

**Following is a list of suggestions\*on the qualities a RiEN representative holds**

A good understanding of both written and spoken English.

Knowledgeable about the Reflexology status in his/hers association and country, for example regulation and education.

Know/be acquainted with the RiEN constitution and her/his association's constitution

Comfortable using e-mails, Skype, internet, social media

Willing and capable to interact inside the network, or at least keep up to date with the network on a monthly basis. Willing and able to share this information amongst ALL members of their association.

**Following is a list of suggestions\*on the function of a RiEN representative during the AGM, and during the time until the next RiEN AGM.**

**Annual General Meeting - AGM**

1. A representative comes with ideas and background information from her/his association to the AGM.
2. A representative during the AGM focuses his energy and attention at the meeting.
3. A representative is a person that is chosen by the association he/she represents to give accurate front ground and background information about the Reflexology situation of her/his country.
4. A representative sends before he comes to the AGM a short report about the possibilities of Reflexology in her/his association or country.
5. **A representative has the mandate from her/his association to vote on items that have already been announced by e-mail and/or will possibly need to be decided during the AGM.**
6. A representative has the responsibility to accurately inform his association's board about the items that are discussed and voted during the AGM. Then the board may, as they see fit, communicate this information to their members.
7. A representative comes to the AGM to exchange ideas and techniques with her/his colleagues from Europe, which in turn she/he will pass on to her/his fellow members.

**In between the AGM's.**

1. Read and forward the newsletter to their members.
2. Provide the social media person(s) of RiEN (newsletter/facebook) with news (reflexology wise) of his association and or country.
3. Interact (answer) to requests of RiEN working groups, and the board.
4. Spend time weekly getting informed/being up to date on RiEN.
5. Create or encourage the creation of the associations social media profile (facebook page/group).
6. Update and/or Oversee her/his associations members page on the RiEN page
7. Be the contact (and advisor) person in that country for all fellow members of the **RiENetwork**

**\* Suggestions is exactly that, we (the board) cannot and are not implying them (these suggestions). A RiEN vote at the AGM could only do that.**