



## **EMWA - Policies and Procedures**

### **Executive Committee Roles and Responsibilities**

**Revision: 24 November 2014 V2.0 Replaces version December 2013**

The EMWA Constitution defines The European Medical Writers Association as a non-profit organisation with the Executive Committee (EC) as the body elected by the membership to manage, direct and represent the Association. The EC is responsible for all actions and decisions of the Association not specifically defined as otherwise belonging to the Annual Meeting (AM) of the Membership.

The AM of members is the highest authority of the Association. The EC is the next highest authority and is responsible to the Membership directly.

#### **Composition**

1. The EC shall consist of 8 members: 6 elected, 2 appointed.
2. The elected officers of EMWA are the Vice-President/President, Honorary Secretary, Treasurer, Conference Director, Education Officer, and Public Relations Officer, as elected by the voting members of the Association.
3. The appointed officers are the Journal Editor of the EMWA journal and the Website Manager.

#### **Policies and Procedures**

1. The EC is responsible for the drafting and approval of all Association Policies and Procedures in accordance with the objectives of EMWA as set out in Art 2. of the constitution.
2. The EC is responsible for ensuring that all volunteers, members, committees, sub-committees and suppliers comply with the current EMWA policies and procedures.

#### **Eligibility**

1. Elected EC officers are elected by a simple majority of the members who vote.
2. To be eligible for election, and to be an appointed officer, an individual must be a paid-up EMWA member and must have attended at least 1 Spring Conference in the previous 3 years.
3. Once elected or appointed, to work with the new incoming EC officers for at least 3 months after stepping down.

#### **In addition to the above:**

4. The Vice President, and subsequently President, must have either served on the EC previously or served EMWA in another official capacity in the previous three years (e.g. workshop leader, or on a subcommittee).
5. Conference Director. If possible, the previous Conference Director should be a member of the Conference Steering Committee (see below) for the following Spring Conference.
6. The Education Officer must have served on the EMWA Professional Development Committee (EPDC) for at least 12 months, and must be an active EMWA workshop leader (i.e. must have presented an EMWA Professional Development Programme [EPDP] workshop at 2 conferences within the last 3 years).
7. The Journal Editor should have been actively involved with the journal before standing for election through writing or copyediting articles, or guest editing an issue.
8. The new Website Manager should have volunteered in some capacity for activities relating to the content or technical development of the website for 6 months prior to standing for election; however, this is not compulsory.

#### **Selection**

1. All members wishing to stand for election should send a short candidate statement (up to 400 words) and a photograph by email to EMWA HO by the defined date. This should provide brief information about the candidate's experience and why they believe they are qualified for the position.
2. For the appointed positions, the EC will then discuss all candidate statements, including a statement from the existing Journal Editor and Website Manager respectively, and decide who would be best suited to take up the position. Any member may challenge the EC's decision by requiring that the matter be put to the membership whereupon each candidate should make a presentation (of no longer than 5 minutes) to the members at the AM, following which the Journal Editor and Website Manager respectively, will be elected by a simple majority of the members. Otherwise the candidate appointed by the EC will be announced at the AM. The new Journal Editor and Website Manager assumes office immediately following this meeting

3. For the elected positions, candidate statements will be sent to all members before the AM. Candidate statements will also be published in Medical Writing if they are received before the print deadline of the pre-conference issue.
4. Officers eligible through election are nominated and elected by simple majority of active, retired and honorary members.
5. All successful candidates will be notified and must attend the AM. The successful candidate will assume office immediately upon election and should attend the EC meeting at the same conference.
6. By accepting the post of an EMWA EC officer, the individual agrees to attend EC meetings and fulfil their responsibilities summarised further below and in more detail under their individual job descriptions

#### **Duration of office**

1. With the exception of the positions of Vice President and President, all posts are for a 2-year period, starting immediately after the AM at which they were elected and ending at the AM 2 years later.

In addition:

2. Vice President and President: duration of 1 year respectively. In order to ensure transfer of knowledge, the previous incumbent should ideally agree to work closely with the newly elected person for at least 3 months after stepping down.

