MANUAL FOR COUNTRY REPRESENTATIVES OF THE EMTC

Part 1 - Introduction

The European Music Therapy Confederation (EMTC) is a confederation of professional music therapy associations, working actively to promote the further development of professional practice in Europe and to foster exchange and collaboration between member countries. The overall purpose of the EMTC is to nurture mutual respect, understanding and exchange between music therapists in Europe.

A Country Representative (CR) represents the music therapists of **all** EMTC member associations of his/her country. He/She takes an active role in the EMTC at two levels:

1. working on topics at the European level;
2. communicating national information to the EMTC and vice versa.

This is an important role which makes demands on the CR's time, energy and effort, but it can be very rewarding, not only at the national and international level, but also for the professional life of the CR.

In this document, we would like to introduce some important information about the tasks of the CR, the way we communicate and the structure of the organisation.

Part 2 - CR Job Description

EMTC Bylaws (BL) (emtc-eu.com/bylaws) are regarded as the primary source of the CR (and CR substitute) job description.

- The Country Representative must be a qualified music therapist whose role is to maintain continuous contact between the EMTC and the national music therapy organizations. This includes the following tasks:

  a) To share pertinent national information with their EMTC regional groups and at the EMTC General Assemblies.

  b) To ensure that all official EMTC news and any relevant information about music therapy in Europe is transmitted to the members at the national level.

  c) To ensure that any EMTC papers, questionnaires etc. are distributed to national associations and returned to EMTC.

  d) To ensure that the deadlines for paying annual dues are met.

  e) To work actively in developing and integrating professional standards at the national and European levels (BL/ 1.3.4)

- In the event of unexpected or unplanned resignation of the CR, the CR substitute may participate in all EMTC meetings and activities in which the CR participated, including the General Assembly (GA), Action Teams (AT) and Regional Meetings, until such time as the new CR is elected by the member organisation(s) (also known as “legal entities”). Any official EMTC email address used by the CR shall be passed on immediately to the substitute. This process is intended to maintain the continuous workflow and effectiveness of these EMTC teams and activities.

- The CR and the substitute representative are elected for a period of three years, with the possibility for re-election. (BL/ 1.3.2) As it takes some time to get to know the structure and content of the role, it is suggested that a CR commits for 2 to 3 periods, or 6 to 9 years.

- The member association(s) accept(s) covering travel costs for the CR for each annual General Assembly, with accommodation covered by the host country. (BL/ 1.3.3.)

- The EMTC requires the signature of the Chairs of all the member associations of the country, indicating that they have been part of the voting process regarding the CR and the substitute representative. This is documented in the Country Representative Election Form (available on the Downloads page of the website: emtc-eu.com/downloads). (BL/ 1.3.5.)

- The Country Representative Election Form is returned to the Board. (BL/ 1.3.6.)

Ethical aspects of the CRs activity are laid down in the EMTC Ethical Code (EC, Articles 1 - 10): emtc-eu.com/ethical-code/

Part 3 - How We Communicate

EMTC music therapists strive for a good and mutually supportive working relationship with colleagues. The music therapist shall refrain from disparaging remarks about colleagues, and in case of conflict shall seek a mutually acceptable solution. Respectful communication and treatment of each other helps to keep a good and rewarding workflow.

A resigning CR is responsible for informing, introducing and preparing the new CR. It is desirable to attend a Regional Group (RG) Meeting together to hand over the job. The RG, or a volunteer CR from the RG, will mentor the new CR for approximately a three-month period. This is in order to provide guidance on methods of communication and on the practices and functions of the EMTC which are not indicated in this manual or in the Bylaws or Statutes of EMTC.

At the start and the finish of the CR-job, a “Welcome” and “Farewell” will be provided by the Regional Group. Mutual expectations, cooperation, feedback, best practice, etc. can be discussed here.

Part 4 - How We Work

EMTC Functions and Organisational Structure

The members of the (Core) Board are responsible for coordinating and representing the EMTC, making decisions, communicating etc. The organogram on page 4 shows the structure of the EMTC.

Every Country Representative takes part in online meetings of the Regional Group to which the country belongs. Every Regional Group is responsible for defining the content and program of the meetings, according to problems and opportunities arising in the member countries. Also, every CR commits him/ herself to at least one of the Action Teams (AT), working on specific topics mentioned in the organogram. Depending on actual needs and ongoing processes in the field of music therapy, new ATs may be established.

