

**Job description for: Member Education Committee
EFSHT**

Job title: Member Education Committee EFSHT

Substitute: none

Main purpose of job: To be an active and enthusiastic member of the committee which is working on streamlining the ECHT process and helping countries with National Certification.

Duties include: Duties are shared between members depending on work in progress but will include writing letters, documents and presentations and assessing ECHT portfolios. The committee meets once a year preferable at the same time and place where the Council Meeting will take place to draft documents and set aims and objectives for EFSHT Education. Following this, work is done using E mail and a virtual office (project management) in English. The term of office is 4 years and the committee would very much welcome a new member from a country which does not already have a national certification process.

Financial competences: none

Authority to sign: No

Professional Secrecy: The office holder is bound to professional discretion regarding information about people, data and procedures.

Requirements: The candidate must be able to communicate well in English both verbally and in writing. It is also essential that the candidate is able to function well on the internet (email, skype).

Formal information:

This Job Description has been revised in January 2014. It has to be re-assessed at the latest by January 2016 to adapt possible changes.