

**THE ROYAL COLLEGE OF OCCUPATIONAL THERAPISTS UK RCOT SPECIALIST
SECTIONS FORUM**

TERMS OF REFERENCE

Responsible to: **UK Country Boards (Scotland, Wales, England and Northern Ireland)**

1. ROLES

- 1.1 The UK RCOT Specialist Sections Forum is formally constituted on behalf of the COT Specialist Sections and will report to the four Country Boards on a 6th monthly and annual basis.
- 1.2 The title of the Forum will be UK RCOT Specialist Sections Forum (UKRCOTSSF).
- 1.3 The UKRCOTSSF will be a member focus group for the development and collaboration and for the promoting and disseminating best practice.
- 1.4 The members of the UKRCOTSSF will be essential to the two-way sharing of information between the Specialist Sections, College staff, BA/RCOT Council and Country Boards.
- 1.5 The UKRCOTSSF will highlight emerging and leading edge areas of practice, areas of concern and promote and disseminate practice.

2. RESPONSIBILITIES

- 2.1 To facilitate communication, debate, influence and information exchange between RCOT and the Specialist Sections.
- 2.2 To encourage and support collaborative working with the Specialist Sections.
- 2.3 To support and assist in lifelong learning, Continuing Professional Development (CPD) and promoting excellence in practice.
- 2.4 To respond to emerging and leading areas of practice via lifelong learning, consultations, project work or guideline activities.
- 2.5 To assist and deliver positive contributions to achieve aims and objective of the BAOT/RCOT Strategic Plan.
- 2.6 To promote, represent the profession and disseminate information to members and key stakeholders.

3. MEMBERSHIP

- 3.1 The UK RCOT Specialist Sections Forum is made up of one representative from each Specialist Section. The representative should be a professional BAOT member, and a member of the National Executive Committee of the Specialist Section,
- 3.2 Each Specialist Section can propose an alternative for the Forum who will act on the instructions of the other representative.

- 3.3 The Chair and Vice Chair will be elected annually from the Forum. If the Chair retires the Vice-Chairman will assume the position of Chairman until the end of the RCOT financial year, when a new Chairman will be elected.
- 3.4 Additional members from a Specialist Section may attend the forum, after confirmation with the Specialist Sections Manager and at the Specialist Sections expense.
- 3.5 The Forum should promote and encourage succession planning for all Specialist Section vacancies.

4. **RULES**

- 4.1 The Forum will meet twice a year.
- 4.2 All members of the Forum have a responsibility to contribute to the Forum, taking responsibility for their Specialist Section being represented and having its views heard, and to allow equity of ideas and discussion.
- 4.3 The Forum must acknowledge that the Chair is also a member representing a Specialist Section.
- 4.4 Members may be asked to contribute between meetings where necessary, and when appropriate, contribute to papers.
- 4.5 A quorum will be six Forum members, one of whom must be the Chairman or Vice-Chairman.
- 4.6 The UKRCOTSSF will have a portion of the scheduled meeting with the UK RCOT Regional Forum known as the UK RCOT Branches Forum, where joint Minutes will be taken and distributed to both Forums.

5. **ADMINISTRATION AND SUPPORT**

- 5.1 The Specialist Sections Manager will be responsible for preparing an Annual Report preparing for the four UK Country Boards and collating 6 monthly Specialist Section activities.
- 5.2 The administration of UKRCOTSSF will be supported by the Specialist Sections Manager and Specialist Sections Administrator.
- 5.3 The UKRCOTSSF members' expenses will be submitted to the Specialist Sections Administrator within three months from the date of expenditure.
- 5.4 The Specialist Sections Administrator will provide a signed copy of the UKRCOTSSF Minutes of each meeting to the Headquarters for archiving and electronic copies will be sent to members. Copies should be made available to RCOT members on request.

6. **REVIEW**

- The Terms of Reference will be reviewed every three years.

MAY 2017