

## **Role Description | Board of Management**

### *Purpose of the Role*

- Managing the progress and development of the Federation, and ensuring adherence to EFPSA's Statutes, Domestic Regulations, Policies and general ethos

### *Main Responsibilities*

- To maintain consistent collective awareness of activities, projects and issues within the Federation
- To collectively oversee the work of the Working Community and discuss and vote upon matters brought forward
- To apply and develop internal working practices
- To contribute toward the strategic, long-term development of EFPSA

### *Tasks*

- Engaging in suitable and pragmatic discussion, decision-making and problem-solving in regards to all relevant matters
- Maintaining a clear awareness of the responsibilities and requirements inherent to their respective positions
- Actively participating in the set tasks of the Board of Management (BM)
  - Weekly online meetings with the Board of Management
  - Prompt responsiveness to ongoing e-mail threads and all official communication channels
  - Attendance at the Congress, Joint EB & MR Meeting and two face-to-face BM Meetings
  - Providing feedback to other BM members
- Being familiar with the EFPSA Strategic Planning document and aims
- Being familiar with EFPSA's Statutes and Domestic Regulations
- Actively engaging with on-going projects of the BM
- Maintaining consistent archiving and working actively towards the preparation of working documents
- Being effective in situations requiring crisis management and being flexible to take on any unexpected tasks

### *Requirements*

- A good command of the English language
- EFPSA experience and/or experience in NGO management is strongly encouraged
- Leadership skills
- Strong working ethic
- Problem-solving oriented approach

- Sense of initiative and innovation
- Honest and respectful attitude towards others
- Ability to work well in groups and individually
- Time and stress management skills