



International
Pharmaceutical
Students' Federation

European Regional Office

**Call for IPSF European
Regional Office (EuRO)
Subcommittee members
2021-22**

/IPSF^{EuRO}

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IPSF



Call for IPSF European Regional Office (EuRO) Subcommittee members 2021-22

IPSF EuRO is calling for interested and highly motivated individuals to run for a position as Subcommittee member to support the IPSF EuRO Regional Working Group (RWG) for the 2021-2022 mandate.

As a Subcommittee member, you will be working under the IPSF EuRO Regional Working Group. As a Subcommittee member, you will not be required to travel. By completing this application, you certify that you are able to devote adequate time throughout the mandate to the position(s) for which you are applying. You also certify that you have regular and reliable access to the internet and email. You must be reachable throughout the duration of your term and should expect to dedicate a minimum of 5 - 7 hours per week to the position.

Please be aware that the call will be open until the 12th of September 2021, 23h59 GMT+2.

All applicants are required to submit a Confirmation Letter showing they are members of an IPSF member organisation or an Individual Member of IPSF. Confirmation Letters must have the date of membership expiration listed. Please note that you may be required to attend an online interview.

A candidate shall comply with the following in order for the submission of the nomination to be approved:

- Be an individual who is a pharmacy and pharmaceutical sciences student or recent graduate, up to four years after graduating from their first degree in pharmacy or pharmaceutical sciences;
- Be a member of the Federation from the IPSF European Region. This means, they must be a member in good standing of an IPSF EuRO Member Organisation or an IPSF Individual Member from the IPSF European region;
- Before taking office, the incoming IPSF EuRO Team members must ensure their membership in IPSF is paid in full and extends through the end of their mandate. The IPSF EuRO 2021/2022 shall take office on the 1st of October 2021 and the mandate shall extend until the 30th of September 2022.

If you are interested in joining the work of the IPSF EuRO, but you are uncertain as to what role to undertake, or would like to become more active in IPSF EuRO, but with less experience and responsibilities required than a IPSF EuRO RWG member, becoming a Subcommittee member is an excellent opportunity!



Regional Secretary Subcommittee

This Subcommittee works under the IPSF EuRO Secretary and consists of two members, the IPSF EuRO Regional Assistant and the IPSF EuRO Policy Assistant. The main task of the subcommittee is to assist the Regional Secretary with the preparation of documents published by the IPSF European Regional Office.

For more information, please contact Mr. Bram Wagner, IPSF Chairperson of the European Regional Office 2020-2021, at chairperson@euro.ipsf.org, and Mr. Vedran Raguž, IPSF EuRO Regional Secretary 2020-21, at secretary@euro.ipsf.org, with the following email subject heading: "Regional Secretary Subcommittee interest".

1. Regional Assistant:

The IPSF EuRO Regional Assistant is tasked with writing the minutes of the different meetings of the Regional Office, including RWG meetings, CP meetings and the Regional Assembly minutes. The Regional Assistant is also in charge of assisting the Secretary in preparing and organising documentation and planning the content of regional publications. The Regional Assistant is responsible to proofread official documentation.

Candidates for this subcommittee are required to:

- Be fluent in written and spoken English;
- Have a good knowledge of IPSF Official Documents;
- Have a good knowledge of Microsoft Office and Google Suite tools;
- Have good communication, organisational and time management skills;
- Have a good understanding of the duties of the Secretary.

2. Policy Assistant:

The IPSF EuRO Policy Assistant is tasked with helping the IPSF EuRO Regional Secretary and the IPSF Chairperson of EuRO with any work of the Regional Office concerning policy, including the preparations of the regional policy sessions, drafting the IPSF EuRO policy resolutions, and preparations for high-level events such as the WHO Regional Committee for Europe.

Candidates for this subcommittee are required to:

- Be fluent in written and spoken English;
- Have a good knowledge of IPSF EuRO Policy work;
- Have a keen interest in pharmacy and global health related current affairs in the European region;
- Envision ways for the IPSF EuRO to carry out a body of work in line with approved policy resolutions;



- Assist the RWG with the implementation of policy work, particularly at events relevant to advocacy efforts;
- Have good communication, organisational and time management skills.

Regional Media & Publications Subcommittee

This subcommittee works under the Regional Media and Publications Officer (RMPO) of IPSF EuRO. The main task of the subcommittee is to assist the RMPO with the development of the visual and promotional content of EuRO, as well as co-managing official social media accounts. The Regional Media & Publications Subcommittee consists of the Website Coordinator, three Visual Content Coordinators, the Social Media Coordinator and the Quality Control Coordinator.

