

REGIONAL REPRESENTATIVE JOB DESCRIPTION

Elected by Liaison Persons of the corresponding region

Mandate: 3 years + the possibility for being extended for one more 3-year period

I. Communication duties with the Steering Committee + report of the region activities for every Steering Committee meeting

- Following up requests from the EPEA Steering Committee and other tasks born from the necessity of organising EPEA activities.
- Attending/contributing to Steering Committee meetings (1 physical meetings/year) and online meetings (about 10 times/year).
- Active participation in every Steering Committee meeting including advance preparation of the necessary information & documents needed for the meeting to be productive.
- Preparation of a regional report to bring to each physical Steering Committee meeting once a year.
- Asking branches, within the region, for periodical reports in order for the Steering Committee to be adequately informed of their activities and of any issues raised.
- Completing tasks allocated by the Steering Committee.
- Contributing to the production of content for monthly EPEA e-Newsletters including taking lead responsibility for this once a year.
- Administering member and stakeholder email lists for and within the region in compliance with the EPEA data protection policy.
- Using Google docs for on-line storage and organisation of the regional representative documents.
- Contributing to the organisation of EPEA conferences and other events including webinars

II. Communication duties with EPEA branches within the region

- Keeping a good contact with branches (if there are any in the region).
- Encouraging branch formation, development and supporting a good function of branches within the region.
- Participating in physical meetings with the branches (if there is the possibility to do so or participate online).
- Communicating by email with branches to ensure good collaboration.
- Following up branches' requests and informing Steering Committee members of any issues raised.

III. Communication duties with EPEA members

- Forwarding emails regarding electronic publication of e-Newsletters within the region.
- Participating in physical meetings with EPEA members (where there is the possibility to do so).
- Following up members' requests and informing Steering Committee members of any issues raised.