

STUDENT REPRESENTATIVES: ROLE DESCRIPTION

Welcome to the SPOTeurope Team! SPOT has made some huge changes over the past few months and expanded their Team immensely. We are very happy that you’ve offered your skills to assist SPOTeurope. Below you will find your ‘role duties.’ Of course these descriptions are open for your thoughts and ideas to do it differently, if you have any additions or if anything is unclear, please feel free to discuss this and let us know. Because more thoughts make better ideas! :)

**Recommendation:**

* Ask your school if they are members of ENOTHE and who is the Schools ‘go to’ lecturer for ENOTHE. They will be your best source of information and support within school!

**Things we like to know each month:**

* sending a monthly update: What are the interesting things you’ve done or want to share? For example, is your school planning to do nice activities or an event? Did you have a particularly interesting lecture? Are you, a peer, or your school involved in interesting projects? Did you promote SPOTeurope? This is for our newsletter so everyone knows what’s going on across Europe, as well as to keep track of all the (SPOT) activities through through Europe - it’s nice to know how SPOT is spread! :)

**Communication**:

* We have made a ‘Student Representatives’ Facebook group, in which all student reps can share ideas, exchange experiences and ask questions. You’ll be added as soon as possible!
* We will contact you with questions or information through email or the Facebook group. Different students from our Board can contact you (the blogger, social media lead, outreach lead etc.).
* Please help in developing SPOTeurope; feel free to feedback your experiences and ideas on how things should change! SPOTeurope is your project too! :)
* Of course if you want to chat with us, for questions, ideas or just for fun, you can whats-app or facebook-message us! \*
	+ Marlies (President): +31 6 28344173
	+ Alex (Outreach Coordinator):

\* What are you thoughts on the best way to communicate? Let us know what you think would work best.

‘Role duties’

* You have the freedom to promote SPOT, as well as your school and region, in your own style. Make this role your own! You can do this by:
* **Letting all your OT-buddies know that SPOTeurope exists**! We ask you to share and spread the word through:
	+ Doing short presentations to students and lecturers in your university to create awareness. Get your fellow students excited! At the website (tab ‘promote spot’) you can find a PowerPoint with all the information you’ll need to do this.
	+ Sharing your presentations on social media! Tag us or send us pictures, so that we know what’s happening! :)
	+ Inviting your OT friends to our Facebook page and Twitter.
	+ Sharing the platform on your school website if possible.
	+ Having a SPOT ‘stall’ or ‘workshop’ at your schools events.
* - **Letting OT students across Europe know that your school exists!**
	+ Let us know when your school has an event.
	+ Let us know about any unusual teaching methods or subjects at your school.
	+ Let us know about OT/Healthcare/Internationalisation events in your community
* **Keep our social media active!** Like, comment and/or share our posts:
	+ Ask questions about projects,
	+ share your stories about internships or other interesting activities
	+ react to other people’s comments & new posts.
	+ We will ensure the FB, Twitter and Instagram are updated about your activities but we rely on you to get more engagement! These small things will all help to attract new student interest and develop SPOTeurope!

It would be awesome if we can show, in the near future, what you guys do as student representatives. To let other students know that we are out there & encourage them to join as well! It would be lovely if you can **send us pictures of your activities** as (new) student representatives, so that we can make a nice blog about it in the near future. Please send your stories, pictures etc. to: info@spoteurope.eu or tag us on social media! :)

Mini SPOT’s

At the moment we have around 10 Mini SPOTs and are looking for more! If you’re interested, please have a look on our website or social media, where you can find a ‘how-to-guide’ for creating Mini SPOTs which will give you ideas on where to start.

We have a Boardmember who is in charge of the Student Reps and Mini SPOTs: Alex. So if you’re interested or have questions; don’t hesitate to contact him!

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Finally, let us know if you have any other ideas to help take SPOTeurope to the next level!

**We are really looking forward to your activity and appreciate all your effort!**