Online meetings of the Regional Groups and Action Teams take place on a regular basis (e.g. quarterly or monthly, as needed). Once a year, a General Assembly is organised in one of the member countries. All CRs are expected to attend this weekend of meetings.

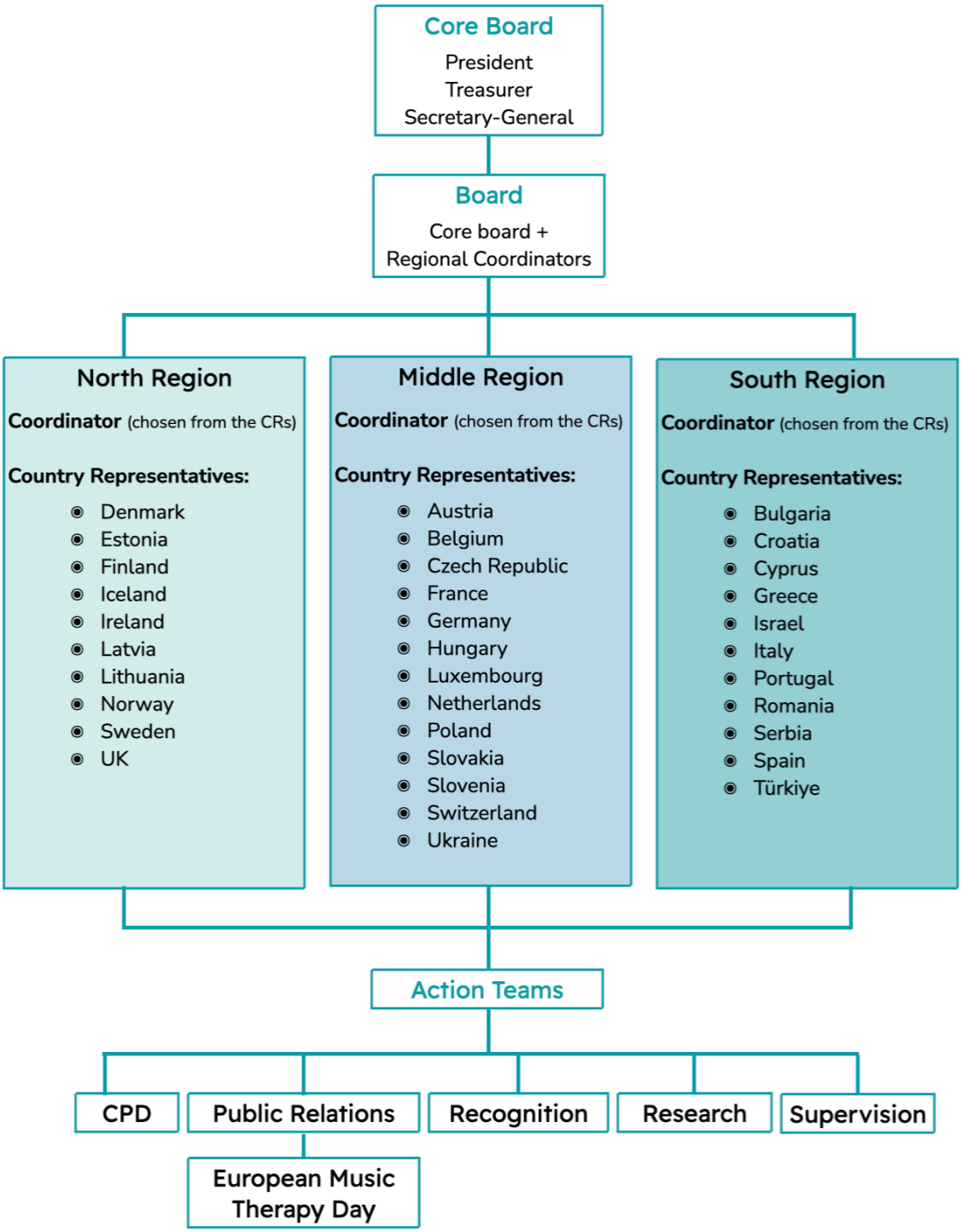
To get to know other country representatives, we refer you to the website: emtc-eu.com/emtc-country-representatives/.

Website: emtc-eu.com

Facebook: facebook.com/EuropeanMusicTherapyConfederation - Official page

facebook.com/groups/295057207324103/ EMTC CR (private CR group)

EMTC Organogram



In addition to the Action Teams, the European Music Therapy Training Standards (**EMTS**) Commission includes members who are not Country Representatives.