

STATUTE AND ARTICLES OF ASSOCIATION

Malta Association of Physiotherapists



Malta Association of
Physiotherapists

MALTA ASSOCIATION OF PHYSIOTHERAPISTS

Statute and Articles of Association

Malta Association of Physiotherapists

Registered address:

The Professional Centre

Sliema Road

Gzira GZR 1633

www.physiomalta.com

*As Approved by the Council of the
Malta Association of Physiotherapists
in November 2016*

Article 1 Name

- 1.1 The name of the association shall be the 'Malta Association of Physiotherapists' and abbreviated as 'MAP'.
- 1.2 The main office of the MAP shall be the office of the Chief Executive Officer, until such time when the Association has its own premises; or at any other place that may be determined by the Executive Board (EB) at a Committee Meeting.
- 1.3 The legal representatives shall be the President and anyone of the EB members.

Article 2 Objectives

- 2.1 The main objectives of the MAP are:
 - 2.1.1 To advocate high standards of physiotherapy
 - 2.1.2 To promote the profession at a National, European and International level
 - 2.1.3 To ensure that all members of the association observe the "Code of Ethics and Practice of the Profession" in line with Maltese Legislation.
 - 2.1.4 To co-operate with appropriate international and national organisations related to physiotherapy
 - 2.1.5 To be involved in Civil Society Dialogue
 - 2.1.6 To further the interest, and to enhance and safeguard the welfare of all the Association's members
 - 2.1.7 To communicate effectively and efficiently with the members of the association
- 2.2 The MAP is not a trade union and hence it shall not enter into any acts done in contemplation or in furtherance of a trade dispute.
- 2.3 The Malta Association of Physiotherapists is a Voluntary not-for-profit organisation.

Article 3 Structure¹

- 3.1 The autonomy² of the Malta Association of Physiotherapists is reflected in the *Council*³, made up of *Members, Students, Affiliates and Associates*

¹ Annex 1

² The condition or right of a group to make its own rules and administer its own affairs. (Oxford English Dictionary)

that shall meet to discuss matters pertaining to the functions of the MAP, as dictated by the Statute and Articles of Association.

- 3.2 Only Members in good standing order shall be entitled to vote and hold positions on the Executive Board.
- 3.3 The Council shall task the leadership of the MAP, by a mandate, as stipulated by this Statute and Articles of Association, to the Executive Board to operate in accordance with Article 7 of this Statute and the administration/operations to a Chief Executive Officer in accordance with Article 8 of the Statute.
 - 3.3.1 The Executive Board shall be composed of a President, a Senior Vice-President, a Vice-President and a Treasurer.
 - 3.3.2 Working Groups (WG) shall be established in accordance with Article 9 of this Statute and chaired by a member of the Executive Board.
- 3.4 The Council shall meet once a year, such meeting called the Annual General Meeting, in the last quarter, to discuss issues related to the Administration of the Association, including approval of yearly reports, setting the mandates for the working groups and to elect members to the Executive Board and appoint the Chief Executive Officer as laid down in the Statute.
- 3.5 The year period for the Council of the Malta Association of Physiotherapists shall be between January 1st and December 31st of the same year.

Article 4 Principles

- 4.1 The Malta Association of Physiotherapists shall follow certain principles, which include:
 - 4.1.1 The function of MAP is based on the Statute that is endorsed by its Members.
 - 4.1.2 Members, Students, Affiliates and Associates must faithfully observe all regulations laid down in the Statute.
 - 4.1.3 The MAP accepts persons of any race, political and religious belief.
 - 4.1.4 The MAP retains its professional independence.
 - 4.1.5 Correct ethical behaviour and professional conduct by all the members of the MAP.

³ A deliberative and administrative body of persons associated with the president (or directors) of a society or institution, to consult upon its business and share in its administration;

