

## **Role Description | Vice President**

Accountable to | President and the Board

### *Purpose of the Role*

- To oversee the running of the Federation alongside the President, specifically in relation to the Board and administrative procedures and to oversee two\* EFPSA Services.

### *Main Responsibilities*

- To develop a close working relationship with the President in order to ensure efficient collaboration within the Presidential Office and the Board.
- To guide, support the work of the Board together with the President.
- To oversee the running of the EFPSA Services through the teams Social Impact Initiative (SII) and Training Office (TO)\*.
- To report the progress of TO and SII\* to the Board.
- To encourage close EFPSA Services' intercollaboration with the Academic Affairs Officer .
- To increase the capabilities and standards of TO and SII\*.

### *Tasks*

- Presidential Office
  - Overseeing the work of the members of the Board.
  - Working alongside the President in a close capacity in order to oversee the progress within the Federation .
  - Familiarising with the Belgian law and ensuring legal registration of all Board members
  - Preparing the agenda and leading the weekly online meetings along with the 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 EFPSA Congress and the Joint EB & MR Meeting.
  - Preparing the schedule.
  - Preparing and leading the Opening & Closing Ceremonies as well as the General Assemblies.
  - 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-voting when necessary, alongside the Member Representatives Officer.
  - Maintaining relationships with Presidents of Member Organisations
  - Producing an Annual Report at the end of the mandate outlining EFPSA's achievements 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.
  - Checking all legal documents of the Federation
  - Having regular meetings with the Finance Officer, checking on EFPSA's overall financial situation.
- Services
    - Overseeing the work, providing feedback and guidance on all actions, activities, documentation and proposals (after discussion with the Board).
    - Checking the progress of the work in line with their Action Plans.
    - Being receptive to problems that arise and attending to these as effectively and promptly as possible.
    - Coordinating the selection of the new teams.
    - Encouraging collaboration between all Services and other EFPSA teams.
    - Attending the meetings of each of the Services on a regular basis
    - Organising a Coordinators' meeting every 2-3 months
    - Facilitating the external representation of the Services

*General requirements for the position of a Board member (insert link)*

*Requirements specific to this role*

- EFPSA experience, specifically within the Board and/or in one of the two EFPSA Services (SII, TO) is strongly encouraged, but not essential.
- Presentation and public speaking skills.
- The discipline to work with a sense of priority
- Experience in good working practices and administration.
- Systematic and professional approach.

### *Time Investment*

- Availability to work on average 20-25 hours a week EFPSA and you are flexible in allocating your time during the week.
- 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 Vice President ([vicepresident@efpsa.org](mailto:vicepresident@efpsa.org)).

*\* \*This change is pending approval at the March e-voting 2021*