

European Academy of
Childhood Disability

Académie Européenne des
Handicaps de l'Enfance



Information for National Co-ordinators

December 2013

Contents

- 1 Introduction
- 2 Role of National Co-Ordinators
- 3 Elections for National Co-Ordinators
- 4 Appendix

1. Introduction

This document is written to act as guidance for National Co-ordinators of EACD. It is fully understood that every country will be at a different point in developing services for their children with disability. There are very few countries that have a National Academy and in some countries there will only be a handful of individuals who are engaged in relevant activities. Therefore this guidance should be interpreted liberally. In some countries it may not be appropriate to have a National Academy as there are already established professional organisations working with children who have a disability. EACD, as an umbrella organisation, is willing to support the development of services in individual countries as laid out in the mission statement of the organisation.

2. Role of National Co-Ordinator

National Co-ordinators play a crucial role in supporting the work of EACD at national level in promoting communication, mutual learning and support between professionals with an interest in neurodisability. The National Co-Ordinator can be of any professional discipline who has an interest in Neurodisability

The responsibilities of National Co-ordinators are:

Local Networking

- To liaise with existing national organisations and Neurodisability networks and encourage links to the EACD website from existing organisations
- To liaise with the local leads for Neurodisability Services/Organisations. It is recommended that National Co-ordinators should keep a database and check that the details are up to date annually
- To encourage membership of EACD from both medical and AHPs in multi-disciplinary teams throughout the country
- If a National Academy is not established or if there is no alternative professional network, there should be a long term ambition to work towards this. The UK Model of an Academy can be found in the Appendix as an example.

Education and Training

- To arrange local Neurodisability meetings (either stand alone or as a separate section within another suitable local meeting. Whenever possible, this should be multidisciplinary
- To support the development of Neurodisability training. This can be supported by EACD especially for countries with limited resources. This could take the form of EACD committee members contributing to a local workshop or EACD paying fees for speakers and their expenses in certain situations by prior agreement. If there is an existing National Academy, it should be self-supporting

Policy

- Contribute to EACD policy consultation documents
- To explore opportunities to undertake projects on behalf of EACD (including representing the local academy/neurodisability colleagues at international meetings)
- The EACD Chair is willing to support the National Co-Ordinator in their role within the National Academy or any other equivalent professional network.

Committee Meetings

- To attend EACD executive committee meetings as requested. One of these meetings is held preceding the annual EACD conference
 - Arrange for a colleague to deputise if unable to attend the meeting
 - National Co-Ordinators will be asked to summarise recent activities, initiatives or challenges arising in the representative country, and to nominate issues for discussion at the meeting
 - If a National Representative consistently finds it difficult to carry out the role and cannot attend EACD GMC meetings, then that person will be expected to relinquish his/her position and seek a replacement

- To represent colleagues from the designated country by presenting their opinions, concerns or achievements at the EACD executive committee (or to members of the executive between meetings when necessary)
- To represent the EACD in the designated country by feeding back information from the EACD executive committee, and disseminating information generally about EACD to local colleagues

3. Elections for EACD National Co-Ordinator

The National Co-Ordinator will be elected for a period of 3 years. This may be extended by further terms if no other candidate stands for election. The National Co-Ordinator must be a fully paid member of EACD

Nominations

- The local National Academy/equivalent organisation should nominate a National Coordinator. If there is more than one candidate there should be a local election. A brief CV of the candidate should be sent to the EACD Secretary accompanied by a 200 word manifesto. This will be presented to the EACD GMC for approval.

If there is no proposal of a candidate the following could take place:

- An individual can make a self-proposal with a 200 word manifesto and a brief CV. If the EACD GMC consider this to be a suitable candidate the EACD Secretary will contact other EACD members in that country and ask them to ratify the proposal
- The EACD could actively approach the local National Academy/Organisations and ask them to select a National Co-ordinator. The 200 word manifesto and brief CV will still apply to be approved by the EACD GMC

Appendix

UK Model for National Academy Executive Committee Members

Name	Position	Key Responsibilities
	Chair	Manage the Executive Committee and help determine strategy
	Past Chair	Assist the Chair
	Treasurer	Manage the National Academy finances
	Honorary Secretary	Collate correspondence and external consultations, relate to appropriate local organisations
	Academic Convenor	Support organisation of national meetings, lead adjudication of abstracts as relevant
	Chair, Strategic Research Group	Convene a research group and meet regularly to set and carry out national research priorities
	Governance and Audit	Co-ordinate and lead subgroup to develop national governance and audit issues
	Neurodisability Training Representative	Advise on training issues
	Editor, Newsletter	Determine themes and commission articles for the quarterly newsletter
	Parents' & Carers' Rep	

UK Organisational Representatives

	Representative of a National Family Support Group
	Representative from National Medical Association
	Representative of Psychologists/Psychiatrists
	Representative of Speech & Language Therapists
	Representative of Physiotherapists
	Representative of Occupational Therapists
	Representative of Nursing
	Representative of Education/Teachers

UK Academy Administration

The tasks of the administrator include:

- Administering the Local Academy EC Meetings
- Providing administrative support to the Local Academy officers
- Organising the Local Academy Annual Scientific Meeting
- Preparation of the Newsletter
- Managing the Local Academy membership database
- Maintaining the Local Academy website