Article 5 Membership

- 5.1 Membership within the Malta Association of Physiotherapists will fall under the categories MAP Member, MAP Student, MAP Affiliate and MAP Associate.
- 5.2 Registered MAP members shall be entitled to use the designatory letters "MMAP" (Member of the Malta Association of Physiotherapists) to their official title.
- 5.3 The calendar year for membership starts 1st January and ends 31st December of the same year.
- 5.4 Membership fees shall be established by the Council and may be reviewed at Council meetings. Fees shall be established and listed in an Annex 2 to this statute.
- 5.5 Membership fees must be duly paid for eligibility to attend and participate at the Council Meetings and eligibility for posts in the Executive Board.
- 5.6 Membership fees must be duly paid in order to enjoy membership schemes and benefits (e.g. free CPD activities, Professional Indemnity cover)
 - 5.6.1 New membership (all categories) must be requested by submitting the appropriate MAP application form to the Chief Executive Officer against an administration fee decided by the Council.
 - 5.6.2 Renewal of membership will be sent together with the call for the AGM. The duration of the membership shall expire at the end of the year as described in Article 3.5 irrespective of when the fees are paid.
- 5.7 MAP Membership is open exclusively to physiotherapists holding a valid Maltese state registration.
- 5.8 MAP Students shall be open to all student physiotherapists.
 - 5.8.1 On completion of their studies, and following their Maltese State Registration, MAP Students will automatically qualify for MAP Membership up till the end of the same year.
- 5.9 MAP Affiliate and MAP Associate will be open to all.
- 5.10 All membership requests shall be vetted by the Chief Executive Officer. All queries regarding membership shall be directed to the Executive Board whose decision to accept/refuse a new member/renewal, or disqualify a member from his/her membership shall be irrevocable.

- 5.11 MAP Members, Students, Affiliates or Associates may resign by giving written notice to the Chief Executive Officer, provided that the resignation shall not exempt him/her from any outstanding membership fees or other financial obligations. Membership refunds will not be issued.
- 5.12 MAP Members, Students, Affiliates and Associates may be subject to suspension or expulsion from the Association:
- 5.12.1 When they cease to qualify for membership in terms of Article 5 of this statute.
 - 5.12.2 When the member is suspended or disqualified in terms of the Laws governing the physiotherapy profession in Malta or in other states.
 - 5.12.3 When in the opinion of the Executive Board their conduct has been detrimental to the best interests of the Association.
 - 5.12.4 When the member has been found guilty in terms of the criminal code and laws either in Malta or in other States.
- 5.13 Notwithstanding para 5.10, Full Members, Students, Affiliates and Associates may appeal any decision on membership at the next Council Meeting provided that a request of appeal is received in writing by the Chief Executive Officer, clearly requesting an appeal of the decision, stating the reason for appeal and signed by the appellant and seconded by a full member. The decision by the Council shall be final.

Article 6 Council Meetings

- 6.1 Full members of the MAP have the right to attend the Council Meetings and can propose, deliberate and vote on any matter on the agenda. Students, Affiliates and Associates may attend Council Meetings and they may deliberate and propose, however they are not entitled to vote.
- 6.2 Full members unable to attend a Council Meeting may nominate another full member on his/her behalf by proxy. Proxy nominations shall be lodged with the Chief Executive Officer up to the start of the Council Meeting.
- 6.3 Full members present at a Council Meeting shall have one vote plus one vote for each proxy they hold.
- 6.4 The Annual General Meeting of the MAP shall be held once a year in the last quarter (October to December). The business of the Annual General Meeting shall be:
- 6.4.1 To consider and to accept or otherwise the annual reports and the duly audited accounts presented by the Executive Board.
 - 6.4.2 To consider and accept or otherwise the reports on the work of the Working Groups.
 - 6.4.3 To consider and accept or otherwise the working plans of the working groups.

- 6.4.4 To elect members to the Executive Board as laid down in Article 7.3.
 - 6.4.5 To appoint the Chief Executive Officer.
 - 6.4.6 To appoint the auditor/s of the MAP for the following year.
 - 6.4.7 To consider and pass amendments to the statute if any.
 - 6.4.8 To discuss and to transact the other business on the agenda and to plan future policy.
- 6.5 The notice for the Annual General Meeting shall be sent by electronic mail and posted on the MAP website and/or other means as agreed, to all members at least 6 weeks prior to the date set and shall be signed by the Executive Board President.
- 6.6 The agenda for the Annual General Meeting and all other relevant documentation shall be sent by electronic mail and posted on the MAP website and/or other means as agreed, to all members at least 3 weeks prior to the date set and shall be signed by the Chief Executive Officer.
- 6.7 Any member wishing to put forward a motion or an item on the agenda may do so by informing the Chief Executive Officer in writing not later than 4 weeks preceding the AGM clearly stating the argument for discussion that shall be sent to all members in accordance with Article 6.6.
- 6.8 Any member, including the Executive Board, wishing to put forward a counter motion must inform the Chief Executive Officer in writing by not later than 1 week prior to the date of the AGM.
- 6.9 Any other Council Meeting may be called by:
- 6.9.1 The Executive Board or,
 - 6.9.2 Not less than 60% of the Full Council Members of the MAP. These must write a formal request to the Chief Executive Officer, who is duty bound to inform the Executive Board with the request and reason of the request. The Executive Board shall call the Council Meeting by not later than a month from the receipt of the formal request. The Chief Executive Officer must give notice of the Council Meeting together with the agenda to all Members, by electronic mail and posted on the MAP website and/or others means as agreed and not later than 7 days before the date of the meeting.
- 6.10 The quorum for any Council Meeting shall be a number of Full Members and proxies representing at least 15% of total Full Members. If within half an hour of the time chosen for the meeting a quorum is not available, the meeting shall stand adjourned to a chosen day and time within the next 21 days. At such adjourned meeting Council Members and proxies present shall form the necessary quorum.

