

## **Role Description | Member Representatives Officer**

*Accountable to* | Presidential Office

### *Purpose of the Role*

To ensure every MO fulfills their requirements to be a part of EFPSA

### *Main Responsibilities*

- To coordinate the work of Member Representatives Team
- To maintain an effective collaboration between the Member Organisations (MOs) and EFPSA
- To ensure the representativeness of MOs in decision making procedures throughout the Member Representatives' (MRs) participation in General Assemblies and e-voting
- To oversee the work of the Member's Office

### *Tasks*

- Organising, holding and facilitating MR meetings with the help of the MOC team during the EFPSA Congress, the Joint EB & MR Meeting and Skype meetings throughout the mandate
- Facilitating sessions of e-voting
- Maintaining an updated contact database of MRs and MOs
- Effective archiving of documentation pertaining to the Member's Office
- Collaborating with the Org.Com Coordinators of EFPSA Events and Services in regards to promotion
- Ensuring that all the Member/Observer Organisations operate according to EFPSA's Statutes and Domestic Regulations
- Ensuring that all the MOs pay their fee in collaboration with the Finance Officer
- Ensuring a flow of information between the MR regarding MOs through White Pages, surveys and poster presentations
- Supporting the MRs in the facilitation of EFPSA Day in collaboration with the Marketing Office
- Supporting the Member Coordinator (MC) and the Observer Coordinator (OC)
  - Monitoring and providing feedback on official documents and proposals
  - Checking the progress of the Action Plans
  - Planning and setting up agendas for regular meetings with the team
  - Helping the MC with organising the work and tasks of the Vice MRs
  - Supporting the OC with their tasks related to Observer Organisations or countries/regions interested in becoming members

### *Requirements*

- EFPSA experience, specifically within the Member Representatives Team or the Member's Office is strongly encouraged, but not essential
- Previous experience in group management
- People management
- Leadership

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 Member Representatives Officer ([mrofficer@efpsa.org](mailto:mrofficer@efpsa.org)).