

Role Description | President

Accountable to | Vice President and the Board

Purpose of the Role

Leading and supporting the Board 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 guide, support and work closely with the Board

To guide, support and work closely with the External Relations Office.

Tasks

The president

- Checking all legal documents of the Federation
- Maintaining relationships with Immediate Past President
- Overseeing and representing the work of the Alumni Board
- Maintaining and developing relationship with European Federation of Psychology Associations (EFPA)
- Leading the Mentoring System of the Working Community

Presidential Office

- Overseeing the work of the members of the Board.
- Working alongside the Vice President in a close capacity in order to oversee the progress within the Federation.
- Familiarising with Belgian law and ensuring legal registration of all Board members.
- 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 Board 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 Executive Board and the Board.

- Preparing and leading the biannual face-to-face Board meetings and providing the Working Community with a document outlining the significant outcomes, following the meeting.
- Planning and organising e-votings when necessary, alongside the Member Representatives Officer.
- Maintaining relationships with Presidents of Member Organisations
- Writing an Annual Report at the end of the mandate outlining EFPSA's changes and developments within the previous 12 months, together with the Board
- Coordinating the nomination of Ethics Committee and Internal Audit Committee members.
- Representing the Federation both externally and internally.
- Having regular meetings with the Finance Officer, checking on EFPSA's overall financial situation

External Relations Office

- Overseeing and supporting the work of External Relations Coordinator and Public Relations Coordinator
- Maintaining communication between EFPSA and its partner student and professional organisations.
- Maintaining relationships with media by working alongside the Public Relations Coordinator
- Maintaining and developing EFPSA's external image.
- Maintain communication with the European Healthcare Students Associations Summit (EHSAS).
- Supporting the Policy Coordinator and Team Member(s) in policy and position paper development, dissemination as well as collaboration with other internal teams.

Requirements specific to this role

- EFPSA experience, specifically within the Board.
- Having a vision for the development of the Federation.
- Presentation and public speaking skills.
- The discipline to work with a sense of priority.
- Systematic and professional approach.

Time Investment

Availability to work on average 20-25 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 to have a week-long meeting. This usually takes place in August/September and January/February.

As the President you will be obliged to commit for a period of two years; after your mandate as the president you will automatically become Immediate Past President, the Chair of the Ethics Committee as well as a member of the Alumni Board.

Should you be concerned about the time investment, please don't hesitate to contact any current or past Board 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).

** This change is pending approval at March e-voting*