# Student Board Member (SBM) Rules of Procedure

## Introduction

Since 2019, ENOTHE (European Network of Occupational Therapy in Higher Education) and SPOTeurope (Student Platform Occupational Therapy Europe) have a **Student Board Member (SBM)**. This person’s role is to represent the students voice within the ENOTHE board. Therefore, the SBM is actively involved in both boards (more detailed information about the role can be found on the website). The SBM is considered a full board member of the ENOTHE board and complies to the requirements as stated ENOTHE’s constitution (§11 para. 3, November 2019).

Following guidelines describe requirements as well as the procedure for becoming a SBM and are compliant with ENOTHE’s constitution (§11 para. 3, November 2019).

## Requirements

Next to the motivation for engaging actively in two boards and completing the role’s tasks, following formal criteria have to be fulfilled to be able to become a SBM:

* former experience within SPOTeurope (e.g. within a mini SPOT, as student representative or within the board)
* registered occupational therapy student at an ENOTHE members’ institute
* availability for at least one year (preferably more)

## Election Procedure

The SBM is elected by the SPOTeurope board. In order to represent the students voice and to be participative, the opinion from occupational therapy students will be taken into account and plays an essential role within the election process.

Prior to the election, applicants must send a motivation letter and CV, as well as a letter of support from a teacher (e.g. ENOTHE representative).

The SPOTeurope board will then see whether the formal criteria are fulfilled and a maximum of four persons will introduce themselves to the SPOTeurope network in a Town Hall meeting. Afterwards, every European institution with an occupational therapy program has one online vote for their preferred candidate. In case of a draw students vote again between those candidates.

## Handover Period

After the election, there will be a handover period. Furthermore, the former SBM will prepare a handover document and act as a mentor for following SBM. In order to introduce him or herself, the new SBM has to write an introduction for the newsletter as well as both websites (ENOTHE & SPOTeurope) and will be officially introduced in the following ENOTHE Annual Meeting and preceding ENOTHE board meeting.

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Based on feedback from SPOTeurope & ENOTHE board meetings, ENOTHE constitution, mentoring with former SBM Marlies Nijenhuis, minutes from Student Session 2018-2020 and 1st SPOTeurope Town Hall meeting with SPOTeurope student representatives and mini SPOTs