

## **Role Description | Member Representatives Officer**

*Accountable to* | Presidential Office

### *Purpose of the Role*

- To ensure every Member Organisation (MO) fulfils their requirements to be a part of EFPSA and to coordinate the Members Office.

### *Main Responsibilities*

- To coordinate the work of the Member Representatives teams.
- To maintain an effective collaboration between the Member Organisations, Observer Organisations, and EFPSA.
- To ensure the representativeness of Member Organisations in decision-making procedures throughout the Member Representatives.
- To expand the network of the Member Representatives team to new countries.
- To oversee and coordinate the work of the Members Office.

### *Tasks*

- Organising, hosting, and facilitating Member Representatives meetings with the help of Members Office during the EFPSA Congress, the Joint EB&MR Meeting, and online monthly meetings throughout the mandate.
- Coordinating and facilitating sessions of E-Voting sessions and General Assemblies.
- Maintaining a partnership with NemoVote, the platform for e-voting.
- Overseeing the maintenance of an updated contact database of Member Representatives, Member Organisations and Observer Organisations.
- Collaborating with Events Office, Academic Affairs Office, EFPSA Services, and Organising Committee Coordinators regarding promotion of EFPSA Events and Services.
- Ensuring that all the Member Organisations and Observer Organisations operate according to the Statutes and Internal Regulations and Mission, Vision and Values of EFPSA.
- Ensuring that all the Member Organisations settle their membership fees in collaboration with the Finance Officer.
- Encouraging and empowering the development of the Member Organisations through the Member Representatives.
- Ensuring the flow of information between the Member Representatives regarding their Member Organisations.

- Supporting the Member Representatives in the facilitation of EFPSA Day in collaboration with the Marketing Office.
- Members Office
  - Overseeing and supporting the work of Members Office.
  - Monitoring and providing feedback on official documents and proposals.
  - Checking the progress of the Action Plans.
  - Planning and setting up agendas for regular meetings with the team.
  - Helping the Member & Observer Coordinator to organise the work and tasks of Vice MRs.
  - Delegating projects relating to Member Organisations, potential Observer Organisations and Observer Organisations to Member Observer Coordinator and Team Member and overseeing and supporting their work throughout the mandate.

#### *Requirements*

- Previous EFPSA experience, specifically within the Member Representatives or the Members Office is strongly encouraged, but not essential.
- Previous experience in team and people management.
- To be a point of reference and support to the Member Representatives team.

#### *Time Investment*

- Availability to work on average 15-17 hours a week on EFPSA and you are flexible in allocating your time during the week.
- 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.

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 interest in this position, please contact the current Member Representatives Officer ([mrofficer@efpsa.org](mailto:mrofficer@efpsa.org)).