



## REGIONAL REPRESENTATIVE

### JOB DESCRIPTION

**Elected by:** *Liaison Persons*

**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 (*2 physical meetings/year*) and on-line meetings (*8 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 twice 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 twice a year.
- Contributing with articles to be published in the EPEA magazine twice 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*).
- 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 and of the EPEA magazine 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.