



July 2017

EUROTAB: Job Description

EuroTAB has two main tasks:

The first is to appraise applications from potential Training Programmes, Assistant Trainers, Trainer Candidates and Trainers. In some cases this is done in conjunction with the three other international TABS (NaTAB, AusTAB, D-TAB).

EuroTAB also works on existing policies and creates new policies with the aim to improve and keep the application and assessment process up to date.

You can find information about the mission of the EuroTAB Council in the Statutes and Internal Regulations of the EuroTAB Council on the website: <http://www.eurotab.org/en/etc/etc-resources-downloads>

COMMUNICATION

TEAMSPACE: online platform used to discuss applications and store information.

ZOOM: video conference call system (similar to skype) used to have regular monthly meetings

EMAIL: used regularly to share information and notify members of updates on Teamspace.

LIVE MEETING: two annual live meetings are held in a city of choice to discuss things face-to-face and go deeper into issues.

APPLICATIONS: *Training Programme, Assistant Trainer, Trainer Candidate, Trainer*

- Upon receipt of an application at EuroTAB office, the application is checked for completeness. Once so, the application is emailed to all EuroTAB members together with the checklist for review. EuroTAB works with the principles of "Empowerment": for each Application (Training Programmes and personal applications) a responsible person is assigned (called "shepherd" or "process owner"). This person is responsible for the whole process, collects and summarizes notes and considerations of the fellow members, suggest a procedure, drafts the letter etc.

- EuroTAB members read the application and prepare their notes based on the policy requirements, as appear on the EuroTAB website: www.eurotab.org

- For the discussion of applications, the members are prepared with their reviews of the application.



EUROTAB PROJECTS

EuroTAB regularly launches project referring to internal as well as external processes.

GROUP AND COMMITTEMENT

Although the work on the EuroTAB is a voluntary work you do for the community, it's important to prepare thoroughly, observe and respect deadlines, and inform the office and the whole group early enough when offline, or away.

Consider your EuroTAB work as a serious commitment. If you want to drop out, or not renew your term, please tell well in advance (best is 1,5 – 1 year ahead of time) so that the ETC can find new candidates for your position in time.

CURRENT EUROTAB Members

Lorna Tardin (Chair)

Annatina Escher (Vice Chair)

Dilan Pillai

Franck Armand

Ann Allen (Office)

For further questions please write to Annatina Escher Koromzay: praxis@annatinaescher.ch