

## Role Description | Secretary General

*Accountable to* | Presidential Office

### *Purpose of the Role*

- To provide a central point of contact and correspondence for individuals seeking information about EFPSA, both externally and internally, produce high quality publications and facilitate effective administration within the Federation.

### *Main Responsibilities*

- To manage and contribute to the work, tasks and projects of the EFPSA Office.
- To maintain the website together with the Web Support Coordinator.
- To maintain efficient internal administration within the Federation through effective working practices.
- To correspond with internal and external entities seeking information about the Federation.
- To oversee the work of EFPSA Representatives in EFPA Working groups.
- To help the Board with reaching and developing the Strategic Plan.
- To take part in regular Board obligations.

### *Tasks*

- Secretary General
  - Responding promptly and appropriately to individuals seeking information from EFPSA's social platforms.
  - Supporting effective minute taking within EFPSA and during General Assemblies.
  - Coordinating the contents, planning and preparation of the EFPSA Magazine.
  - Supporting and ensuring the proper archiving of EFPSA Documents and contacts.
  - Providing the Board, and other teams within the Executive Board, with outcomes from communication with external and internal entities to further the development of EFPSA's activities.
  - Collecting documentation pertaining to General Assemblies.
  - Overseeing and providing support to EFPSA Representatives in EFPA

- Working Groups.
    - Having regular meetings (every three months) with EFPSA Representatives in EFPA, while also being updated on their work.
    - Communicating and overseeing the Supporting Community of EFPSA.
  
- EFPSA Office
  - Monitoring the work and contributing to the development of the EFPSA Office through:
    - Organising regular EFPSA Office meetings in order to ensure progress of the Action Plans.
    - Attending requests promptly and effectively and providing feedback on various projects.
    - Contributing towards the planning, editorial and the dissemination of EFPSA Magazine and supporting the work of the Creative Writer & Editor
    - Overseeing the work of Creative Writer & Editor
    - Ensuring that the website is up to date, in collaboration with the Web Support Coordinator.
    - Overseeing the work of the Content Review Responsible(s).
    - Overseeing the work of Data Analysis Responsible.
  
- Human Resources Office
  - Monitoring the work and contributing to the development of the Human Resources Office through:
    - Regularly attending and contributing to the Human Resources Office team meetings organised by the Human Resources Coordinator.
    - Supporting personnel administration and recruitment processes.
    - Ensuring the working practices of the Federation.
    - Ensuring that the EFPSA Contact Database is up to date.
  
- The Board
  - Helping with the administration related to Calls and Calling of the General Assemblies and sessions of e-voting.
  - Providing the Executive Board with significant outcomes related to General Assemblies and e-voting.
  - Providing the Board with the minutes of meetings in a timely and effective manner.

*General requirements - link*

*Requirements for this role*

- A strong command of British English, particularly in writing.
- Basic website editorial skills (knowledge of Wordpress is preferred but not essential).
- Experience and/or interest in efficient working practices and administration.

- Systematic approach and strong organisational skills.

#### *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 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 Secretary General ([secretary@efpsa.org](mailto:secretary@efpsa.org)).