



International  
Pharmaceutical  
Students' Federation

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## Call for the IPSF European Regional Office Regional Working Group 2026-2027

Established in 1949, IPSF is the leading international advocacy organisation for pharmacy and pharmaceutical science students and recent graduates that promotes improved public health through the provision of information, education, networking, and a range of publications and professional activities.

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## Call for the IPSF European Regional Office Regional Working Group 2026-2027

The International Pharmaceutical Students' Federation (IPSF) is calling for interested individuals to run for a position in the IPSF European Regional Office (EuRO) Regional Working Group (RWG) in the 2026-2027 mandate.

The IPSF EuRO is a functional extension of the Federation with the aim of advancing and supporting the aims and objectives of IPSF in the European Region. The IPSF EuRO RWG consists of elected or appointed students and recent graduates from the IPSF European region.

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 of 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;
- Have actively participated in at least one previous General or Regional Assembly or have served in a position appointed by the General Assembly, Executive Committee or Regional Working Group;
- Have attended at least one previous General Assembly, have served in a position appointed by the General Assembly or Executive Committee, or have served in a position on the Regional Working Group, **in case of applying for the position of Chairperson of the European Regional Office**;
- The incoming Team members must ensure before taking office their membership in IPSF is paid in full and extends until the end of their mandate. The IPSF EuRO Team 2025-2026 shall take office on 1st October 2026 and the mandate shall extend until 30th September 2027.

An application to be accepted will have to include the following:

- Submission of the [Nomination Form](#), completed by the nominee themselves;
- Proof that the candidate is a member of the Federation until the end of the mandate. This shall be achieved through a Confirmation Letter confirming their membership in the Federation. The Confirmation Letter must include the membership expiration date and a signature from the Contact Person, President or Secretary General, in case of being a member from an IPSF Member Organisation, or the Individual Membership Coordinator, in case of being an Individual Member from IPSF;
- A sample of their design portfolio, in case of applying for the position of Regional Media and Publications Officer.

The Secretary of the IPSF European Regional Office ([secretary@euro.ipsf.org](mailto:secretary@euro.ipsf.org)) shall accept applications for Regional Working Group candidates no later than **7<sup>th</sup> July 2026, 23:59 GMT+2**. Nominees must be available to answer questions from participants of the Regional and General Assemblies, in case of applying for the position of Chairperson of the European Regional Office, and of the Regional Assembly, in case of any other IPSF EuRO RWG position.



**The following positions are open for approval during the 15<sup>th</sup> IPSF European Regional Assembly:**

1. IPSF Chairperson of the European Regional Office

**Note:** The IPSF Chairperson of the European Regional Office will be elected at the 72<sup>nd</sup> IPSF General Assembly, after approval of the nomination by the 15<sup>th</sup> IPSF European Regional Assembly.

**The following positions are open for election during the 15<sup>th</sup> IPSF European Regional Assembly :**

1. IPSF EuRO Secretary;
2. IPSF EuRO Regional Media and Publications Officer;
3. IPSF EuRO Regional Relations Officer;
4. IPSF EuRO Regional Projects Officer.

If you are interested in a particular position listed here, you should contact the relevant IPSF Regional Working Group member (contacts below) before the deadline for applications, in order to get acquainted with the responsibilities you will handle.

Please consult the [IPSF Official Documents](#) for additional information:

- The Article 2.4 of the Domestic Rules, on the obligations of the IPSF Team;
- The Article 3.5, 3.6 and 3.7.12 of the Domestic Rules, on the duties of the Chairperson of the European Regional Office and tasks and obligations of members of the IPSF Executive Committee;
- The Article 5.5. and 5.6 of the Domestic Rules, on the obligations, roles and responsibilities of each RWG member.

Below you can find the description of the tasks that describe each position.



## IPSF Chairperson of the European Regional Office

As the Chairperson, you are responsible for representing the IPSF European Regional Office and coordinating and overseeing the implementation of IPSF projects and activities in the region. It is your responsibility to also oversee the activities of the IPSF EuRO Regional Working Group. You should also ensure sound financial standing and administration and establish further relations with student and professional organisations in the region, as instructed by the IPSF Executive Committee. The Chairperson is also responsible for overseeing the organisation of the IPSF European Regional Symposium and other regional projects. The Chairperson should offer leadership and direction towards strategic goals. This role also encompasses all budgetary issues and keeping track of all financial transactions of the Regional Office for their term.

You will be required to represent the IPSF European Regional Office at all official functions and to make any public announcements on behalf of the IPSF European Regional Office. Confidence and proficiency in oral and written English, presentation and communication skills, effective time management and organisational skills are important to the position.

One of the most important roles you play is in supporting your fellow Regional Working Group members on projects, reviewing documents, publications and content for projects, and giving feedback on various issues.

