

EMWA Executive Committee (EC) Officer Job Description: VICE PRESIDENT and PRESIDENT

For details regarding eligibility, election, duration of office, meetings, benefits and advantages: See Policy Document: Executive Committee (EC) Roles and Responsibilities on the EMWA website or contact Head Office for the latest version.

Responsibilities

The President is the Chief Executive Officer (CEO) of EMWA. The Vice President assists the President and, in the absence of the President, serves as CEO. Together they oversee the running of EMWA and specifically:

EC Management

- Prepare agendas for and chair quarterly EC meetings
- Convene and manage ad hoc teleconferences
- Understand and facilitate each EC officer's responsibilities and workload
- Help find candidates for EC positions

Head Office (HO)

- Conduct the annual review of HO services; coordinate any changes to the service provider.
- Maintain regular contact with HO; be aware of their activities, workload and issues
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Finance and constitution

- Maintain financial awareness; review EMWA's monthly and annual financial summaries.
- Read, be familiar with and respect EMWA's constitution and other official documents
- Define and drive forward EMWA's business and communication strategy

Sponsorship

- Obtain EMWA sponsorship

Annual Meeting (AM)

- Prepare reports for AM pack and help develop agenda
- The President chairs the AM and presents the President's Report

At conference

- Introduce the opening speaker; chair plenary sessions; make conference banquet speech
- Assist Conference Director as needed with conference organisation
- Prepare text for conference invitation and brochure

Medical Writing and website

- Write the President's Message for each issue of Medical Writing and website content as needed

Other activities

- Develop and maintain partnerships with related professional organisations
- Promote the medical writing profession through presentations, discussions and press releases
- Lead on and actively develop EMWA's role in the forensic review of industry guidelines.