

Role Description | EFPSA Conference 2017 Coordinator

Accountable to | Events Officer

Purpose of the Role

- Coordinating the Organising Committee (Org.Com) and the organisational process of the event

Main Responsibilities

- To chair the Organising Committee (Org.Com)
- To coordinate the administrative, financial, marketing, scientific and social aspects of the event

Tasks

- Chairing the Org.Com
 - Building, structuring and leading the team
 - Reporting to the Events Office and being the liaison between the Org.Com and the Events Office in order to ensure an efficient flow of information
 - Ensuring that the Org.Com adheres to EFPSA's Statutes, Domestic Regulations, Corporate Visual Identity (CVI), official communication channels and working practices
 - Ensuring the sharing of the Knowledge Transfer, the EFPSA Minimal Requirements and other relevant documents with the Org.Com
 - Ensuring contact with the EFPSA Finance Office and other relevant teams
 - Ensuring that an action plan is made and adhered to and that tasks are delegated accordingly
- Coordinating the administrative aspects
 - Securing a venue fitting the EFPSA Minimal Requirements and the event specific requirements
 - Handling logistical aspects of the event and documentation
 - Providing participants with all necessary information on the website in a timely manner and ensuring adequate, professional and timely communication
- Coordinating the financial aspects
 - Making the preliminary and final budget for the event
 - Searching for potential partners, sponsors, grants or other financial or material support
- Coordinating the marketing aspects
 - Taking care of the external image of the event and ensuring a uniform design for all the materials
 - Preparing and scheduling a promotional wave

- Coordinating the scientific aspects
 - Choosing the topic of the event
 - Looking for and selecting relevant potential speakers, lecturers and active participants
 - Ensuring adequate, professional, and timely communication with the presenters
 - Organising and making the schedule of the scientific programme
- Providing opportunities for social interaction and networking

Requirements

- Organisational skills
- Project management skills
- Communication skills
- Leadership skills

Please note that EFPSA's positions 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 Events Officer (events@efpsa.org).