

Role Description | Joint Executive Board and Member Representatives Meeting Coordinator

Accountable to | Events Officer

Purpose of the Role

- To coordinate and facilitate the organisation and development of the Joint Executive Board and Member Representatives Meeting (Joint EB&MR) along with their Organising Committee

Main Responsibilities

- To chair and coordinate the Organising Committee in their tasks related to administration, logistics, marketing and finances

Tasks

- Chairing the Organising Committee
 - Appointing and managing the local Organising Committee (Org.Com) and frequently reporting to the Events Officer in order to ensure an efficient flow of information;
 - Ensuring that the Org.Com adheres to EFPSA's Statutes & Domestic Regulations, Corporate Visual Identity (CV), official communication channels and working practices;
 - Ensuring that an Action Plan is made and adhered to and that the tasks are delegated accordingly.
- Coordinating the administrative aspects
 - Finding and securing an appropriate venue for the Joint EB&MR that fits the EFPSA Minimal Requirements and the specific requirements for this Event;
 - Providing participants with all necessary information on the websites in a timely manner;
 - Taking care of the logistical aspects of the Joint EB&MR, including food, training materials, excursion, social programme, health support, support of trainers & participants concerning arrival/departure and everything happening on spot.
- Coordinating the financial aspects
 - Compiling a preliminary budget for the event
 - Searching for and securing partners, sponsors, grants or other financial or material support.
- Establishing partnerships with other local student organisations.

Requirements

- Well organised and structured working style
- Organisational skills
- Project management skills
- Communication skills
- Leadership skills

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 any insight or state an interest in this position, please contact the current Events Officer (events@efpsa.org).