

Role Description | Vice President

Accountable to | President and Board of Management

Purpose of the Role

- To oversee the running of the organisation alongside the President, specifically in relation to EFPSA's services, internal communication and administration

Main Responsibilities

- To develop a close working relationship with the President in order to ensure efficient collaboration within the Presidential Office and the Board of Management
- To administer and encourage the use of EFPSA's official and internal channels of communication
- To oversee the Services of EFPSA - Journal of European Psychology Students, Study and Travel Abroad, Training Office, Junior Researcher Programme and Social Impact Initiative*

Tasks

- Presidential Office
 - Overseeing the work of the members of the Board of Management (BM)
 - Working alongside the 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
- Services
 - Overseeing the work, providing feedback and guidance on all actions, activities, documentation and proposals (after discussion with the BM)
 - Checking the progress of the work in comparison to Action Plans
 - Being receptive to problems that arise and attending to these as effectively and promptly as possible
 - Coordinating the selection of the new teams
 - Encouraging collaboration between all services and other EFPSA teams

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
- Multitasking
- Familiarity with Podio

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 Vice President (vicepresident@efpsa.org).

* Please note this is dependent on voting at the first General Assembly at the 30th EFPSA Congress