- 6.11 All voting at Council Meetings shall take place by a show of hands except for the election of the Executive Board and appointment of the Chief Executive Officer and Coordinators which is undertaken by a secret ballot.
- 6.12 All votes, elections and decisions at the Council Meeting shall be decided by a simple majority of the Council Members present except:
 - 6.12.1 Amendments to the statute – two thirds of Full Members (including proxies).
 - 6.12.2 Amalgamation or dissolution of the Association – two thirds of the total number of Full Members (no proxies allowed).
- 6.13 A person nominated by the Executive Board shall act as the Presiding Officer of the Council Meeting. In the event of an equality of votes, the Presiding Officer shall have a second vote.
- 6.14 The Executive Board has the right to invite observers to attend the Council Meeting.
- 6.15 Before any discussion, the Presiding Officer can ask for a list of speakers, decides on the time for each speaker and limits the time for discussion or meeting.
- 6.16 All Members may be requested to present proof of membership before entering the hall for the Council Meeting.

Article 7 Executive Board

Composition

- 7.1 The Executive Board of the MAP will be composed of the President who shall chair all the meetings of the Executive Board and a senior vice-President, a vice-President and a Treasurer.
- 7.2 The posts held by the Executive Board shall be determined by the Council in accordance with Article 10 (Elections) of this Statute.

Terms of Office

- 7.3 The term in office of every EB member shall be of two years. In each post held, a member may seek re-election for not more than two consecutive terms. In the election procedure the candidate who does not fill in the higher post is automatically a filler of the next post.
- 7.4 EB members who do not fulfill their role in the correct and appropriate function may be brought to the attention of the Council by the President, through a Council Meeting, whereby the Council after having heard

submissions may decide to terminate the post held. In the case of the President, the other Executive members will assume the joint responsibility to notify the Council

Functions of the Executive Board

- 7.5 The EB will lead the strategy and policy of the MAP and provide the executive direction for the Chief Executive Officer to follow.
- 7.6 The EB shall provide the overall leadership of the MAP.
- 7.7 The responsibility of the Executive Board shall be:
 - 7.7.1 To take initiatives to fulfill the objectives of the Malta Association of Physiotherapists in accordance with Article 2.
 - 7.7.2 To execute decisions reached by the Council
 - 7.7.3 To represent MAP on National and International affairs
 - 7.7.4 To ensure due observance of the Statute
 - 7.7.5 To initiate investigations and take disciplinary measures in accordance to the Statute and Articles of Association.
- 7.8 Roles and Functions of the EB members⁴:
 - 7.8.1 President
 - 7.8.2 Senior Vice-President
 - 7.8.3 Vice-President
 - 7.8.4 Treasurer

Meetings of the Executive Board

- 7.9 The EB shall meet at least once every quarter at an Executive Board meeting on an Agenda set by the President.
- 7.10 All EB members will have an equal vote and the President shall chair the meeting and have a casting vote in the case of a tie. Decisions taken by the Executive Board shall be executive when a quorum is met. A quorum will be met when 3 persons from the EB meet and must include the President. Decisions taken by the EB shall be by simple majority.
- 7.11 EB members missing out on more than half the meetings may be referred to the Council in accordance with Article 7.4
- 7.12 The Chief Executive Officer shall participate in all EB meetings but shall not have a vote.

