

## **Role Description | Board of Management**

### *Purpose of the Role*

- Managing the progress and development of the Federation, and ensuring adherence to EFPSA's Statutes, Domestic Regulations and general ethos

### *Main Responsibilities*

- To maintain consistent collective awareness of activities, projects and issues within the organisation
- To apply and develop internal working practices
- To contribute toward the strategic, long-term development of EFPSA

### *Tasks*

- Engaging in suitable and pragmatic discussion, decision-making and problem-solving in regards to all relevant matters
- Maintaining a clear awareness of the responsibilities and requirements inherent to your position
- Being available for the other members of the Board of Management (BM)
  - Weekly online meetings with the Board of Management
  - Prompt responsiveness to ongoing e-mail threads and all official communication channels
  - Attendance at the Congress, Joint EB & MR Meeting and two BM Meetings
- Actively engaging with on-going projects of the BM
- Working actively towards the preparation of working documents and providing feedback to other BM members
- Being familiar and aware of the EFPSA Strategic Planning documentation and aims

### *Requirements*

- A good command of the English language
- EFPSA experience is strongly encouraged, but not essential
- Leadership skills
- Strong working ethics
- Problem-solving oriented approach
- Initiative and innovation
- Honest and respectful attitude towards others