

## Job description\*

<b>Function/Role:</b>	Chair of COC
<b>Committee:</b>	Commission of Certifications
<b>Terms:</b>	
Elect/Shadow period:	1-year shadow period
Max. years of extension:	3 years maximum
<b>Tasks and responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Chair the meetings of COC twice a year in March and July. Draft an agenda for each meeting and distribute the agenda to committee members in advance. Take responsibility to ensure that these meetings are minuted and that the minuted actions are completed.</li> <li>2. The Chair of COC, together with the committee, is responsible for all matters that deal with written and oral exams, and all matters involving accreditation. <ul style="list-style-type: none"> <li>• To determine dates and venues for exams</li> <li>• To maintain records of exam results</li> <li>• Respond to special requests for exceptions in exam process</li> <li>• Respond to all requests linked to the exam process.</li> </ul> </li> <li>3. Devise and administer the budget for COC together with the Chair of PTSC and the Treasurer (which includes all the expenses of exam procedures).</li> <li>4. To attend all meetings of PTSC.</li> <li>5. To attend, together with the Chair of PTSC, any relevant meetings to secure the world wide, international cooperation and mutual recognition of TA training standards and certification.</li> </ol>
<b>Competencies:</b>	The Chairs of PTSC and COC must be TSTA and proficient enough in English.
<b>TA competencies and requirements:</b>	Excellent knowledge in accompanying written and oral exams 'Training' skills to support examiners (written and oral)
<b>Special requirements:</b>	Experience in the management of organizational processes - Ability to work in a team - cooperation - delegation and monitoring of delegated tasks
<b>Other:</b>	Ability to manage stress in the face of the multiple interlocutors involved in the exams.

Reviewed

Christine Chevalier Chair of COC Committee	Uta Höhl General Secretary	Peter Rudolph EC Member
Date: 28.08.2020	Date: 28/08/2020	Date: 28/08/2020

\*based on the COC Chair Job description, April 2015