⁴ Annex 3

- 7.13 The Executive Board may invite any person that they deem fit and purposeful to the EB meeting, such person having the right to discuss and deliberate but will have no vote.

Resignations

- 7.14 Any EB member may resign from his/her post by informing the President in writing. Resignations must be brought to the attention of the EB and the Chief Executive Officer.
- 7.15 In the case of resignation of the President, the Chief Executive Officer shall be informed in writing.
- 7.16 The Chief Executive Officer shall be responsible to bring the information on resignation to the attention of the EB who shall then decide whether or not to accept the resignation.
- 7.17 If the resignation is not accepted, the EB member shall be informed in writing within 1 week from receipt of the resignation letter. In the case that the resignation is accepted, the Chief Executive Officer shall proceed to inform the Council Members about the resignation not later than 2 days after the resignation is accepted. Procedures shall be taken to co-opt another EB member in accordance with Article 11 (Co-options) of this statute.

Article 8 Operations and Administration Division

- 8.1 A Chief Executive Officer shall be elected from the Full members to head and administer the organizational functions of the MAP.
- 8.2 The post of the Chief Executive Officer shall be held for 3 years.
- 8.3 The Chief Executive Officer will be responsible for the administration and operation of the MAP according to the statute and will answer to the EB.
- 8.4 The Chief Executive Officer shall be responsible for the secretariat services to the EB, WG's and Council Meetings; shall keep minutes and be responsible for all documents related to the administration of the MAP.
- 8.5 The Chief Executive Officer shall present a yearly report to the Council at the AGM following its approval by the EB.
- 8.6 The Chief Executive Officer shall set up and be responsible for an 'Operations and Administration Division' that will comprise of the Chief Executive Officer, an administrative secretary, and four other officers called coordinators who shall be elected for a period of two years for a maximum of 3 consecutive terms, by and from the full members (refer to Annex 4). These officers shall hold the posts of:

- Communications Co-ordinator
- Continuous Professional Development Co-ordinator
- Public relations Co-ordinator
- EU-Funding Co-ordinator

- 8.7 All members of the Operations and Administration Division except for the administrative secretary must be full members of the MAP.
- 8.8 The administrative secretary may be employed on a voluntary or non-voluntary basis as a full timer or part timer to provide secretarial support to the MAP, Operations and Administration Division and the Chief Executive Officer. The responsibility of this decision shall rest with the EB.
- 8.9 The Chief Executive Officer may appoint other persons to assist in his/her duties as they may apply following approval by the EB.
- 8.10 In the case of resignation of the Chief Executive Officer the same applies as in sections 7.14 to 7.17 of this Statute.

Article 9 Working Groups

- 9.1 Working Groups shall be set up to assist the Executive Board in its work.
- 9.2 Working Groups shall serve for a period of two years.
- 9.3 Working Groups will consist of not less than 3 persons. The chair of the WG shall be a member of the Executive Board; the second member of the WG shall be from the Operations and Administration Division. Additional members will be appointed by the Executive Board following a call for an expression of interest amongst members to join a WG.
- 9.4 The Executive Board should set up Working Groups in the following areas:
- 9.4.1 Education Matters
 - 9.4.2 Regulation/EU matters
 - 9.4.3 Professional Issues
- 9.5 The Executive Board may set up additional working groups to assist them in their specific duties.
- 9.6 The Working Groups shall, through their chairperson, propose to the Council, for their approval, on a work plan for their 2 year term. They shall meet regularly to discuss and work on the initiatives proposed and also to address any pressing issues related to their area of work. All decisions taken by the WG shall be referred to the EB. Any final decisions shall rest

with the EB. The WGs shall report back to the Council on their work at each AGM.

