



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

- Contribute to and drive agenda content 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

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

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

- Chair relevant conference 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 communication profession through presentations, discussions and press releases
- Actively develop EMWA's role in impacting the medical communication industry, for example, through interaction with regulatory bodies and other noted organisations.
- With the rest of the EC, take responsibility for maintaining all governance documents and ensuring copies are stored in the document repository
- The Vice President acts as EC liaison for the Expert Seminar Series (ESS)