EPF Annual General Meeting

Information on becoming an EPF board member

The current EPF President and Board encourage warmly all EPF full members to reflect on nominating an appropriate representative to stand for board elections at our forthcoming Annual General Meeting.

Member organisations wishing to nominate a board representative are requested to read the following information on what this post involves.

The EPF Board is composed of 9 members and given the growth of EPF we are seeking individuals who can invest time to the organisation and bring their unique skills set to the collective work.

The estimated time investment for board members without portfolio is between 10- 15 days per year including travel. It is an unpaid post, travel and subsistence expenses to undertake board business are covered by EPF.

Board meetings are conducted in English and documentation produced in English.

The role of board members, which is essentially strategic, rather than operational, is outlined below.

1.1 GENERAL RESPONSIBILITIES OF EPF BOARD MEMBERS

- Review board agenda and supporting papers to provide comments, suggestions and approval at the board meeting;
- Advise on engagement of EPF in EU projects based on agreed criteria;
- Contribute to and review annual work plan and annual report;
- Provide support in crisis scenario and risk management;
- Respond to ad hoc written or telephone consultation from President, Director on board matters;
- Act as EPF ambassador at occasional conferences and meetings in areas of key interest/expertise supported by the secretariat. Attendance is agreed in accordance with key criteria based on added value to EPF and its membership of EPF participation;
- Prepare and attend AGM;
- Support Treasurer and Director on finance issues and where possible President and Director on fundraising issues – attend Annual Briefing for Sponsors in September;
- Report back to own organisation of EPF developments and identify potential collaboration.

1.2 HOW MUCH TIME DO YOU NEED TO PLAN?

Face to face board meetings take place **three times per year usually in Brussels**, and occasional teleconferences are organised in between on an ad hoc basis.

The elected officers, President, Vice President and Treasurer, meet more frequently to prepare board meetings, and to discuss more detailed issues raised by the Director requiring action in between board meeting.

1.3 YOUR PROFILE

- **Legitimacy:** to be eligible as a candidate, you need to be an individual nominated by a Full member of EPF.

- **Knowledge of the patient community.**

- **Commitment:** we are looking for committed candidates who are willing to take the work of EPF forward. Candidates should be ready to contribute with time and ideas.

- **Expertise:** EPF recognises the need for multidisciplinary skills within its board. We are therefore looking for candidates with varied expertise and skills. We strongly encourage individuals with a specialised background to apply and highlight their expertise in their application.

- **Vision:** EPF is willing to give its board members specific missions according to their interests. If you are interested in driving forward the work conducted on a peculiar EPF objective, please indicate so in your motivation letter.

1.4 APPLY NOW

To apply, please fill in the nomination form and send it to Adriana Pereira (adriana.pereira@eu-patient.eu) by 10 March 2020.

We will be in contact with you shortly regarding the next steps.

We look forward to receiving your application!

EPF Team