Hence, the ability to lead and work well in a team is vital to be innovative in solving problems, ensuring projects follow timelines and action plans, and to implement new projects and ideas. Previous experience in a leadership role is necessary.

To meet these responsibilities, you should be prepared to travel to attend local, regional and international events. As the Chairperson of the European Regional Office, you are also an IPSF Executive Committee member and, therefore, will be expected to correspond regularly with Executive Committee members. You should promote IPSF and the European Regional Office through all means; monitor progress on projects and activities; and actively investigate and follow up on opportunities for strategic development.

This position is best suited to someone who is able to take a year off work or study or perhaps undertake part-time commitments only so that you are able to commit at least 15-20 hours a week to the position.

The Chairperson should be in a stable financial position where they are able to attend regional events, Executive Committee meetings, Member Organisations and pharmacy-related events. As Chairperson of the European Regional Office, it is a wonderful opportunity to become deeper involved with IPSF, to be inspired as well as to inspire others – are you ready to take the challenge?

For further information please send an email to [chairperson@euro.ipsf.org](mailto:chairperson@euro.ipsf.org) (Ms. Azra Altundağ), with the following email subject - Information on IPSF EuRO Chairperson position.



### IPSF EuRO Secretary

As the Secretary, you are responsible for ensuring that the Regional Office runs smoothly in close cooperation with the Chairperson. The Secretary needs to be familiar with the Official Documents as it is their responsibility to ensure that the Regional Office complies with the regulations. It is also the responsibility of the Secretary to issue notice and to distribute the agendas and minutes of all Regional Working Group meetings

The Secretary is also responsible for minuting all necessary meetings (Contact Persons meetings, RWG meetings, Face-to-face meetings, Regional Assemblies and others), as well as, providing the RWG with all updated or new documents necessary for the smooth running of all procedures. The Secretary works closely with the Chairperson of the European Regional Office to plan all aspects related with the Regional Assembly.

The Secretary will work closely together with the other team members of the EuRO RWG, mainly the Chairperson, and also the IPSF Constitutional Working Committee (CWC). As Secretary, you will serve as a co-opted member of the CWC which is chaired by the Parliamentary Coordinator under the supervision of the Secretary General. The duties of the CWC include amongst others writing and preparing the minutes of the previous Executive Meetings and the General Assembly and reviewing and editing the Official Documents. Besides that, the Secretary is responsible for guiding and supervising the work of their Subcommittee; the Regional Assistant and Policy Assistant.

Essential abilities of the Secretary are to be proficient in written and spoken English, to be organised, have an eye for detail and good communication, time management and personal relations skills. The Secretary is expected to maintain contact with all members of the Regional Working Group and will be expected to contact the Member Organisations, IPSF ExCo and other external organisations. Applicants to this role are required to have a high level of formal English. To complete the activities of the Secretary, approximately 10 to 15 hours per week is required.

Besides internal management of the European Regional Office, the Secretary will have opportunities to represent the European Regional Office at external events. To fully carry out these tasks with confidence, proficiency in oral and written English, presentation and communication skills are important.

For further information please send an email to [secretary@euro.ipsf.org](mailto:secretary@euro.ipsf.org) (Ms. Lieke van Megen), with the following email subject - Information on IPSF EuRO Secretary position.



### **IPSF EuRO Regional Media and Publications Officer**

The duties of the Regional Media and Publications Officer (RMPO) shall be to establish the promotional strategy of the Region and to develop all publications and visual content of Regional Office's projects in accordance with corporate identity and branding.

In terms of the external image of the Regional Office, the RMPO is responsible for developing and updating publications suitable for dissemination to external partners and members, such as flyers, newsletters, booklets, posters, depending on the plans for the mandate. Likewise, the RMPO's duties include maintaining and updating the website for the Regional Office in terms of content. The RMPO is also responsible for managing the Regional Office's social media platforms.

Together with the Chairperson of the European Regional Symposium (EuRS), the RMPO shall establish the promotional strategy of EuRS, approve all visual publications and supervise the social media of the event. The RMPO also works closely with the other members of the IPSF EuRO RWG and the IPSF Chairperson of Media and Publications. Besides that, the RMPO is responsible for supervising and assigning tasks to the Media and Publications Subcommittee members.

The candidate for the RMPO is required to have a good level of proficiency in graphic design (including Adobe Master Suite skills, especially in Adobe Photoshop, Adobe InDesign and Canva), video-editing skills are also required, constant access to some form of stable internet connection, and an ability to keep up to date with the social media trends. Moreover, a working proficiency in English language, strong communication, organisational and creative thinking skills are highly necessary. Basic knowledge about website management is advisable but not required. The candidate should expect to dedicate approximately 10-15 hours a week to this position.