Article 10 Elections

- 10.1 Elections for the members of the EB, Chief Executive Officer and Coordinators shall take place at the AGM according to the terms of office as stated in Articles 7.3 and 8.2.
- 10.2 Only paid Full members shall have the right to be nominated and seconded to the Executive Board, Chief Executive officer and Coordinators by other Members of the MAP.
- 10.3 The Chief Executive Officer shall duly inform the Council of the MAP of any forthcoming elections to the Executive Board in accordance with Article 6.6.
- 10.4 Each nomination shall be accepted for a specified position within the Executive Board and Operations and Administration Division according to Articles 7.1 and 8.6.
- 10.5 Nominations duly signed and seconded must be received by the Chief Executive Officer not less than 4 weeks before the Council Meeting.
- 10.6 In the case of elections to the post of Chief Executive Officer, the nominations shall be received by the EB, not less than 4 weeks before the Council Meeting.
- 10.7 Voting at the Council Meeting shall take place in the case when two or more Council Members are nominated for the same position.
 - 10.7.1 In the case of a contested position, an Election Advisory Board shall be nominated by the Executive Board to oversee the process of the elections.
- 10.8 All elected posts shall take effect from 1st January of the following year unless when co-opted. The period between the election and the 1st of January shall be considered as a transition period in order to facilitate and allow a smooth hand-over.
 - 10.8.1 In the case of new members joining the EB the role of the outgoing EB member will cease to function in terms of this statute at the end of the year.
 - 10.8.2 In the interim period the outgoing member will have to finalise all pending issues and give proper hand over to the new member preferably by the 15th of December.

Article 11 Co-options

- 11.1 In the case of resignation of an EB member, the Chief Executive Officer or any Coordinator, a call for application will be issued to all full members in accordance to Article 5.5. In the case that more than 1 application for a particular post is received the remaining members of the EB will co-opt a replacement member by a secret vote during one of the EB meetings.
- 11.2 The co-opted member shall serve in the appointed post till the end of the stipulated term.
- 11.3 An exception to 11.1 is when the President presents his/her resignation from the EB. The Senior Vice-President will be appointed as the Acting President until a Council Meeting within 3 months is called where a new President will be elected.

Article 12 Special Interest Groups (SIG)

- 12.1 A special interest group will have a name and aim to bring together physiotherapists and other parties interested in a particular field of physiotherapy in order to develop and strengthen their knowledge in that field.
- 12.2 The SIG will be under the auspices of the MAP.
- 12.3 Members and Students of the MAP will be entitled for Full Membership within the SIG.
- 12.4 In order to be affiliated to the MAP, a SIG must have the following requisites:
 - 12.4.1 A statute: to regulate its functions, a copy of which has to be presented to the MAP executive committee for discussion/ or amendments.
 - 12.4.2 A committee: all members of the committee are to be State Registered Physiotherapists. Initially this will be formed from the core group i.e. without any election, for its first term.
 - 12.4.3 An election as dictated by the MAP statute, will take place for the successive terms. Such an election will take place not more than one month after the MAP Council meeting.
 - 12.4.4 At the end of the year, the committee must present a financial and events report at the MAP Council Meeting, a copy of which will be published in the newsletter.
- 12.5 At the start of each term a contact person will be chosen from the MAP Executive Board to liaise with the SIG.

- 12.6 FULL membership within the SIG will be open only to the members of the MAP. Associate members shall incorporate those who are not MAP members.
- 12.7 A SIG may utilize a space in the newsletter at the discretion of the MAP. The expenses involved in the printing of the newsletter will have to be shared accordingly between the MAP and the SIG/SIGs. These will be discussed at the beginning of the year.
- 12.8 A SIG may keep any form of sponsorship money which will go to an account held by the SIG.
- 12.9 To form a SIG within the MAP:
 - 12.9.1 A written application to the Executive Board of the MAP must be received;
 - 12.9.2 The Executive Board will verify the requisites and notifies the Chief Executive Officer to respond to the core group of the SIG within 8 weeks in writing.
- 12.10 The Executive Board of the MAP reserves the right to refuse any application of a SIG. In the event of such a circumstance, the people concerned may call for an extraordinary council meeting as dictated in the MAP statute.
- 12.11 Cessation of a SIG:
 - 12.11.1 Cessation will occur after due discussion between the MAP and the SIG;
 - 12.11.2 2/3 of the voting members must be in agreement;
 - 12.11.3 Notice of cessation will be given to members 21 days before;
 - 12.11.4 Following cessation, funds held by the SIG will be transferred to the MAP;
 - 12.11.5 In the case where the committee of the SIG is not able to function, the MAP Executive Board will handle any pending matters for the benefit of the profession and its members.

Article 13 Contractual or judicial proceedings

- 13.1 In all contractual and judicial proceedings the MAP shall be represented by the President and the Chief Executive Officer.

Article 14 Financial Matters

- 14.1 One or more auditors selected by the Council shall audit the account and shall ascertain the balance sheets prepared by the Treasurer. The books of accounts shall be open to inspection by any member of the MAP provided two clear days notice in writing are given to the Chief Executive Officer.