3. Treasurer: to ensure transfer of knowledge, the previous Treasurer agrees to work closely with the newly-elected Treasurer for at least 6 months after stepping down.

4. Education Officer: Knowledge transfer to the next Education Officer should be achieved during regular communication within the EPDC while the previous Education Officer is still in office and for up to 3 months after stepping down. The previous Education Officer may continue to serve on the EPDC after their period of office as Education Officer is over. The overall duration of tenure on the EPDC will then be extended by period(s) of office as Education Officer.

5. Journal Editor and Website Manager roles are open until either another member with the appropriate expertise and skills expresses interest in volunteering for the position or the Journal Editor and Website Manager decides to stand down, or the EC encourages another member to take up the position. They can be replaced by standing down from their position or by the EC, with the Journal Editor's and Website Manager's agreement respectively, accepting an offer from another member with the appropriate expertise and skills who expresses interest in volunteering for the position. In order to ensure transfer of knowledge, the previous Journal Editor and Website Manager, respectively agrees to work closely with the new Journal Editor and Website Manager, respectively for at least 3 months after stepping down.

#### **Benefits and advantages**

1. Free registration at EMWA's biannual conferences for the duration of the term of office starting from the conference after their election (NB: this does not include the conference at which the officer is elected, and does not include the cost of optional workshops and social events) in accordance with the EMWA Policy on Volunteer Reimbursement.
2. Reimbursement of reasonable travel and accommodation expenses for attendance at EMWA's biannual conferences and any other EMWA meetings, which the EC officer is required to attend (NB: this does not include the conference at which the officer is elected) in accordance with the EMWA Policy on Volunteer Reimbursement.
3. Excellent networking opportunities and impressive experience on CV.
4. Opportunity to visit interesting European cities at our conferences.

#### **Responsibilities**

The responsibilities fall into two main areas: (1) general EC responsibilities, and (2) role-specific responsibilities (please see Officers subsections below and under the individual job descriptions for all EC Officers on the EMWA website or please contact Head Office [HO]).

#### **General EC Responsibilities**

The tasks and responsibilities related to being an EC officer include the following:

1. Participate in EC meetings and teleconferences as per the role requires. At these meetings, discuss and vote on all issues that require full EC input. Read and approve EC meeting minutes as per the role requires.

2. Read and reply to email communications from other EC members and HO regarding general EMWA issues that require EC discussion.
3. Review, comment on and approve documents, and other communications that require EC input, as per the individual role requires.
4. Help to find candidates for EC positions coming up for election and help to train new EC officers.
5. Read and be familiar with EMWA's Constitution, Policies and Procedures, and all other official EMWA documents and help to ensure they are respected.

### **Meetings**

1. The EMWA Annual Conference is held during the Spring months (typically in May) and the EMWA Autumn Meeting is held in October or November. The date and place of both events are determined by the EC.
2. The AM is normally held during the Spring Annual Conference on a date determined by the EC.
3. Meetings of the EC are held on dates and at places determined by the President.
4. The agenda, reports and other required materials shall be sent by EMWA HO to the meeting participants as specified in the Rules of Association. Materials may be sent in electronic form if suitable.

### **Decisions**

1. Decisions of the EC are determined by simple majority of those EC members present at a duly called EC meeting. An EC meeting is quorate if at least 5 EC members (President or their representative, plus 4 other members) are present.
2. Decisions may be taken by electronic ballot outside of a regularly called EC meeting but will only be considered valid if at least 5 EC members participate in the vote. Either the President or their representative must participate in the vote.
3. In the event of a tied vote either by electronic ballot or during an EC meeting, the casting vote will be determined by the Chair of the meeting.
4. The full EC may appoint Administrative Committees to investigate and report on specific issues as needed.
5. All decisions of the EC shall be recorded in a set of minutes kept by EMWA HO.
6. All decisions of the EC are final and binding unless: they are reversed by a subsequent decision of the EC; the decision contravenes the current Association Constitution; the voting Members overturn the decision at the AM or by extraordinary postal ballot.
7. EMWA HO will ensure that all decisions of the EC and the subsequent tasks are included in the Association Policies and Procedures or in an open task list for follow-up as appropriate.

