

Role Description | Team Member

Team | Members Office

Accountable to | Member and Observer Coordinator

Purpose of the Role

- Assisting the Member and Observer Coordinator and the Member Representatives Officer in their work and tasks
- Focus on working and developing various projects in Members Office with the Member Representatives Officer (MRO) and the Member and Observer Coordinator (MOC)

Main Responsibilities

- To coordinate the work of Vice Member Representatives (Vice MRs)
- To actively participate in the work of Members Office
- To contribute effectively to the work and projects of the Members Office, the Member Representatives and the Vice Member Representatives (Vice MRs)

Tasks

- Supporting the Member Representatives Officer (MRO) and the Member and Observer Coordinator (MOC) in their administrative duties
- Assisting the MRO in the planning and organisation of monthly MR Meetings
- Helping in organising and leading Vice MR meetings at the Congress, and via Discord
- Maintaining a contact database with information of all the MRs and Vice MRs
- Gathering information about ongoing matters within the Member Organisations (MOs) and ensuring a close collaboration between the MOs and EFPSA
- Supporting the MOC in the communication with new Members and with the research of new Organisations to contact and helping with maintaining a database of potential Observer Organisations and contacting European psychology student organisations
- Ensuring the adherence to the MR Schedule at Congress and the Joint EB&MR Meeting in cooperation with the needs of the MRO
- Organising and leading meetings and workshops during the Congress and the Joint EB&MR Meeting in cooperation with the MRO and MOC, especially when the MRO cannot attend in person
- Supporting MRO in their tasks during Congress and the Joint EB&MR Meeting

- Updating the Member Office documents and guidelines together with the MOC and MRO
- Updating the document containing information about potential and problematic Member Organisations

Requirements

- Good communication skills
- Teamwork skills
- Previous experience within the Member Representatives' Team is preferable but not necessary

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 on mrofficer@efpsa.org.