



Job description

Function/Role:	EATA Council Delegate
Committee:	to decide until the end of the 1 st Council Meeting
Terms:	<p>Duration of contract</p> <ul style="list-style-type: none"> • Delegates are appointed and agree to serve for a 4-year term of office, from the General Assembly in one year until the Council Meeting 4 years later. • An incoming Delegate is expected to attend the Council Meeting that takes place before the General Assembly as an observer, shadowing the delegate who is ending his/her term. The actual term of the new delegate starts officially after the General Assembly. • This means that during their 4-year term Delegates attend 5 Council Meetings: the first one as an observer, then 4 as an actual delegate. • Delegates may be re-appointed at the end of their term of office according to the statutes of their national association(s) Statutes. • Delegates who take on an Officer Role within EATA Council may be asked by Council to extend their term of office for one or two more years, although this may only be done with the agreement of the affiliated association(s) that appointed them. • When a delegate is elected President of EATA, a new delegate has to be appointed by the national association.
Elect/Shadow period:	see above
Max. years of extension:	see above
Tasks and responsibilities:	<p>Goals</p> <ol style="list-style-type: none"> a) To facilitate communication between national associations and EATA in order to promote and apply common vision of TA in Europe. b) To take part in group projects and decisions in order to pursue the purposes of EATA. c) To actively participate in Council activities in order to take into account national specific features in European decisions. d) To take part in one of the EATA committees in order to participate to the organizational development of the TA European community.

Responsibilities

- a) To facilitate communication between national associations and EATA in order to promote and apply a common vision of TA in Europe.
 - i. To inform EATA Council of any matters that the affiliated association(s) wishes (wish) to communicate to EATA.
 - ii. To manage the process of combining the information of different affiliated associations when there is more than one association within the country.
 - iii. To submit written reports on behalf of the affiliated association(s) twice a year: prior to the Executive Committee meeting early March and prior to the Council meeting early July.
 - iv. To provide a report to the affiliated association(s) after EATA Council meetings.
 - v. To be aware of common standards for working and teaching TA in all European countries according to the needs of the national association(s) (through PTSC Telegrams and/or Handbook updates).

- b) To take part in group projects and decisions in order to pursue the purposes of EATA
 - i. To familiarize oneself with EATA Council Statutes, Regulations, with minutes of previous EATA Council meetings, with current EATA business and any other relevant matters.
 - ii. To take part in punctual task forces, according to personal interest and competencies, to support the purposes of EATA, working with the other members of the group between Council meetings and presenting the result of their work during Council meeting.
 - iii. To vote during Council meetings and when required in between, in line with the instructions of the national association(s) and EATA purposes mentioned in the statutes, article 2.

- c) To actively participate in Council activities in order to take into account national specific features in European decisions.
 - i. To advise the affiliated association(s) of EATA business and agenda of Council meetings and obtain the views and any instructions of the association(s).

	<p>ii. To actively take part in committee work and group discussions during Council meetings, giving information and discussing points according to the delegate's knowledge of national characteristics and needs.</p> <p>iii. At the end of their term of office, to arrange for an effective handover to the next Delegate appointed by their country.</p> <p>d) Take part in one of the EATA committees in order to participate to the organizational development of the TA European community</p> <p>i. To attend all committee meetings during Council and when necessary in between Council meetings (COC, PTSC, TDRC, CC, ECC, Executive Committee).</p> <p>ii. To actively participate to committee projects by bringing their knowledge, experience, thinking and support between Council meetings through email exchanges, conference call meetings, etc.</p> <p>Information flow</p> <pre> graph TD Council <--> DELEGATE Executive_committee[Executive committee] <--> DELEGATE DELEGATE <--> Thematic_committees[Thematic committees] DELEGATE <--> National_Association_boards[National Association boards] DELEGATE <--> Members_of_National_Association[Members of National Association (during National General Assembly, ...)] </pre>
Competencies:	Not specified
TA competencies and requirements:	Not specified
Special requirements:	<ul style="list-style-type: none"> • The EATA Delegate role involves a 3 cornered contract between EATA, the National Association(s) and the Delegate. • EATA Council consists of delegates who are appointed by the affiliated associations and are empowered to act and vote on their behalf, within the constitution of EATA. The affiliated associations are bound by the decisions taken and voted by EATA Council. • When the affiliated association(s) in a country has (have) more than 300 membership units, that country may appoint 2 delegates to EATA Council. • Only EATA Regular Members in Contractual training and Certified Members are eligible to be delegates.

	<ul style="list-style-type: none"> Delegates will keep to EATA ethical code and ensure confidentiality about discussions within the committees, before clear decision to spread the information.
Other:	<p>Expense coverage</p> <ul style="list-style-type: none"> The Council delegate job is a voluntary one and is not remunerated. EATA covers the cost of the delegates' travel expenses to Council Meeting venues. Affiliated Associations cover the cost of their delegate(s) for accommodation and subsistence during Council meetings. EATA may occasionally decide to cover part of the accommodation and subsistence costs of all delegates during Council meetings.

Reviewed

Chair of EC Peter Rudolph	General Secretary Annamaria Cser	EC Member Sylvia Schachner
Date: 07.03.2020	Date: 23/05/2020	Date: 07/03/2020