

Role Description | Secretary General

Accountable to | Presidential Office

Purpose of the Role

- To provide a central point of contact and correspondence for individuals seeking information about EFPSA, both externally and internally, produce high quality publications and facilitate effective administration within the Federation.

Main Responsibilities

- To manage and contribute to the work, tasks and projects of the EFPSA Office.
- To maintain the website together with the Web Support Coordinator.
- To maintain efficient internal administration within the Federation through effective working practices.
- To correspond with internal and external entities seeking information about the Federation.

Tasks

- Secretary General
 - Responding promptly and appropriately to individuals seeking information.
 - Supporting effective minute taking within EFPSA and during General Assemblies.
 - Coordinating the contents, planning and preparation of the internal and external EFPSA Newsletters and the EFPSA Magazine.
 - Ensuring that the EFPSA Contact Database is up to date.
 - Supporting and ensuring the proper archiving of EFPSA Documents.
 - Providing the Board of Management, and other teams within the Executive Board, with outcomes from communication with external and internal entities to further the development of EFPSA's activities.
 - Collecting documentation pertaining to General Assemblies.
 - Overseeing and providing support to EFPSA Representatives in EFPA Working Groups.
- EFPSA Office
 - Monitoring the work and contributing to the development of the EFPSA Office through:
 - Organising frequent EFPSA Office meetings in order to ensure progress of the Action Plans.
 - Attending to requests promptly and effectively and providing feedback on various projects.

- Contributing towards the planning, editorial and the dissemination of newsletters and magazines specifically through overseeing and supporting the work of the Administrative Support Responsible.
 - Ensuring the delivery of e-cards.
 - Ensuring that the website is up to date, in collaboration with the Web Support Coordinator.
 - Overseeing the work of the Content Review Responsible(s).
 - Overseeing the work of Data Management Responsible.
 - Ensuring the work and mandatory tasks of the Human Resources Responsible.
- Board of Management
 - Helping with the administration related to Calls and Calling of the General Assemblies and sessions of e-voting.
 - Providing the Executive Board with significant outcomes related to General Assemblies and e-voting.
 - Providing the Board of Management with minutes of meetings in a timely and effective manner.

Requirements

- A strong command of British English, particularly in writing.
- Basic website editorial skills (knowledge of Wordpress is preferred but not essential).
- Experience and/or interest in efficient working practices and administration.
- Systematic approach and strong organisational skills.
- Knowledge of the French language is ideal but not essential.

Time Investment

- You will be working approximately on average 12-15 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 Secretary General (secretary@efpsa.org).