Article 15 Affiliation

- 15.1 The MAP can be affiliated to National, European or International organisations related to the Physiotherapy profession after a decision by the Council.

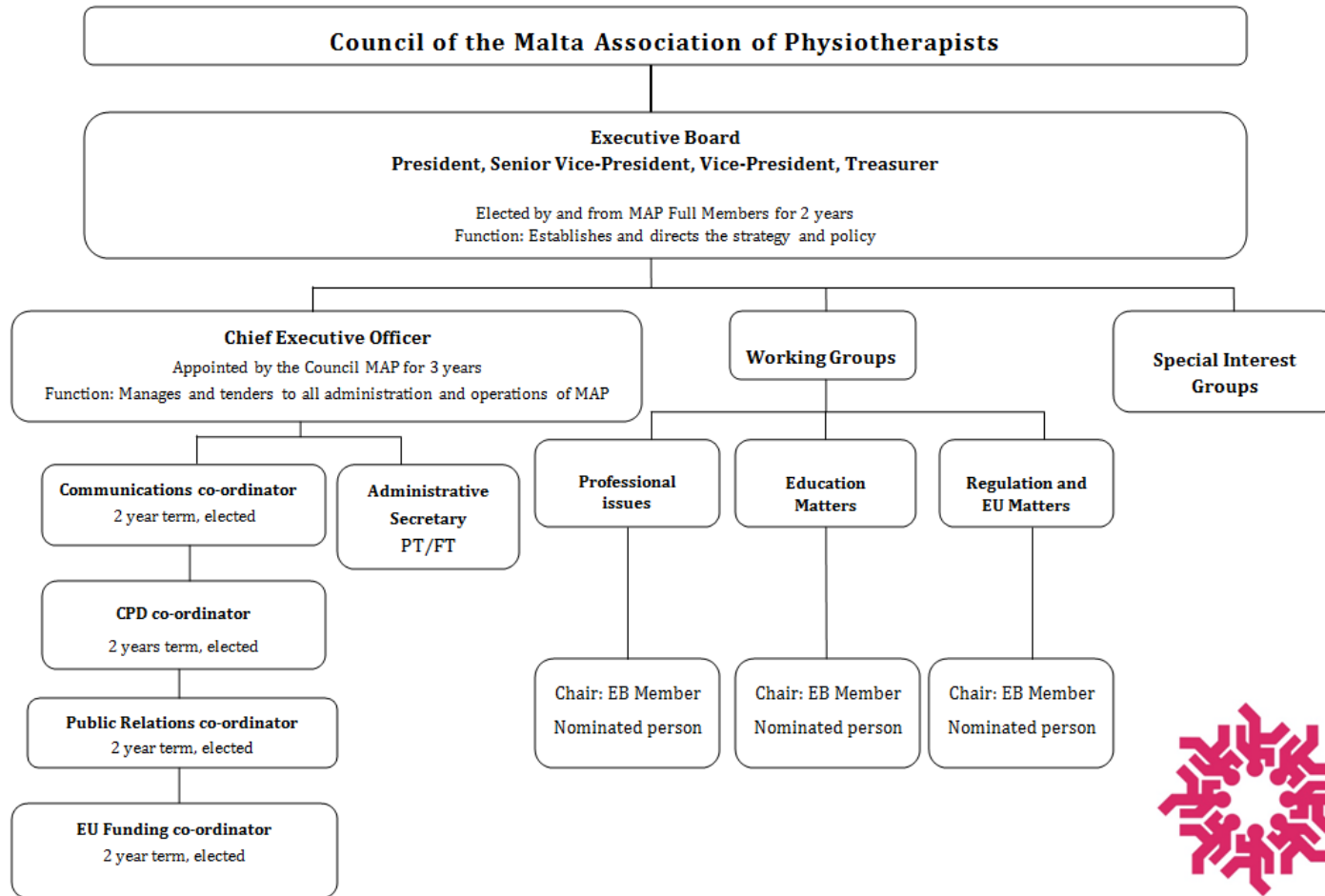
Article 16 Amalgamation

- 16.1 The MAP can be amalgamated to any other organisation after a decision by the Council approved by two thirds of the Members and Associates.

