

## Role Description | President

*Accountable to* | Vice President and Board of Management

### *Purpose of the Role*

- Leading and supporting the Board of Management together with the Vice President; maintaining and strengthening external relations, whilst overseeing and ensuring the progress and sustainable development of the Federation

### *Main Responsibilities*

- To develop a close working relationship with the Vice President in order to ensure efficient collaboration within the Presidential Office
- To oversee and work closely with the External Relations Coordinator
- To oversee the work of EFPSA volunteers who are a part of EFPSA's external partner organisations\*

### *Tasks*

- Presidential Office
  - Overseeing the work of the members of the Board of Management (BM)
  - Working alongside the Vice President in a close capacity in order to oversee the progress within the Federation
  - Preparing the agenda and leading, the weekly online meetings along with the President
  - Organising and facilitating the Executive Board (EB) and Member Representatives (MRs) biannual reports
    - Dates, schedule, online written reports and individual meetings with EBs (or small group sessions with MRs)
  - Reviewing the Strategic Plan for the Federation annually; acknowledging the work that the BM has completed and the work that has still to be completed
  - Preparing the Congress and the Joint EB & MR Meeting
    - Scheduling and chairing the meetings with the EB and BM
  - Preparing and leading BM meetings and providing the EBs and MRs with a document outlining the significant outcomes, following the meeting.
    - Date, location, schedule, lead the meeting and provide a document with the outcomes at the end
  - Preparing and leading the General Assemblies at the Congress and the Joint EB & MR Meeting
  - Planning and organising e-voting when necessary, alongside the Member Representatives Officer
  - Producing an Annual Report at the end of the mandate outlining EFPSA's achievements within the previous 12 months
  - Coordinating the nomination of Ethical Committee members

- Representing the Federation both externally and internally
- External Relations Office
  - Overseeing and supporting the work of External Relations Coordinator
  - Maintaining EFPSA's external image
  - Working alongside the Secretary General in preparing and distributing the External Newsletter
  - Supporting policy and position paper making
- External Working Groups
  - Ensuring that regular communication and support is provided to the volunteers
  - Receiving regular updates to ensure a coherent overview of their work

#### *Requirements*

- A strong command of the English language
- EFPSA experience, specifically within the Board of Management is strongly encouraged, but not essential
- Leadership and delegation skills
- Basic website editorial skills
- Micromanagement skills
- Presentation skills
- Experience and/or interest in good working practices and administration
- Systematic approach

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current President ([president@efpsa.org](mailto:president@efpsa.org)).

\* Please note this is dependent on voting at the first General Assembly at the 30<sup>th</sup> EFPSA Congress