**Applicants for the RMPO shall submit a sample of their portfolio with the application. The samples should be submitted via (links, attachments, drive and other sharing possibilities) within the deadline to [secretary@euro.ipsf.org](mailto:secretary@euro.ipsf.org).**

For further information please send an email to [rmpo@euro.ipsf.org](mailto:rmpo@euro.ipsf.org) (Mr. Hassaan Syed), with the following email subject - Information on IPSF EuRO RMPO position.



### IPSF EuRO Regional Relations Officer

The Regional Relations Officer (RRO) has responsibilities both on the internal and external portfolios of the IPSF European Regional Office.

In terms of managing EuRO's internal relations, the RRO is responsible for maintaining communication with IPSF EuRO Member Organisations, through their Contact Persons, to ensure there is fruitful collaboration between them, the Regional Office and the Federation. In turn, the RRO should collect, from Member Organisations, further feedback and recommendations for improvement of the Regional Working Group's performance, whilst being transparent with both Member Organisations and the IPSF EuRO Team, regarding the outcomes of such assessment.

A part of the internal portfolio is dedicated to the promotion of IPSF and the European Regional Office to non-Member Organisations, through introductory mailings, clarification of doubts and further updates of Organisations' possible interest in joining the Federation. If possible, the RRO should also consider the importance of doing promotional tours and attending activities of potential applying Organisations. A continuous nurturing of these contacts is essential for the growth of the Regional Office and, by extension, IPSF.

The RRO is also responsible for updating the contact details of Contact Persons, Student Exchange Officers, and Individual Members in the region. It is also important to focus on promoting IPSF and the Regional Office to current members in order to maintain activity, strength and confidence in the Regional Office and, ultimately, the Federation. Likewise, the RRO should try to attend members' events whenever possible and encourage the other Regional Working Group members to do so as well, as a way to develop the team's engagement with members.

On the external relations-related side of the position, the RRO should provide ideas and plans on how to manage the portfolio within the region and, together with the Chairperson of EuRO, Corporate Relations Coordinator and the Chairperson of External Relations, actively research potential sponsorship opportunities as well as potential professional partners and possible grants to apply throughout the mandate. The RRO should also keep in close contact with the Chairperson of EuRO, in regards to other potential partnerships that might be the Chairperson's responsibility to coordinate, and with the Grants Coordinator, in order to find grants opportunities for the European region and apply for them.

Assets that will be important for successfully meeting the expectations of this position are excellent communication and organisational skills, a high level of availability and responsiveness, good grasp of the English language, sufficient knowledge of IPSF and the Regional Office and how it operates, motivation to travel and promote the Federation and its activities, and a contagious exuberance for IPSF. You should expect to dedicate approximately 10 to 15 hours per week to this position.

For further information please send an email to [rro@euro.ipsf.org](mailto:rro@euro.ipsf.org) (Ms. Adesubomi Oye-Oladimeji), with the following email subject - Information on IPSF EuRO RRO position.



### IPSF EuRO Regional Projects Officer

As the Regional Projects Officer (RPO), you are responsible for coordinating the implementation of IPSF projects at the level of the IPSF European region. Thus, you will be required to work closely with the relevant IPSF Committees and Chairpersons as a co-opted member of the Public Health, Pharmacy Education and Professional Development Committees. For the RPO this means being involved in each of these Committees and helping with tasks whenever possible and/or necessary.

The main job of the Regional Projects Officer is to focus on projects in the region that are in compliance with Public Health, Professional Development and Pharmacy Education portfolios. In doing so, the RPO will also be responsible for the promotion of approved projects and work very closely with the Region's RMPO to develop appropriate promotional materials. Having a creative streak would be beneficial for the RPO as the position requires extensive work with publications and promotional materials. Besides that, the RPO is responsible for supervising and assigning tasks to the Regional Projects Subcommittee members.

The Regional Projects Officer will also be required to have some degree of communication with Member Organisations in the promotion and implementation of IPSF projects at the national level. Because of the variety of projects that the RPO may be involved with, and the many people that they have to cooperate closely with, it is important to have impeccable communication, organisation, time management and teamwork skills. You should expect to dedicate approximately 10-15 hours per week to this position.

For further information please send an email to [rpo@euro.ipsf.org](mailto:rpo@euro.ipsf.org) (Mr. Pavle Sitarica), with the following email subject - Information on IPSF EuRO RPO position.

**Please submit your applications to Ms. Lieke van Megen at [secretary@euro.ipsf.org](mailto:secretary@euro.ipsf.org) no later than 7<sup>th</sup> July 2026, 23:59 GMT+2, with the following email subject: IPSF EuRO RWG application.**

Yours sincerely,

Ms. Azra Altundağ

Chairperson of the IPSF European Regional Office 2025-26