

Working Community Policy
of the European Federation of Psychology Students'
Associations (EFPSA)

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Aim

This policy paper aims to outline individual involvement within the Federation in regards to forming part of the EFPSA Working Community. The paper will describe and detail the mission, vision and values of the Federation; what the Federation believes in and what it stands by. This policy will also include the roles and responsibilities one has within the Federation, while also outlining what being part of EFPSA entails. The paper will also highlight what is expected of individuals forming part of the EFPSA Working Community.

Keeping in mind the mission, vision and values, as well as other policies that EFPSA may adopt, through one's involvement in EFPSA, an individual should always represent the same principles as the Federation.

Who can become an EFPSA member?

EFPSA does not have individual membership. Members are national, local and regional psychology students' associations of European countries/regions. However, not more than one National or Regional Organisation or two Local Organisations per country/region can hold the EFPSA member status.

Composition

The activities of the Federation are sustained by the Executive Board (EB). The Executive Board is constituted by teams who are responsible for Events, Services and Offices of the Federation. These teams are managed by the Board of Management (BM) - itself a formal body of the Executive Board. As stated in Article 25 of the Statutes of the Federation, collectively the Executive Board has authority to act on all matters of the Federation, including:

1. The management of the Federation
2. The public relations of the Federation
3. The preparation and hosting of the General Assembly
4. The implementation of decisions of the General Assembly
5. The planning and implementation of activities of the Federation
6. Proposing amendments to the Statutes and the Domestic Regulations



In practice these responsibilities are undertaken through individual functions and duties assigned either to Executive Board teams, or individual Executive Board positions within teams. These duties will be discussed briefly in this policy however, are outlined more fully in Domestic Regulations, Chapter 4.

At the beginning of the mandate, all teams of the Executive Board are required to establish Action Plans detailing planned activities for the forthcoming mandate. These require the approval of the Board of Management. The Action Plans of the Board of Management require the approval of the Member Representatives, which typically takes place via e-voting. All Action Plans should be prepared in acknowledgement of EFPSA Strategic Plan outlined in the Strategic Planning document.

EFPSA Members

Promoting Principles and Values

EFPSA aims to serve psychology students across Europe, link professionals, academics and students, improve psychology and contribute to society. Members who are in the EFPSA Working Community are asked to portray these values and goals both when working for the Federation and also when representing EFPSA in their country/region.

Following Deadlines

Being part of the Working Community means attending meetings and following deadlines. Realistic deadlines are important as they will help with goal achievement. Setting realistic deadlines also means prioritising the steps that should be taken. Deadlines are suggested to be set by the person coordinating the team and any other individuals responsible. This could be either the Coordinator or the BM Responsible. If a deadline is surpassed and the work is still in its initial stage, the Coordinator or BM Responsible will set up a meeting to discuss the way forward and the reason behind the lack of action taken. If the issue persists, the Board of Management will discuss it and necessary action will be taken.

Online Meetings

Since EFPSA is a European wide Federation, composed of members coming from different countries/regions, meetings are facilitated by means of online communication tools. Online meetings are important in order to facilitate updates within the team, as well as the discussion of issues concerning the team or Office. During meetings, individuals are required to update the rest of the members with their progress, any recent information as well as new initiatives or upcoming ideas. Online meetings are also important to facilitate discussion and take into consideration any necessary feedback which will improve the implementation of that project or task.

Permanence

Continuity from one mandate to another is essential for the Federation. Maintaining and enhancing the work done by previous members gives a sense of flow to the work done as well as a goal to work towards. This involves strategic planning for the upcoming mandate within the Team or the Office. As a Federation, EFPSA updates its strategic plan every five years. The principal aim of this initiative is to collate and organise long-term objectives of the organisation, and in doing-so, overcome inherent difficulties posed by one-year mandates. The strategic plan takes the four core goals discussed above and uses them to formulate objectives with measurable outcomes.

One way of ensuring continuity is through the means of knowledge management. A Knowledge Transfer document is compiled by the individual occupying that role in that mandate. This Knowledge Transfer document will include:

- ❖ Brief Role Description
- ❖ Projects of the Mandate
- ❖ Information of entities contacted
- ❖ Possible starting or ongoing collaborations
- ❖ New initiatives and ideas deliberated during the Mandate
- ❖ Possible setbacks encountered
- ❖ Suggestions for those setbacks

Take initiative

Apart from continuity, EFPSA encourages its members to take initiative in their team and create new projects as well as improve current ones. No matter to which team a member belongs, EFPSA incites members from the Working Community to think outside the box and come up with creative and innovative ideas to ultimately achieve its goals and improve its Events and Services.

Communication

Constant communication is fundamental within EFPSA. Effective communication is the determining factor between fruitful tasks and their failure. It is suggested that members of Offices and Teams communicate with an accepting attitude and open to constructive feedback with an element of trust and work flow.

Mission, Vision and Values

Mission

Our mission is to bring psychology students together on a European level to enrich their concept and application of psychology and encourage skill development in order to contribute to the improvement of the field; have a positive impact on society and its perception of psychology; support scientific and social interaction and cultural exchange between psychology students, academics and professionals.

