

## Role Description | Member and Observer Coordinator

<i>Team</i>		Members Office
<i>Accountable to</i>		Member Representatives Officer

### *Purpose of the Role*

- Leading the team of Vice Member Representatives and guiding the countries interested in applying for first and second-stage membership status in the Federation
- Coordinating the distribution of work in the Members Office

### *Main Responsibilities*

- To coordinate the work of Vice Member Representatives (Vice MRs)
- To ensure an effective collaboration between Vice MRs and their Member Representatives (MRs)
- To establish and maintain communication with Psychology Student Organisations that are still not Members in EFPSA, aiming to recruit them for future membership
- To ensure the eligibility of Psychology Student Organisations that are applying for first-stage membership within EFPSA
- To support countries in first-stage membership to fulfill their duties as required, so that they can apply for second-stage membership

### *Tasks*

- Maintaining a contact database with information of all the Vice MRs
- Ensuring an effective collaboration and communication between the Vice MRs and MRs
- Organising and leading Vice MR meetings at the Congress, and via Skype on a monthly basis
- Taking steps to keep the Vice MRs and MRs motivated by employing different tools such as Social Skype Meetings
- Maintaining a database of potential Observer Organisations and contacting European psychology student organisations in order to promote EFPSA, its Events, Services and opportunities for students through EFPSA
- Guiding the organisations that wish to apply for first-stage membership and ensuring that they follow the procedure outlined in EFPSA's Statutes and Domestic Regulations
- Introducing the organisations that are in first-stage membership to the Federation, informing them about their duties and obligations and ensuring that they are aware of the Statutes and Domestic Regulations
- Ensuring that the Observer Organisations fit the requirements for applying as a Member Organisations and supporting the delivery of the documents necessary for membership to the Secretary General
- Delegating tasks to Members Office's Team Member (if applicable)

- Organising and leading meetings and workshops during the Congress and the Joint EB&MR Meeting in cooperation with the MRO and Team Member (if applicable), especially when the MRO cannot attend in person
- Support MRO in all the tasks during Congress and the Joint EB&MR Meeting by taking over tasks such as time-keeping, informing MRs & Vice-MRs about schedule and places, and motivating them to adhere to the schedule together with a Team Member (if applicable)

*Requirements*

- Leadership skills
- Communication skills
- Organisational skills
- Previous experience within the Member Representatives' Team is preferable but not necessary

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 on [mrofficer@efpsa.org](mailto:mrofficer@efpsa.org).