

## Role Description | President

*Accountable to* | Vice President and Board of Management

### *Purpose of the Role*

- Leading and supporting the Board of Management together with the Vice President; maintaining and strengthening external relations, whilst overseeing and ensuring the progress and sustainable development of the Federation.

### *Main Responsibilities*

- To develop a close working relationship with the Vice President in order to ensure efficient collaboration within the Presidential Office.
- To oversee and work closely with the External Relations Office.

### *Tasks*

- Presidential Office
  - Overseeing the work of the members of the Board of Management (BM).
  - Working alongside the Vice President in a close capacity in order to oversee the progress within the Federation.
  - Preparing the agenda and leading the weekly online meetings along with the Vice President.
  - 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 General Assemblies at the Congress and the Joint EB & MR Meeting.
    - Scheduling and chairing the meetings with the EB and BM .
  - Preparing and leading the biannual face-to-face BM meetings and providing the EBs and MRs 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 changes and developments within the previous 12 months.
  - Coordinating the nomination of Ethics Committee members.
  - Representing the Federation both externally and internally.
  - Developing the new role of the Academic Affairs Officer.
- External Relations Office
  - Overseeing and supporting the work of External Relations Coordinator.

- Maintaining communication between EFPSA and its partner student and professional organisations.
- Maintaining EFPSA's external image.
- Maintain communication with the European Healthcare Students Associations Summit (EHSAS).
- Working alongside the Secretary General in preparing and distributing the External Newsletter and EFPSA Magazine.
- Supporting the Policy Coordinator and Team Member(s) in policy and position paper development.

#### *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.
- Management skills.
- Presentation skills.
- Experience in good working practices and administration.
- Systematic approach.

#### *Time Investment*

- You will be working approximately on average 15-20 hours a week on EFPSA and you are flexible in allocating your time during the week.
- Next to the EFPSA Congress and Joint Executive Board & Member Representatives Meeting, you will meet in-person twice with the Board of Management to have a week-long meeting. This usually takes place in August/September and January/February.
- 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.

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 President ([president@efpsa.org](mailto:president@efpsa.org)).