How do we implement this? By consistently developing our Services, Events and the quality of interaction between European psychology students and their national, regional and local associations, we create an encouraging environment for psychology as a professional and scientific field in Europe.

Vision

Our vision is to have a psychologically aware society where the misconceptions that surround it are diminished in order to enhance general well-being; to provide Services and Events that

accommodate the vast expanse of needs of psychology students to develop themselves professionally and reach interconnectedness across all of Europe.

Values

Association: As an organisation, to be connected both internally and externally, within the EFPSA Working Community and with organisations who share a similar mission and values

Clarity: To have an integral, coherent and consistent approach to all aspects of our operations

Diversity: To accept the differences; to respect and welcome them as valuable assets

Fortitude: To have courage in adversity and unforeseen circumstances

Goals of the Federation

- ❖ To serve psychology students
- ❖ To link professionals, academics & students
- ❖ To improve psychology
- ❖ To contribute to society

EFPSA Structure

Executive Board Positions

Every team consists of a Coordinator, Responsibles and Team Members. The Board of Management and the Coordinator of the team decide on the number of Team Members, depending on the tasks, during the selection process at the Congress. More detailed information with the descriptions of each position is provided in the document section on the EFPSA website. Certain teams require tasks to be run and coordinated by a single Executive Board Member, without the need for a Responsible or Team Member; in such cases, such as the External Relations Coordinator, they are referred to as Coordinators.

Board of Management

The Board of Management (BM) is a body within the Executive Board that oversees the strategic development and operational management of the Federation. The Board of Management consists of seven members: the President, the Vice President, the Secretary

General, the Finance Officer, the Member Representatives Officer, the Marketing Officer and the Events Officer, and is led by the President and Vice President, collectively referred to as the Presidential Office.

Each BM member is responsible for a team or several teams, oversees their work and provides effective and timely feedback on their tasks and projects, while assisting in the development of the teams' work and ensuring that everything is in line with EFPSA's Statutes & Domestic Regulations and Strategic Plan. The BM also work on the development of EFPSA through their own set tasks, initiatives, projects and administrative working, as well as attending external events, developing Task Forces and taking on certain responsibilities as required throughout the happenings of each Mandate. The BM is also responsible for organising the Working Schedule of the annual Congress and Joint Executive Board and Member Representatives Meeting (Joint EB&MR Meeting), as well as organising two annual Board of Management Meetings.

Should any member of the Board of Management be unable to complete their duties then the Board of Management should arrange for duties of that person to be transferred to remaining members of the Board of Management. In more severe circumstances, should a member of the Board of Management step down from their duties completely, or leave without notice, a temporary replacement may be arranged before a call is made to formally fill the position.

Coordinator

Each Executive Board Team falls under the responsibility of a Coordinator. The Coordinators are interviewed by their BM Responsible and nominated by the Board of Management for approval by the General Assembly. They should report on regular occasions to the Board of Management member assigned to their activity. The responsibility of the Coordinator is to manage their team in the following ways:

1. To ensure an effective dialogue is maintained with all Team Members
2. To set the team's goals in accordance with their approved Action Plan and ensure its implementation
3. To motivate and support their team
4. To schedule and lead online team meetings and set objectives for the Joint Executive Board & Member Representatives Meeting

5. To take responsibility for Knowledge Transfer at the end of the mandate

In case of absence of the Coordinator, the Board of Management is responsible for finding a substitute, and the Board of Management Responsible can take on the Coordinator's responsibilities temporarily until a substitute is found, in order to safeguard the proceedings and functionality of the team. In case the project the team is working on is run by a single Executive Board member, this Coordinator is responsible for the contact with the Board of Management and for working towards the goals of the mandate.

Responsible

The Responsibles are selected by the Coordinators following an interview from the Coordinator and BM Responsible. They are then nominated by the Board of Management for approval by the General Assembly. They assist the Coordinators in accomplishing the team's tasks and are usually responsible for a certain area of their respective team's work, as well as for contributing to the work, projects and activities of the team as outlined in the teams' Action Plan.

Team Member

Team Members are selected by the Coordinators following an interview from the Coordinator and BM Responsible. They are then nominated by the Board of Management for approval by the General Assembly. Team Members should contribute to tasks and projects of their team in a manner agreed to by the Coordinator. Team Members are also invited to the Joint Executive Board & Member Representatives Meeting and should be invited to the Congress.

Member Representatives

Every Member Organisation of the Federation is responsible for naming a Member Representative who is assigned to represent the organisation and to act on behalf of it. All such persons, regardless of their Member Organisations being of Local, National or Regional nature, are titled Member Representatives (MRs).

The General Assembly is composed of delegates of Member Organisations; typically the Member Representatives. If the Member Organisations wish so, they can elect up to three Vice Member Representative to assist in the functions and obligations of the Member Representative, being of the responsibility of the Member Representative to manage the tasks of

the Vice Member Representative. The Vice Member Representative is only allowed to vote at the General Assembly in the eventuality of substitution of the Member Representative.

