BIOS British and Irish Orthoptic Society

OCE Representative Role Description and Person Specification

Main Responsibilities

- To act as an appointed representative of the British and Irish Orthoptic Society for Orthoptistes de la Communauté Européene (OCE)
- To be nominated by BIOS
- Represent British and Irish Orthoptists as member of the OCE
- Inform BIOS members of business discussed and outcomes of meeting of the OCE
- Promote British and Irish Orthoptics at OCE
- Write a report for BIOS board of trustees with key actions for BIOS and present full report to BIOS council meeting.
- Write at least two Parallel Vision articles per year
- To attend two BIOS Council meetings per year and provide reports as requested by the Chair / Vice Chair
- To represent BIOS
- To act as an ambassador for the profession
- To build a constructive relationship with and between other Board members
- Participate in the annual OCE education committee meeting (only relevant if you are an academic teaching orthoptics students)

Term of office: 3 years with formal re-election for a further 3 years and no further re-election until at least one year has passed.

Election process

- Candidates must be proposed by 2 full BIOS members.
- They should submit a CV with evidence to support the requirements of the role.
- They should have the support of their manager.
- Prospective candidates should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication.
- Where more than one candidate applies there will be an election by balloting Council members following normal BIOS election procedures.

Person Specification

Requirements:	Essential:	Desirable:
Qualifications/Training:	• Orthoptic qualification recognised for Registration (Diploma or Degree) • Member of BIOS	
Previous Experience:	• Experience of engaging with colleagues • Effective contribution on committees both in preparation, contributions at meetings and feeding back effectively. • Significant experience of practising as an orthoptist • Active within BIOS • Active within multi-professional teams	• Public speaking
Skills and Attributes:	• Well developed organisational skills • Able to use electronic systems to communicate • Highly developed communication skills	• Able to communicate in languages as well as English
Knowledge:	• Understanding of the role of an Orthoptist • The structure of the BIOS	• Structure of OCE
Requirements:	• Take part in teleconferences or video links as required. • Will require travel and some overnight stays to attend meeting within Europe	