

**EMWA - Policies and Procedures****Executive Committee Roles and Responsibilities****Revision: 17 December 2025 V7 Replaces version 12 December 2024 V6**

The European Medical Writers Association (EMWA) Executive Committee (EC) is the body elected by its 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 a General Meeting (GM) of the Membership.

A GM of members is the highest authority of the Association. The EC is the next highest authority and has a responsibility to the Membership directly.

Composition

1. The EC shall consist of a maximum of 11 positions: 7 elected, 4 appointed.
2. The elected officers of EMWA are the President-Elect/President/Past President¹ (elected once but three separate EC roles), Honorary Secretary, Treasurer, Conference Director, and Public Relations Officer, as elected by the voting members of the Association.
3. The appointed officers are the Education Officer, the Journal Editor of the EMWA's Medical Writing Journal, the Website Manager, and the Membership Officer.

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 the Articles of Association.
2. The EC is responsible for ensuring that all volunteers, members, committees, sub-committees and suppliers comply with the current EMWA policies and procedures.
3. The EC is responsible for reviewing all EMWA governance documents and policies and procedures at least every 3 years, and for implementing revisions if necessary.
4. EMWA is a UK registered company, and all EC members are formally appointed Directors who are legally responsible for running the company and making sure company accounts and reports are properly prepared. Directors' names and personal information are publicly available from Companies House.

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 current EMWA member with membership fully paid. The exception being honorary membership, e.g., the Nick Thompson Fellow. In addition, there should be no outstanding debts owed to the Association, and if possible, attended at least 1 Spring Conference during the previous 3 years.
3. All EC officers should fulfil the requirements of a UK Company Director.

In addition to the above:

4. The President-Elect, and subsequently President (and Past President¹), must have either served on the EC previously or served EMWA in another official capacity in the previous 3 years (e.g. workshop leader, or on a sub-committee).
5. Conference Director. If possible, the previous Conference Director should have been involved in the organization of sessions at either virtual or face to face conferences in the previous 3 years (e.g a themes organizer, or symposium organizer)
6. The Education Officer must be an EMWA Educational Professional Development Programme (EPDP) workshop leader listed in the current EPDP Brochure and have run at least 3 workshop sessions, or have experience and expertise relevant to the webinar programme, or present other EMWA-related experience that supports the application.
7. The Journal Editor should have been actively involved with EMWA's Medical Writing journal through writing or copyediting articles, or guest editing an issue before appointment.
8. The Website Manager should ideally have been involved in some capacity for activities relating to the content or technical development of the website prior to appointment; however, this is not compulsory.



9. The Membership Officer should ideally have the necessary skills to fulfil the tasks of the position (e.g., membership database management, data privacy, etc.).
10. After stepping down, each EC officer will assist the new incoming EC officer(s) for at least 6 months.

¹ Effective from the Annual Meeting on 8 May 2024; first applicable for the elected President-Elect at the May 2025 Annual Meeting

Selection

1. Members wishing to stand for election should send a short candidate statement (up to 400 words) and a photograph by email to EMWA Head Office (HO) by the defined date. This should provide brief information about the candidate's experience and why they believe they qualify for the position.
2. For the appointed positions of Journal Editor, Website Manager and Membership Officer, the EC will discuss all candidate statements, including a statement from those in the existing position, respectively. The EMWA Professional Development Committee (EPDC) assesses applications and appoints the Education Officer. The new Journal Editor, Website Manager, Education Officer, and Membership Officer assumes office at a date pre-determined by the EC.
3. Officers eligible through election are nominated and elected by simple majority of active and honorary members.
4. All successful candidates will be notified and should attend the GM. The successful candidate will assume office soon after GM and ideally attend the EC meeting at the same conference.
5. 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 (available from HO) and in the Rules of the Association.

Duration of office

1. Except for the positions of President-Elect and President (the President-Elect is appointed as director for a term of office of 1 year, the President is appointed as director for 2 years (1 year as President and 1 year as Past President), all elected posts are for a 2-year period, starting immediately after the GM at which they were elected and ending at the GM 2 years later.
In addition:
2. President-Elect and President: duration of 1 year for President-Elect, 1 year for President and 1 year for Past President. In order to ensure transfer of knowledge, the previous incumbent(s) should ideally agree to work closely with the newly elected person for at least 6 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. Journal Editor, Website Manager, Membership Officer, and Education Officer roles are open until either another member with the appropriate expertise and skills expresses interest in volunteering for their position, or those in the existing role 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 agreement of the Journal Editor, Website Manager, Membership Officer, and Education Officer, respectively. In order to ensure transfer of knowledge, the previous Journal Editor, Website Manager, Membership Officer respectively agrees to work closely with those new in the position(s), respectively for at least 6 months after stepping down.
In addition,
5. 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 6 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.
6. Termination of any director's appointment is governed as per the EMWA Articles of Association.

