

Role Description | Member Representatives Officer

Accountable to | Presidential Office

Purpose of the Role

- To ensure every Member Organisation (MO) fulfills their requirements to be a part of EFPSA and to coordinate the Members Office.

Main Responsibilities

- To coordinate the work of the Member Representatives.
- To maintain an effective collaboration between the Member Organisations (MOs), Observer Organisations (OOs) and EFPSA.
- To ensure the representativeness of MOs in decision making procedures throughout the Member Representatives' (MRs) participation in General Assemblies and e-votings.
- To oversee and coordinate the work of the Members Office.

Tasks

- Organising, hosting and facilitating MR meetings with the help of Members Office during the EFPSA Congress, the Joint EB & MR Meeting and online monthly meetings throughout the mandate.
- Coordinating and facilitating sessions of e-voting and General Assembly.
- Maintaining an updated contact database of MRs, MOs and OOs.
- Collaborating with Events Office, EFPSA Services and Org Com Coordinators regarding promotion of EFPSA Events and Services.
- Ensuring that all the MOs and OOs operate according to Statutes and Domestic Regulations and Mission, Vision and Values of EFPSA.
- Ensuring that all the MOs settle their membership fees in collaboration with the Finance Officer.
- Ensuring a flow of information between the MRs regarding their MOs.
- Supporting the MRs in the facilitation of EFPSA Day in collaboration with the Marketing Office.
- Members Office
 - Overseeing and supporting the work of Members Office.
 - Monitoring and providing feedback on official documents and proposals.
 - Checking the progress of the Action Plans.
 - Planning and setting up agendas for regular meetings with the team.
 - Helping the Member & Observer Coordinator to organise the work and tasks of Vice MRs.

- Delegating projects relating to MOs, potential OOs and OOs to Member Observer Coordinator and Team Member and overseeing and supporting their work throughout the mandate.

Requirements

- Previous EFPSA experience, specifically within the Member Representatives Team or the Members Office is strongly encouraged, but not essential.
- Previous experience in team and people management.
- Communication skills.
- Leadership and delegation skills.
- Cultural sensitivity.
- Time management skills.

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 Member Representatives Officer (mrofficer@efpsa.org).