

The coordinators' roles document is an internal document for the ENPHE Governing Board and membership. It includes the principle skills, attributes, roles, and tasks of the individual coordinators' council members.

PRINCIPLES

The ENPHE coordinators' council consists of two representatives per full member country (= country consortium) which are one coordinator and one deputy coordinator.

Both positions are voluntary and unpaid. Any reimbursement of expenses is regulated by the *ENPHE Financial Governance* documentation.

CORE ATTRIBUTES

- Commitment to ENPHE's mission, vision and values
- Understanding of physiotherapy higher education
- Strategic thinking skills
- Understanding of transnational context and transdisciplinary relationships
- Teamwork skills
- Ethical standards and integrity
- Time for appropriate contribution
- A good personal network
- Good English language skills, both spoken and in writing.

COORDINATOR / DEPUTY

<p>ENPHE COORDINATORS' COUNCIL POSITION DESCRIPTION</p> <p>TITLE OF POSITION – COORDINATOR / DEPUTY COORDINATOR</p> <p style="text-align: right;">MAY 2020</p>	
<p>PRINCIPAL PURPOSE OF ROLE</p> <ul style="list-style-type: none"> • To liaise and facilitate between an ENPHE country consortium and the Governing Board • To support the Governing Board to govern ENPHE and to carry out actions necessary to implement the mission and vision of the network in accordance with the strategic statement and charter of ENPHE • To represent a country consortium during coordinators' council meetings • To vote on behalf of the country consortium 	
<p>GENERAL DUTIES AND RESPONSIBILITIES OF A BOARD MEMBER</p>	

To act honestly, in good faith and in the best interests of ENPHE and its members, and in so doing, to support the network in fulfilling its mission and discharging its accountabilities.

PRIMARY DUTIES

In concert with fellow coordinators' council members, the coordinator will:

- Elect the members of the Governing Board
- Approve co-opted Governing Board membership
- Approve the Governance Guidelines
- Advise on the establishment of working groups
- Control the appropriate use of the budget
- Grant and approve honorary memberships

- Support the Governing Board to govern ENPHE and to advance and protect the long-term interests of the network throughout Europe and the world. This includes to:
 - Promote ENPHE throughout educational institutes in the country to share activities and attract new members
 - Share best practices related to the ENPHE mission and vision with potential and new members
 - Connect with the national consortium membership, on a regular basis, at least twice a year before the annual seminar and conference, to discuss ENPHE matters
 - Provide feedback to the coordinators' council regarding the agenda of the country consortium
- Work in cooperation with the ENPHE network manager to create communication, promotion and PR activities etc.
- Undertake a review of the network's activity and financial reports (if nominated as reviewer)
- Report together with the ENPHE treasurer to the General Assembly (if nominated as reviewer)

APPOINTMENT & TENURE

The chairperson is appointed for a period of two (2) years with the option to stand for further terms. The role of the coordinator is elected by an ENPHE country consortium.

TIME COMMITMENT

An estimated commitment of at least 8 working days per year plus attendance of at least one coordinators' council meetings, one seminar and one general assembly per year at least app. 6 working days per year. The meetings may be offline or online meetings.

CONFLICT OF INTEREST

The coordinator should be free of significant conflicts of interest and declare any matters that may impact on performance as a coordinators' council member.

PERSONAL ABILITIES & SKILLS

The coordinator should ideally have the following abilities:

GENERAL

- To see the big picture and the implications and impact on issues in the broader sense
- To make sensible, astute recommendations and decisions

- To interpret both factual and conceptual information and make sound judgements based on that information
- To contribute to the creation and not merely the preservation of membership value, and
- To be fluent in spoken and written English.

LEADERSHIP

- To manage a country consortium
- To resolve conflict
- To manage problem-solving and decision-making processes
- To inspire the country consortium stakeholders, and to build participation.

STRATEGIC

- To understand the needs and demands of the country consortium in relation to the entire ENPHE membership
- To understand the position and relationship with key stakeholders of the network
- To ensure that strategies and action plans are adopted at the national levels that will deliver the network's vision and mission, and
- To look beyond the short-term and ensure that the board adopts a longer-term, sustainable and visionary approach.

CONTENT

- Sound knowledge of and experience in the field of physiotherapy higher education.
- Sound experience in representation, communication, and leadership

ANALYTICAL

- To interpret financial statements and statistical information and the significance and meaning of appropriate performance indicators (if nominated as reviewer)
- To remain objective and measured under pressure.

SOCIAL

- To participate actively and harmoniously, respecting and valuing the contributions of others and contributing to effective teamwork
- To articulate a point of view in a coherent and persuasive manner without dominating the council's proceedings; and
- The strength of character to maintain an independent point of view when others disagree.

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DATE AND SIGNATURE



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