business.
11. Contributes to marketing materials and website information aimed at promoting membership and involvement with both BAOT and WFOT.
12. Provides regular progress reports of WFOT programme area activity being undertaken as and when required.
13. Keeps up to date files of correspondence and reference material and hands all information to their successor.
14. Declares any conflict of interest (must be declared).