



## REGIONAL REPRESENTATIVE

### JOB DESCRIPTION

*Elected by Liaison person*

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

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

- Following up the requests from the EPEA Steering Committee and other tasks born from the necessity of organising the EPEA activities
- Attending/contributing to the 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 his/her region for periodical reports in order for the Steering Committee to be adequately informed of their activities and any issues
- Completing tasks allocated by the Steering Committee
- Contributing to the production of content for monthly member 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 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 the 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 the branch/branches within the region
- Participating in physical meetings with members of the branch/branches (*if there is the possibility to do so*)
- Communicating by e-mail with the branches to ensure good communication

- Following up branches' requests and informing the Steering Committee members of any issues raised

### **III. Communication duties with the EPEA members:**

- Forwarding emails regarding electronic publication of the 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 the Steering Committee members of any issues raised