



EMWA Executive Committee (EC) Officer Job Description: PRESIDENT-ELECT 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 President-Elect 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 President-Elect acts as EC liaison for the Expert Seminar Series (ESS)