



NEWSLETTER

COEHRE newsletter - Edition 13 – January 2014

ROLES AND ACTIVITIES OF COEHRE COUNCIL MEMBERS 2014-2015

1. Ambition and aims of the consortium

Coehre has as its aims the development and the enhancement of the quality of Higher Education in Health and Rehabilitation by means of international cooperation in the field of education, scientific research and development. Its connects with (international) developments in higher education, with general developments in society and particularly with the specific developments in health and social care provision. Coehre focuses on multi-professional or multidisciplinary activities. Quality enhancement includes the sharing and development of best practices in education, including the link between education and research. These efforts may lead to the valorization of research and learning activities in innovative professional practice.

2. Formal roles within the Council

COEHRE is managed by a Consortium Council, composed of an elected president and at least five other members. One of the Council members should have the Belgian nationality. The Council elects from its members a secretary, a treasurer and distributes other responsibilities. At present the Council consists of the President, a Secretary/ Vice president, a Treasurer and three other members. The Council is assisted by the COEHRE Office Manager.

President

The President is the key representative for the organisation. S/he will steer the strategic development of the organisation and ensure the organisation remains financially viable. S/he chairs Council meetings as well as the General Assembly and will have the casting vote in any deliberations. The President will manage relationships with other linked organisations and prepare the annual budget for consultation.

Secretary/ Vice president

In addition to general council duties this person is responsible for establishing and maintaining links with the membership through the newsletter and other correspondence. S/he is responsible for ensuring notes are kept of Council Meetings and the General Assembly along with other significant meetings e.g. Annual COEHRE Academy Meetings as well as Dean's and International Coordinator Meetings at the Annual Conference. S/he works closely with the Office Manager to ensure regular contact is kept with the membership, that membership status of the organisation is kept up to date and fees are notified and paid on time and ensures that actions agreed in the council meeting are carried out. S/he formulates dissemination of news and other communications to the membership.

Treasurer

S/he will have responsibility and works closely with the Office Manager to ensure effective and efficient operational financial management of the organisation and act in accordance with the Council's decisions regarding financial matters.

General Council Member Duties

1. Attendance at the two Council meetings in January and June
2. Participation in council telephone conferences (September and March)
3. Attendance at Annual Conference and Council meeting (April)
4. Contribute actively to the agenda proposed for each meeting
5. Contribute actively in the implementation of the decisions taken by the Council
6. Contribute actively to the Annual Report
7. Undertaking of tasks related to organisation and smooth running of the annual conference e.g. chairing sessions, hosting meetings, welcoming new members etc.
8. Keep close liaison with the Office Manager and copy her in all of the correspondence
9. Any other duties required

3. Specific functions / lines of action

Based on the ambition and aims of Coehre the Council identified four lines of action for 2014-2015.

Action lines:	2014-2015
1. Conference <ul style="list-style-type: none"> - Staff conference - Student conference - Abstracts/ reviewing committees - Keynote speakers - International activities - Deans meeting 	The yearly conference theme is developed in agreement with the theme of the European Year
2. COEHRE Academy	Further development of Pillars and activities in accordance with strategy agreed at Academy meeting at conference: Organising ICHCI preparation seminars, Capacity Building workshops and dean's seminars
3. Integration of Social work	In accordance with a growing interdisciplinary care within health care and other disciplines as social work, Coehre will find a way to integrate social work in all Coehre activities
1. Research/ development and innovation <ul style="list-style-type: none"> - Towards valorisation of education, profession, implementing new knowledge in innovative professional practices - New member- and partnerships? - co-operation with service providers 	Erasmus+ and Horizon 2020 open towards new opportunities within research and development. The Council will investigate opportunities in order to make an integration into, for example, Academy activities. Engagement and development of member - and partnerships in accordance with COEHRE strategy and Erasmus+
2. Communication / Marketing	Within the Council one member should take specific responsibility for further development of www. Making the www a place to look for news and information about members activities and to raise the profile of the organisation.

For each of these action lines one Council member, or a combination of two members, should take specific responsibility.

3.1 Specific Functions in the Council: Staff and Student Conference

1. Develop the time plan of the conference
2. Articulate with the host institution the details of the programme
3. Develop, in collaboration with the Council and host institution the staff and student programme
4. Approach and communicate with the keynote speakers
5. Develop the abstract submission, review and acceptance process
6. Plan the parallel sessions program
7. Participate in the abstract reviewing committee

NOTE: Responsibility for Abstract submission and review process involves:

- Develop the online abstract submission system
- Develop the call for abstract process
- Develop the selection of reviewers
- Develop the blind review process
- Develop abstract types and structure
- Develop the abstract codification system
- Develop guidelines for abstract submission
- Develop criteria for abstract evaluation
- Develop the notification on acceptance process
- Develop the research networking among the consortium members

3.2 Specific functions in the Council: COEHRE Academy

1. Participate in the Academy meetings (January, April, October)
2. Collaborate in the development of the Seminars/Workshops Plan for the year (Academy)
3. Develop the method and instrument for evaluating the activities carried out
4. Collaborate in the definition of the Agenda and activities to be carried out in the COEHRE Academy Meeting during the Conference (namely: Report on the results of the activities of the year)
5. Assume responsibility for one of the seminars/workshops implemented
6. Guarantee smooth process throughout the seminar
7. Evaluate the activity
8. Write small report on the evaluation activity

NOTE: Responsibility for one of the seminars/workshops involves:

- Define the programme in collaboration to the relevant partners
- Define specific rules regarding accommodation for that activity
- Collaborate with Isabelle:
- Develop the publicity strategy (flyer or another)
- Guarantee the dissemination of the activity
- Agree with hosting institutions for the venue and catering
- Receive applications and communicate with participants regarding details

3.3 Specific functions in the Council: Integration of Social Work

The Council feels that, at least temporarily, one Council member should take specific responsibility to integrate Social Work into the Coehre activities.

3.4 Research / Development and Innovation

The council feels that one Council member should take specific responsibility for this line of action, starting with a workshop/seminar in Helsinki in September 2014. Erasmus+ and Horizon 2020 open towards new opportunities within research and development. The Council will investigate opportunities in order to make an integration into, for example, Academy activities. Engagement and development of member - and partnerships in accordance with COEHRE strategy and Erasmus+.

January 2014

Cor Segeren, President

Website: www.coehre.eu

Contact administrative office: isabelle.delariviere@arteveldehs.be