Article 17 Dissolution

- 17.1 The MAP can be dissolved only after a decision of the Council, approved by two thirds of the Full Members.
- 17.2 On dissolution the funds of the association shall be donated to a charitable institution.
-

Annex 1 - Structure



Malta Association of Physiotherapists

Annex 2 – Membership Fees

Membership fees within the Malta Association of Physiotherapists will fall under the following categories:

- 1 Council Membership (includes professional indemnity cover): € 165
- 2 Council Membership: € 60
- 3 Student Membership: € 20
- 4 Affiliate Membership (includes professional indemnity cover): € 165
- 5 Associate Membership: € 60
- 6 Administration fee: € 10

Annex 3 – Executive Board Members

The Executive Board will be composed of the:

- 1 President
- 2 Senior-Vice President
- 3 Vice-President
- 4 Treasurer

President (2 year term)

The President is the top executive officer who leads the vision of the organisation, the figure head of the organisation and the chair of the Executive Board.

The President is responsible for the organisation and is the board member to represent the association in various occasions.

Chairs one of the Working Groups.

Senior Vice-President (2 year term)

Together with the Vice-President supports the functions of the President. The Senior Vice-President will differ from the Vice-President with respect to experience and shall be considered the person who shall fulfill the role of the President in his/her absence. Chairs one of the Working Groups.

Vice-President (2 year term)

Together with the Senior Vice-President supports the functions of the President. Chairs one of the Working Groups.

Treasurer (2 year term)

The treasurer is responsible to prepare and foresee the financial strategy of the organisation and to present a budget plan for the organisation.

The Treasurer shall be responsible for MAP funds according to instructions given by the Executive Board and keep accounts/ledgers and balance sheets. The Treasurer shall be responsible for the collection of annual fees. A yearly report shall be presented to the Council Meeting after the approval by the Executive Board. MAP funds shall be deposited in a local bank. Checks shall be signed by the Financial Treasurer and counter-signed by the President or Chief Executive Officer.

Chairs one of the Working Groups.

Annex 4 – Operations and Administration Division

Chief Executive Officer (3 years term)

Coordinates the Public Relations, Communications, Continual Professional Development and EU Funding Coordinators.

The Chief Executive Officer is responsible to plan and co-ordinate the pertinent logistics to attain the organizational goals.

The Chief Executive Officer shall be responsible for the secretariat services to the EB, WGs and Council Meetings; shall keep minutes and be responsible for all documents related to the administration of the MAP.

The Chief Executive Officer shall present a yearly report to the Council at the AGM following its approval by the EB.

In support of the Chief Executive Officer the statute permits for the election of a:

- Public Relations Co-ordinator
- Communications Co-ordinator
- Continuous Professional Development Co-ordinator
- EU Funding Co-ordinator

Public Relations Coordinator (2 year term)

Co-ordinates the public relations of the organisation and is responsible for managing the communications' risks and opportunities of the organisation, both internally and externally. The Public Relations Co-ordinator has to work on the organisational objectives through communications to the internal and external entities by means of a robust strategy. Main responsibilities of the PR Co-ordinator are proposing the adequate strategy to communicate to a wide range of stakeholders, including but not limited to employees, shareholders, media, bloggers, influential members of the business community, the press, the community and the public. Liaises closely with the Chief Executive Officer regarding ongoing matters that may arise on day to day basis where the intervention of the Public Relations co-coordinator may assist the organisational operations by providing additional support through an appropriate communication strategy.

Communications Coordinator (2 year term)

Provides technical assistance to the organisation's communications strategy by developing and maintaining all the communication tools needed by the organisation.

Liaises strongly with the Chief Executive Officer and the Public Relations Coordinator.

The main tasks include updating the MAP website, publishing the newsletter, liaising with the Chief Executive Officer regarding membership correspondence, photos of MAP events, offers technical assistance for video-conferencing and back-ups of MAP offices and updating of g-mail contact lists.

Continuous Professional Development Coordinator (2 year terms)

Responsible for compiling CPD programme and logistics related to CPD activities. Presents a full CPD Calendar to the Executive Board and issues appropriately the certificates.

EU funding Coordinator (2 year term)

Provides logistical support to the MAP's Chief Executive Officer in applying and implement the EU funded programmes.

Provides logistical support to the MAP's Treasurer in applying for and managing the finances of the EU funded grants.

Attends information meeting on the EU funding programmes that are held in Malta.

Administrative Secretary (not elected, appointed or employed)

Main responsibilities to offer secretarial assistance to the Operations and Administration Division, Executive Board and Working Groups as needed.