Benefits

1. Free registration at EMWA's biannual conferences for the duration of the term of office starting from the conference of their election in accordance with the EMWA Policy on Volunteer Reimbursement. Registration



does not include the cost of optional workshops or other chargeable conference sessions, including social events.

2. Reimbursement of reasonable travel and accommodation expenses for attendance at EMWA's face-to-face conferences and any other EMWA meetings, which the EC officer is required to attend in accordance with the EMWA Policy on Volunteer Reimbursement.

Responsibilities

The responsibilities fall into two main areas: (1) general EC responsibilities, and (2) role-specific responsibilities (please see Officers subsections below for a brief overview and full details under the individual job descriptions for all EC Officers. These are available from HO.

General EC Responsibilities

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

1. Participation in EC meetings and teleconferences as per the role requirements. At these meetings, discussing and voting on all issues that require full EC input. Reading and approving EC meeting minutes as per the role requires.
2. Reading and replying to email communications from other EC members and HO regarding general EMWA issues that require EC discussion.
3. Reviewing, commenting on and approving documents, and other communications that require EC input, as per the individual role requires.
4. Assisting in the sourcing of candidates for new EC positions and help to train new EC officers.
5. Reading and familiarity with EMWA's Rules of Association, Policies and Procedures, and all other official EMWA documents.
6. Taking responsibility for maintaining all governance documents and ensuring copies are stored in the document repository.
7. Reviewing governance documents at least every 3 years and revising if necessary. The date of effectivity of each document should be clearly defined.

Meetings

1. The EMWA Spring Conference is held during the Spring months (typically in May) and the EMWA Autumn Conference is usually held in November. The date and location of these events are determined by the EC.
2. Meetings of the EC are held on dates and in locations determined by a majority EC decision.
3. 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 6 EC members including the President or their representative, are present.
2. In the event of a tied vote, the casting vote will be determined by the Chair of the meeting.
3. All decisions of the EC shall be recorded in a set of minutes kept by EMWA HO.
4. 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 Rules of Association; the voting Members overturn the decision at the GM or by extraordinary postal ballot.
5. 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 reviewed first by the Chair, the President or President-Elect, if President is not present and then distributed to the EC member participants for review.
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 copy of the approved minutes will be electronically signed by the President after being approved by the EC, and kept by EMWA HO.

Officers:

President-Elect

1. The President-Elect assists the President and steps in if the President is absent.
2. The President-Elect assumes the office of the President at the GM 1 year after his/her election.
3. The President-Elect supports the President to drive business strategy.
4. The President-Elect develops and maintain partnerships with related professional organizations and chairs partnership sessions.
5. The President-Elect is the EC liaison for the Special Interest Groups (including Freelance Business Group), the AI working group, the Freelance Business Forum, and CORE project.

President

1. The President serves as the Chief Executive Officer for a 1-year period, is responsible for executive decisions and actions between GMs, and conducts routine EMWA business with approval of a simple majority of the EC.
2. The President presides at the GM and at all meetings of the EC.
3. Lead and drive strategic planning processes.
Define and drive forward EMWA's business and communication strategy.

Past-President

4. The Past President (the 2nd year of the President) will possess institutional knowledge, understand the organization's history, and guide the new leadership. The Past President can serve as a mentor to the current President and President-Elect.

Treasurer

1. The Treasurer is a signatory on the bank accounts. Funds are dispersed according to the budget and contracts with vendors.
2. The Treasurer prepares an annual financial statement and presents this statement at the GM.

Conference Director

1. The Conference Director liaises with HO regarding the social programme for the conference and participates in the selection of the best options.
2. The Conference Director proofreads the different drafts of the brochure and approves the final version.

Honorary Secretary

1. The Honorary Secretary regularly reviews 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, coordinates 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. (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. The PR officer will coordinate and liaise with the Webinars Team to design, conduct and promote an appropriate yearly program of events.
6. The PR Officer will 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's Medical Writing Journal.

Website Manager

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

Membership Officer

1. The Membership Officer supervises Membership Database Management and communicates with the members in all matters (except for pure membership issues dealt with by HO).
2. The Membership Officer serves as the Data Privacy Manager for EMWA.