Candidates for this subcommittee are required to:

- Have some level of proficiency using design and editing software;
- Have experience with social media platforms;
- Be creative and innovative;
- Have good communication and time management skills;
- Have a good understanding of IPSF EuRO projects and events;
- Have a good understanding of the duties of the RMPO.

For more information, please contact Mr. Bram Wagner, IPSF Chairperson of the European Regional Office 2020-21, at chairperson@euro.ipsf.org, and Ms. Isabela Stoica, IPSF EuRO Regional Media and Publications Officer 2020-21, at rmpo@euro.ipsf.org, with the following email subject heading: "Regional Media & Publications Subcommittee interest".

1. Website Coordinator:

The Website Coordinator will work with the RMPO in the development of content for the EuRO website. The candidate should have the following competencies, among others: experience in design and video production, good knowledge of the English language (knowledge in any other IPSF official languages can be an advantage); an understanding of website dynamics and demonstrated skills with WordPress by providing previous work examples.

Applicants for the position of Website Coordinator shall submit a sample of their portfolio with the application. The samples should be submitted via email (links, attachments, drive and other sharing possibilities) within the deadline to Mr. Vedran Raguž, IPSF EuRO Secretary 2020-21, at secretary@euro.ipsf.org.

2. Visual Content Coordinator:



The Visual Content Coordinator will work with the RMPO in the development of visual content for EuRO social media channels. The duties of the position include, among others: assisting with the creation and design of infographics, posters and other visual material, searching for stock photos and templates and co-managing the official Instagram account. The candidate should have the following competencies: a high level of proficiency in graphic design using Adobe software (Photoshop, Illustrator, InDesign), an ability to keep up to date with the latest social media trends as well as possessing good taste and providing refreshing ideas.

Applicants for the position of Visual Content Coordinator shall submit a sample of their portfolio with the application. The samples should be submitted via email (links, attachments, drive and other sharing possibilities) within the deadline to Mr. Vedran Raguž, IPSF EuRO Secretary 2020-21, at secretary@euro.ipsf.org.

3. Social Media Coordinator:

The Social Media Coordinator will work with the RMPO in the development of particular content for all of the IPSF EuRO social media channels. The responsibilities of the Social Media Coordinator include: searching for new content on social media, creating articles for the website and co-managing the official Facebook, Twitter and LinkedIn accounts. Other appreciated skills include being familiar with data research, being up to date with IPSF issues, good knowledge of the English language and having a knack for the written word.

4. Quality Control Coordinator:

The Quality Control Coordinator will work with the RMPO to guarantee the uniformity of the materials produced and compliance to guidelines, as well as proofreading all materials and co-managing the official Twitter and LinkedIn accounts. The candidate should have the following competencies, among others: a keen eye for detail, capable of interpreting an advertising plan, experience in social media editing and management, a native English speaker or highly proficient in English.

Regional Projects Subcommittee

This subcommittee works under the Regional Projects Officer (RPO) of IPSF EuRO. Their main tasks include helping the RPO coordinate the implementation of IPSF projects throughout the European region and ensuring that these projects are successfully conducted. The regional projects subcommittee consists of four regional coordinators; the Public Health Coordinator, the Professional Development Coordinator; the Pharmacy Education Coordinator and the Project Assistant.

Candidates for this subcommittee are required to:



- Be fluent in written and spoken English;
- Have good communication and time management skills;
- Be creative and innovative;
- Have good teamwork skills;
- Have a good understanding of the duties of the RPO and IPSF EuRO projects.

For more information, please contact Mr. Bram Wagner, IPSF Chairperson of the European Regional Office 2020-21, at chairperson@euro.ipsf.org, and Ms. Lise Albrieux, IPSF EuRO Regional Projects Officer 2020-21, at rpo@euro.ipsf.org, with the following email subject heading: "Regional Projects Subcommittee interest".

1. Public Health Coordinator:

The Public Health Coordinator will work with the RPO to plan and develop Public Health Projects and is responsible for ensuring these projects are successfully implemented within the European Region. His or her duties include conducting research, preparing booklets for the campaigns and being up to date with the knowledge on current pharmaceutical and public health-related developments and occurrences.

2. Professional Development Coordinator:

The Professional Development Coordinator will work with the RPO to plan and develop Professional Development Projects and will be responsible for ensuring these projects are successfully implemented within the European Region. His or her duties include searching for information for the competition cases, assisting in their execution and developing new approaches for our projects.

