

Role Description | Member Representatives Officer

Accountable to | Presidential Office

Purpose of the Role

- To ensure every Member Organisation (MO) fulfills their requirements to be a part of EFPSA and coordinate the Member Representatives Team

Main Responsibilities

- To coordinate the work of the Member Representatives
- To maintain an effective collaboration between the Member Organisations (MOs), Observer Organisations (OOs) 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 and coordinate the work of the Members Office

Tasks

- Organising, hosting and facilitating MR meetings with the help of Members Office during the EFPSA Congress, the Joint EB & MR Meeting and online monthly meetings throughout the mandate
- Coordinating and facilitating sessions of e-voting and General Assembly
- Maintaining an updated contact database of MRs, MOs and OOs
- Collaborating with Events Office, EFPSA Services and Org.Com Coordinators regarding promotion of EFPSA Events
- Ensuring that all the MOs and OOs operate according to Statutes and Domestic Regulations and Mission, Vision and Values of EFPSA
- Ensuring that all the MOs settle their membership fees in collaboration with the Finance Officer
- Ensuring a flow of information between the MRs regarding their MOs
- Supporting the MRs in the facilitation of EFPSA Day in collaboration with the Marketing Office
- Collaborating with the Presidential Office and the Member Representatives in the preparation of the biannual MR Reports
- Members Office
 - Overseeing and supporting the work of Members Office
 - 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 Member & Observer Coordinator to organise the work and tasks of Vice MRs

- Delegating projects relating to MOs, potential OOs and OOs to Member Observer Coordinator and overseeing and supporting their work throughout the mandate

Requirements

- Previous EFPSA experience, specifically within the Member Representatives Team or the Members Office is strongly encouraged, but not essential
- Previous experience in team and people Management
- Communication skills
- Leadership and delegation skills
- Time management 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 additional insight or state an interest in this position, please contact the current Member Representatives Officer (mrofficer@efpsa.org).