Behaviour

Respect

The Federation asks its Working Community to keep in mind the membership they have whenever taking certain actions and to act in the best interest of the Federation and of psychology students in general. Members of the EFPSA Working Community must show a high level of professional conduct whenever attending events of the federation and especially when representing the Federation with external entities.

Entities or persons holding official positions within EFPSA and those affiliated or working with its activities, are also expected to conduct themselves in accordance with the principles of EFPSA (see Statutes, Article 4)

Entities concerned with EFPSA include:

1. Member Organisations and Observer Organisations of the Federation
2. Organisations which are not a part of the Federation but are engaged in EFPSA activities (e.g. an Organising Committee of an EFPSA Event)
3. Individuals who serve within formal bodies of the Federation (i.e. Member Representatives, Vice Member Representatives, Executive Board and Board of Management members, Task Force members, EFPSA Alumni)
4. Individuals who are not a part of EFPSA but attend EFPSA events or make use of EFPSA services (e.g. participants of the EFPSA Events, Travel Network users)

Any serious breach of the principles of EFPSA, with significant consequence or implications for the Federation, may be dealt with through the Ethics Committee and Board of Management (see Article 47 for information relating to responsibilities and procedures of the Ethics Committee)

Cooperation

There should be cooperation between different teams and the Federation as well as cooperation amongst the teams and Offices themselves. EFPSA believes in the process of working or acting together for a common goal, as opposed to working in competition for one's own benefit.

Contribution

Members in the working community are to contribute towards the promotion of EFPSA Events, Services, activities and opportunities and of the Federation overall. Member Organisations are to promote the federation on a Local/Regional/National level through various mediums including social media, promotional videos, emails and events (eg. EFPSA Day).

Conflict of interest

EFPSA considers a situation in which an individual is involved in multiple interests, financial or otherwise, one of which could possibly corrupt the motivation or decision-making of that individual impacting the Federation. Therefore, any person found to make a decision which is unduly influenced by other, secondary interests, and not for the best interest of the Federation will be in breach of policy and the Board of Management can decide to put forward the request for dismissal after the case is presented to the Ethics Committee.

Violation of Obligations

In the case of serious violation of their obligations as a member of the Executive Board, or their violation of the principles or policies of EFPSA (as outlined in Article 6), or serious lapses in responsibility and duties displayed by them, the Board of Management can decide to dismiss that member. Justification for dismissal must be clearly presented to the Ethics Committee who will suggest appropriate responses for the Board of Management to take (see, Article 47).

Criteria

Members of the EFPSA Working Community including EBs, MRs and Task Force members are expected to fit a set of criteria before applying for positions within the Federation. These criteria display a certain mindset that is expected once commencing the mandate.

- ❖ Open to different cultures, beliefs and lifestyles

- ❖ Motivated to work
- ❖ Has both short-term and long-term goals
- ❖ Acts in the best interest of the Federation
- ❖ Works on a voluntary basis
- ❖ Uses membership to raise awareness on mental health as well as create a network in Europe
- ❖ All projects initiated by individuals in the EFPSA Working Community are a sole asset of the Federation

Further to these criteria are general prerequisites that all members of the EFPSA Working Community are also expected to meet.

- ❖ A strong command of the English language
- ❖ Availability to work online
- ❖ Strong working ethic
- ❖ Honest and respectful attitude towards others
- ❖ Clear awareness of the responsibilities and requirements inherent to the position being applied for
- ❖ Knowledge of EFPSA's Corporate Visual Identity (CVI)
- ❖ Knowledge of EFPSA's Mission, Vision and Values
- ❖ Knowledge of EFPSA's Statutes & Domestic Regulations
- ❖ Approved candidates are asked to sign a Code of Conduct, outlining their ethical commitments towards EFPSA
- ❖ Providing a detailed knowledge transfer upon completion of the mandate
- ❖ Attendance at the Joint Executive Board and Member Representatives' Meeting (preferable)

Code of Conduct

Members of the EFPSA Working Community, including EBs, MRs and Task Force members are asked to sign a Code of Conduct at the beginning of the mandate. The code of conduct is a document officially introduced into the Federation's working practices in 2016. The document

outlines the conduct expected of members affiliated with EFPSA. The Code of Conduct states that:

- All work completed throughout the mandate is for the Federation, and not for own personal gain.
- At the end of the mandate, all work done throughout the mandate will be provided to the Coordinator and/or BM Responsible, so all work can be provided to the team at the beginning of their next mandate.
- All work completed during mandate will be done in an ethical manner at all times.
- There will be no use of any personal or private information that an individual is exposed to during unless there is written consent from a BM Responsible.
- One should act according to the role description and the mission, vision and values of EFPSA through all aspects of work.
- A member automatically gives permission to appear in photos or videos taken by the EFPSA photographer that can be used for official EFPSA promotional materials.

Actions breaching this Code of Conduct or any violations of EFPSA's principles and may subject individuals and any underlying concerns to investigation by the Ethics Committee.

Glossary

EFPSA – European Federation of Psychology Students' Associations

BM - Board of Management

EB – Executive Board

MO – Member Organisation

MR – Member Representative

TF – Task Force

EFPSA Working Community – Individuals who have a role in the Federation