3. Pharmacy Education Coordinator:

The Pharmacy Education Coordinator will work closely with RPO to plan and develop Pharmacy Education Projects and will be responsible for ensuring these projects are successfully implemented in the European Region. The duties will include researching the main challenges in Pharmacy Education in the European region and planning activities as a response to the identified need. Additionally, the Pharmacy Education Coordinator should be focused on encouraging the members to contribute to IPSF platforms with their research work and, if necessary, introduce these platforms to students.

4. Project Assistant:

The Project Assistant will work with the RPO to develop new projects for the European Region and ensure those projects are successfully implemented. The Project Assistant will be working closely with the RPO to prepare different regional webinars, campaigns or competitions, including investigating possible speakers. The Project Assistant is responsible



for researching relevant information from adequate sources in order to create the content for the different materials (e.g. booklets, information/data for Public Health Campaigns).

Regional Relations Subcommittee

This subcommittee works under the Regional Relations Officer (RRO) of IPSF EuRO. The main task of the subcommittee is to assist the RRO with the development of the IPSF European Regional Office on both internal and external levels. The Regional Relations Subcommittee consists of one Internal Affairs Coordinators and one External Affairs Coordinator.

Candidates for this subcommittee are required to:

- Be fluent in written and spoken English;
- Have good communication, marketing and persuasion skills;
- Have a basic knowledge of IPSF Official Documents and policy;
- Have a good understanding of the duties of the RRO;
- Have a good understanding of IPSF EuRO projects and events;
- Have experience working within a team.

For any of these positions, previous involvement and experience either in IPSF – as a CP/SEO/LEO/Coordinator/Subcommittee member, or in other international, European, national and local organizations will be seen as an advantage.

Volunteer work, being part of Reception/Organising Committees of relevant projects or congresses, student clubs, will also be taken into consideration.

For more information, please contact Mr. Bram Wagner, IPSF Chairperson of the European Regional Office 2012-21, at chairperson@euro.ipsf.org, and Ms. Inês Coelho, IPSF EuRO Regional Relations Officer 2020-21, at rro@euro.ipsf.org, with the following email subject heading: "Regional Relations Subcommittee interest".

1. Internal Affairs Coordinator

The Internal Affairs Coordinator's main tasks will be:

- Along with the RRO, to maintain frequent contact with Contact Persons of Member Organisations (MOs) of IPSF EuRO, which can include assisting them with current projects they are developing;
- To assist with collecting and analysing feedback on EuRO and the RWG's performance provided by IPSF EuRO Member Organisation;
- To collect contact information on Non-Member Organisations, as well as countries where there doesn't exist any students' association currently;
- To assist the RRO with the promotion of IPSF Membership to Non-member Organisations, IPSF Individual Membership and Alumni Membership;



- To assist the RRO with the development of IPSF EuRO promotional and learning materials, to be made available to both the RWG and MOs;
- To assist with the implementation of the IPSF EuRO Sub Regions Project;

2. External Affairs Coordinator

The External Affairs Coordinator's main tasks will be:

- To assist the RRO with the research of potential external partners (student, professional and/or corporate), that EuRO can collaborate with;
- To assist the RRO with the research of external events, where EuRO can be present at, and potentially have a delegation attending as well;
- To assist the RRO with the development of IPSF EuRO promotional materials, including the Partnership Prospectus;
- To assist the RRO with the research of potential grants for the IPSF EuRO;
- Along with the RRO, to assist the Reception Committee of the European Regional Symposium (EuRS) with the research of potential external partners, as well as with the development of promotional materials.

Application Process Details

To apply for a certain Subcommittee position, please follow the link below and fill in the online nomination form. Each candidate can apply for a maximum of two Subcommittee member positions. The application shall include a motivational video, with a maximum duration of 3 minutes. Please note that for some positions you may be required to attend a video conference interview.

For more information regarding the application process, please contact Mr. Bram Wagner, IPSF Chairperson of the European Regional Office 2020-21, at chairperson@euro.ipsf.org or Mr. Vedran Raguž, IPSF EuRO Secretary 2020-21 at secretary@euro.ipsf.org with the following email subject heading: "Subcommittee Application Process".

To access the Nomination Form, please click [here](#).

Please submit your nomination via the aforementioned online Nomination Form, no later than the 12th of September 2021, 23h59 GMT+2.