

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.
- Being familiar with EFPSA's Mission, Vision and Values.
- 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.
- Delegation skills.
- Management skills.

- Cultural sensitivity.
- 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.
- Compulsory attendance at the annual EFPSA Congress in order to proceed with the BM application by delivering a speech in person at the General Assembly.

Time Investment

- Check the individual Role Descriptions of Board of Management members for more information regarding your time investment for EFPSA as a Board of Management member.
- Should you be concerned about the time investment, please don't hesitate to contact any current or past Board of Management members. Many before you have taken this opportunity successfully while simultaneously studying or working.