Role description Secretary General

Reports to Board of Management

Core Responsibilities

To coordinate and contribute to the functions of the EFPSA Office

To maintain and develop effective working practices that support good internal administration of EFPSA

To provide a central point of contact for all persons interested in EFPSA, that is able to convey meaningful responses in a timely fashion

To support the development of opportunities for collaboration with external groups

Teams

EFPSA Office: Internal Relations Officer and Social Impact Officer

Mission

To facilitate effective internal administration of EFPSA, produce high-quality EFPSA publications and to contribute towards maintaining and developing contact and collaborations with external groups

Essential Functions

Alongside common duties of the Board of Management, as described in the ‘Collective Board of Management Role Description’ document, the Secretary General is responsible for the following matters:

Supervision of the Internal Relations Officer & Social Impact Officer

Monitor the work and contribute to the further development of the EFPSA Office by:

1. Overviewing and feed-backing the actions and activities undertaken throughout the mandate

2. Monitoring and feed-backing official documents and proposals put forth

3. Checking the progress of the Action Plans presented by the EFPSA Office

4. Liaising the contact between the EFPSA Office and the rest of the organisation

5. Planning and setting up agendas for regular meetings with the EFPSA Office - the frequency of these should be agreed upon by both parts

6. Promptly and effectively attending to requests from the EFPSA Office

7. Being receptive to problems and solution-driven

8. Supporting the EFPSA Office in developing its structure and composition, according to its needs, for the following mandate
General Tasks & Functions of the Secretary General

1. Coordinate and support the maintenance of the EFPSA contact database
2. Coordinate and support the archiving of EFPSA documents
3. Support the administration within the Board of Management
4. Respond promptly and appropriately to persons writing to the contact@efpsa.org email account
5. Provide the Board of Management, or other teams within the Executive Board, significant outcomes from communication within the contact@efpsa.org email account to further the development of EFPSA’s activities
6. Support effective minute taking within EFPSA

Coordinating & working with the Internal Relations Officer

1. Support delivery of e-cards
2. Internal & External Newsletter planning, preparation, and dissemination
3. Support EFPSA community engagement with the organisation’s virtual communication tools and platforms

Coordinating & working with the Social Impact Officer

1. Support the work of the Social Impact Officer in relation to their projects and tasks
2. Discussing strategies and providing support to the Social Impact Officer
3. Maintain good awareness of needs and interests of the Social Impact Initiative

Functions regarding EFPSA Representatives within EFPA Working Groups

1. Plan and undertake an application procedure to ensure recruitment of EFPSA representatives within EFPA working groups
2. Support appropriate knowledge transfer from one generation of EFPSA representatives to the next
3. Work toward establishing an effective support system for EFPSA representatives for the two year duration of their mandates

Contributions toward EFPSA Newsletters

1. Coordinate the contents, planning and preparation of the internal and external EFPSA Newsletters alongside the Internal Relations Officer, External Relations Officer, Board of Management and Marketing Office
2. Contribute toward dissemination of the EFPSA Newsletters
Desired Outcomes

- Maintained EFPSA’s professional image through clear and meaningful responses to all persons who contact EFPSA through the contact@efpsa channel
- Encouraged use of established working practices and effective administration within the EFPSA community
- Supported effective working within the Board of Management
- Maintained excellent archiving of EFPSA documents and databases
- Provided and organised accurate and thorough minutes of meetings, where appropriate, and General Assemblies

Useful Skills and Experience

- Being able to coordinate the efforts of several teams and many individuals
- Experience or strong interest in good working practices and administration
- Very good command of English (especially in writing)
- Creativity
- Work within teams and project planning

Please note that this role is always being developed and slight variations may have been introduced since this document was first published. In the case of any need for clarification on the role of the EFPSA Secretary General, or if you wish to state an interest in this position, please write to Mirna Cerovac (Secretary General 2013/2014): secretary@efpsa.org