

Role Description | Vice President

Accountable to | President and Board of Management

Purpose of the Role

- To oversee the running of the Federation alongside the President, specifically in relation to the Board of Management, three EFPSA's Services, and administration

Main Responsibilities

- To develop a close working relationship with the President in order to ensure efficient collaboration within the Presidential Office and the Board of Management
- To oversee the work of the Board of Management together with the President.
- To oversee the running of the EFPSA Services through the teams: Study & Travel Abroad (STA), Social Impact Initiative (SII) and Training Office (TO)

Tasks

- Presidential Office
 - Working alongside the President in a close capacity in order to oversee the progress within the Federation
 - Overseeing the work of the members of the Board of Management (BM)
 - Preparing the agenda and leading the weekly online meetings along with the President
 - Organising and facilitating the Executive Board (EB) and Member Representatives (MRs) biannual reports
 - Dates, schedule, online written reports and team meetings with EB teams and MRs in small groups
 - Reviewing the Strategic Plan for the Federation on an annual basis; acknowledging the work that the BM has completed together with any unfinished tasks/projects
 - Preparing the Congress and the Joint EB & MR Meeting
 - Preparing the schedule
 - Preparing and leading the Opening & Closing Ceremonies as well as the General Assemblies
 - Scheduling and chairing the meetings with the EB and BM
 - Preparing and leading the biannual face-to-face BM meetings and providing the Working Community with a document outlining the significant outcomes, following the meeting
 - Planning and organising e-voting when necessary, alongside the Member Representatives Officer

- Producing an Annual Report at the end of the mandate outlining EFPSA's achievements within the previous 12 months
- Coordinating the nomination of Ethics Committee members
- Representing the Federation both externally and internally
- Services
 - Overseeing the work, providing feedback and guidance on all actions, activities, documentation and proposals (after discussion with the BM)
 - Checking the progress of the work in line with their Action Plans
 - Being receptive to problems that arise and attending to these as effectively and promptly as possible
 - Coordinating the selection of the new teams
 - Encouraging collaboration between all Services and other EFPSA teams

Requirements

- A strong command of the English language
- EFPSA experience, specifically within the Board of Management is strongly encouraged, but not essential
- Experience in NGO management is strongly encouraged
- Leadership and delegation skills
- Basic website editorial skills
- Micromanagement skills
- Presentation skills
- Experience in good working practices and administration
- Systematic approach

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 Vice President (vicepresident@efpsa.org).