



RCOT Regional Committee – Job Description

Member Activity Lead

Role and Responsibilities:

- To be first point of contact regarding the regional activities and events for RCOT officers and members
- To take the lead organising an annual RCOT roadshow in conjunction with the regional committee
- To take the lead in developing and engaging in local activities that promote occupational therapy, the region and membership of RCOT
- Liaise with and update RCOT on New Graduate Groups within region. The name and email of the RCOT New Graduate Group Lead are to be sent the Membership Development Administrator
- To take the lead in engaging and developing local groups and informing the committee of feedback received from the membership
- To respond to activity specific email in the regional inbox
- To develop networks and links internally and externally in order to respond to invitations from local schools and attend, run and organise regional/local careers events.
- To liaise with RCOT regarding promotional materials for events and keep a small storage of these materials for use by other regional members.