### **Minutes**

1. EMWA HO is responsible for the accurate recording of EC Meeting minutes.
2. Draft minutes of EC meetings will be distributed to the meeting participants after review by the President.
3. EMWA HO will prepare a final draft version of the prior meeting minutes to be approved or amended at the next meeting of the EC.
4. One original paper copy of the approved minutes will be signed by the President within 14 days after being approved by the EC and kept by EMWA HO.

### **Officers:**

#### **Vice-President**

1. The Vice-President assists the President and in the absence of the President serves as Chief Executive Officer.
2. The Vice-President assists the President in co-ordinating all conferences.
3. The Vice-President assumes the office of the President at the AM one year after his/her election.
4. When the office of President is vacant, the Vice-President immediately and automatically assumes the office for the unexpired term and subsequently serves the term for which he or she was originally elected as Vice-President. The office of Vice-President remains vacant until the next AM.

#### **President**

1. The President serves as the Chief Executive Officer for a 1-year period, responsible for executive decisions and actions between AMs and conducts routine EMWA business with approval of a simple majority of the EC.
2. The President presides at the AM and at all meetings of the EC.

3. The President is empowered to contract those services deemed necessary by a simple majority of the EC and to order the disbursement of such funds necessary to reimburse such services.
4. The President may establish administrative committees with the approval of the EC.
5. The President serves as Conference Chairperson for all conferences. In this capacity, the President plans, co-ordinates, and supervises the activities of the conferences, arranges the venues, together with the Conference Director, and solicits sponsorship funds for the conferences. The President is assisted by the Vice President for all general conference matters and the Education Officer for all EPDP matters.

#### **Treasurer**

1. The Treasurer is the Chief Financial Officer of EMWA and has the duties normally associated with that office.
2. The Treasurer is the account holder or assigns the account holder for EMWA funds and disburses funds at the direction of the President.
3. The Treasurer prepares an annual financial statement and presents this statement at the AM.

#### **Conference Director**

1. Responsible for building the non-EPDP part of the conferences (e.g. Symposium at Spring conference)
2. Liaise with HO regarding the social programme for the conference and participate in the selection of the best options
3. Liaise closely with HO regarding the content, layout, and timing of the conference brochure, miniguide and flyer  
Proofread the different drafts of the brochure (with help from the Conference Steering Committee) and approve final version for printing by HO and posting online.

#### **Honorary Secretary**

1. Regularly review the Articles of Association, Rules of the Association, policies and procedures, and all other official EMWA documents to ensure they still reflect the current practices. When required, coordinate updates.
2. Together with the President and the Treasurer, the Honorary Secretary will monitor the activities of HO, have regular "performance review" meetings with HO, and make suggestions for improving the services of HO.
3. Any suggestions that may require a financial expenditure are to be decided on by the EC.

#### **Education Officer**

1. The Education Officer is responsible for assembling the EPDP offered at each EMWA conference.
2. The Education Officer is the principal spokesperson for EMWA educational activities. In this capacity, the Education Officer establishes contact with selected educational bodies, co-ordinates efforts to obtain educational recognition for EMWA educational goals, and, together with the EPDC sets the educational standards for the EPDP.
3. The Education Officer, together with the EPDC, assesses and approves workshops and workshop leaders for inclusion in the EPDP.

#### **Public Relations Officer**

1. The Public Relations (PR) Officer plans the public relations strategy for the organisation in association with members of the EC and represents EMWA at PR events
2. Where appropriate, the PR Officer may liaise with the Education Officer for PR purposes within training organisations (both graduate and undergraduate).
3. The PR Officer is responsible for checking all promotional literature relating to EMWA and informing the EC.
4. The PR officer will be key to sponsorship drive and will keep pertinent EC members informed as to sponsor opportunities/advertising.
5. Coordinate and liaise with the Webinars Team to design, conduct and promote an appropriate yearly program of events.
6. Update the EMWA Conference App with any new conference information.

#### **EMWA Journal Editor**

1. The EMWA Journal Editor oversees all activities associated with the EMWA Journal.

#### **Website Manager**

1. The Website Manager oversees all activities associated with the EMWA website.