

## Role Description | The Board

### *Purpose of the Role*

- Managing the progress and development of the Federation.
- Ensuring adherence to EFPSA's Statutes, Internal Regulations, Belgian law, Policies and general ethos.

### *Main Responsibilities*

- To maintain consistent collective awareness of activities, projects and issues within the Federation.
- To collectively oversee the work of the Working Community.
- Discuss and vote upon matters brought forward by the Working Community.
- To apply and develop internal working practices.
- To contribute toward the strategic, long-term development of EFPSA.

### *Tasks*

- Engaging in a suitable and pragmatic discussion, decision-making and problem-solving in regards to all relevant matters.
- Maintaining a clear awareness of the responsibilities and requirements inherent to their respective positions.
- Actively participating in the set tasks of the Board:
  - Weekly online meetings with the Board.
  - Prompt responsiveness to ongoing e-mail threads and all official communication channels.
  - Attendance at the Congress, Joint EB&MR Meeting and two in-person Board Meetings.
  - Providing feedback to other Board members.
  - Being engaged in collective Board tasks.
- Being familiar with:
  - The EFPSA [Strategic Planning](#) document and aims of the EFPSA's [Statutes](#) and [Internal Regulations](#).
  - The Belgian law regarding Not-for-profits (VZW/ASBL) EFPSA's Mission, Vision and Values.
- Actively engaging with on-going projects of the Board.
- Maintaining consistent archiving and working actively towards the preparation of documents.
- Being effective in situations requiring crisis management and being flexible to take on any unexpected tasks.

### *Requirements*

- A strong command of the English language
- Good communication skills
- Previous EFPSA experience and/or experience in NGO management is strongly recommended
- Leadership and delegation skills
- Flexibility
- Management skills and coordination
- Cultural sensitivity
- Open-minded approach
- Strong work ethic
- Problem-solving oriented approach
- Sense of initiative and innovation
- Organisational skills
- An honest and respectful attitude towards others
- Ability to work well in groups and individually
- Time and stress management skills
- Basic knowledge of document editing software (e.g. Word, Excel, Online docs)
- Experience in good working practices and administration
- Compulsory attendance at the annual EFPSA Congress in order to proceed with the Board application by delivering a speech at the General Assembly

#### *Time Investment*

- Check the individual [Role Descriptions of Board members](#) for more information regarding your time investment for EFPSA as a Board member.
- Full-week attendance at the EFPSA Congress in spring, the Joint Executive Board & Member Representatives Meeting in autumn, as well as the two in-person Board meetings usually taking place in July/August and January/February.
- Weekly online meetings with the Board.
- Should you be concerned about the time investment, please do not hesitate to contact any current or past Board members. Many before you have taken this opportunity successfully while simultaneously studying or working.