

## **Role Description | Team Member**

*Team |* Members Office

*Accountable to |* Member and Observer Coordinator

### *Purpose of the Role*

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

### *Main Responsibilities*

- 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)
- To oversee the activity of Member Representatives' Task Forces.

### *Tasks*

- Supporting the Member Representatives Officer (MRO) and the Member and Observer Coordinator (MOC) in their administrative duties, such as minute taking and noting of attendance during MR and ViceMR Meetings.
- 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
- Gathering information about ongoing matters within the Member Organisations (MOs) and ensuring close collaboration between the MOs and EFPSA
- Supporting the MOC in the communication of new Members and researching new Organisations to contact
- Helping MOC 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 and MOC in their tasks during Congress and the Joint EB&MR
- 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
- Time management skills
- Proactivity and exposure to student activism is preferable
- 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](mailto:mrofficer@efpsa.org).