



What is an executive board?

The Executive Board is the managing body of EMSA and is responsible for the work of EMSA between the General Assembly Meetings, within the mandate, guidelines, and decisions provided by the General Assembly.

The Executive Board will be composed of 7 members as follows:

- a. President
- b. Vice-President for Activities, serving also as Secretary General
- c. Vice-President for Finance, serving also as Treasurer
- d. Vice-President for Members
- e. Vice-President for External Affairs
- f. Vice-President for Capacity Building
- g. Vice-President for Public Relations and Communication

What are the Tasks of each member?

1. President:

- a. Coordinates the Executive Board and the Team of Officials.
- b. Calls for meetings of the Executive Board and Team of Officials.
- c. Coordinates and monitors the execution of the Annual Work Plan.
- d. Coordinates the development of the threeyear strategic plan of the Federation and the Annual Work Plan of the Team of Officials.
- e. Maintains the contact with EMSA Alumni.
- f. Monitor and report the work on EMSA organizational Priorities.

2. Vice-President for Activities:

- a. Develops mechanisms to measure the impact of EMSA work.
- b. Collects and analyses reports of General Assembly Meetings, Regional Meetings, and other EMSA Activities.
- c. Collects reports of EMSA Officials.
- d. Ensures the appointment of an Executive Board Contact Person to General Assembly Meetings Hosts.
- e. Is responsible for the functioning of the General Secretariat.
- f. Prepares and sends out invitations, provisional agenda, and other relevant information concerning General Assembly Meetings.
- g. Is responsible for minuting Executive Board meetings, Team of Officials and General Assembly Meetings, and send them in due time to the Supervising Council and the members.

3. Vice-President for Finance:

- a. Is responsible for the Federation's financial administration, including:
 - i. Overseeing the bookkeeping;
 - ii. Ensuring that financial operations are aligned with the budget;
 - iii. Monitoring the financial operations of EMSA Programs and Activities;
 - iv. Managing the association's bank accounts;
 - v. Updating the Executive Board on the financial situation of the association, at each of its meetings;
 - vi. Reporting on the financial situation of the Federation at each General Assembly meeting;
 - vii. Providing necessary financial data to the Federation's bodies, upon request;
 - viii. Producing of the Federation's annual financial report; and
 - ix. Providing regular interim financial reports to EMSA National
- b. Is responsible for the Federation's fundraising efforts, including:
 - i. Coordinating the development and execution of the Federation's fundraising strategy;



Ethiopian Medical students Association

- ii. Coordinating the management of grants received by the association: application, administration and reporting;
 - c. Is the liaison to the association's accountant and external financial auditor, Shall produce and present the budget proposal for the association for the following financial year.
4. **Vice-President for Members:**
 - a. Is responsible for maintaining contact between the members and the Executive Board.
 - b. Supports the members to ensure their active presence and development in EMSA.
 - c. Conducts member's needs assessments.
 - d. Informs members whose membership status has been changed,
 - e. Coordinates the Standing committees and facilitates.
5. **Vice-President for External Affairs:**
 - a. Develops external relations and advocacy strategy.
 - b. Represents EMSA to external relations and maintains contacts, in conjunction with the Liaison Officers and other relevant Officials.
 - c. Coordinates the external relations and advocacy, with focus a on the coordination of Liaison Officers.
 - d. Reports regularly the external relations and advocacy.
 - e. Coordinates outreach to new external partners. .
 - f. Oversees preparations of delegations.
 - g. Monitors and reports the work on EMSA to Global Priorities externally.
 - h. Is responsible for the approval of press releases.
6. **Vice-President for Capacity Building**
 - a. Develops and coordinates the implementation of the Capacity Building Strategy.
 - b. Is responsible for the capacity building of EMSA, the members and supports member's capacity building efforts.
 - c. Assures the capacity building flexibility towards different areas of intervention.
 - d. Oversees the implementation of the Capacity Building Internal Operating Guidelines.
 - e. Develops and maintains a monitoring and evaluation system to ensure the quality of capacity building activities and resources.
 - f. Creates and maintains a database of trainers.
 - g. Is an open channel of communication between trainers and members
 - h. Maintains and updates the training resource center.
 - i. Supports members with the training resources needed for their capacity building activities.
 - j. Coordinates the communication between the Team of Officials and EMSA Sub-Regional Trainings Hosts.
 - k. Coordinates the Standing Committee Directors.
7. **Vice-President for Public Relations and Communication**
 - a. Develops and implements a strategy for the promotion of EMSA and its work.
 - b. Is responsible for the public relations and mass media contacts of EMSA.
 - c. Is in charge of development and management of promotional materials (business cards, booklets, merchandise etc.)
 - d. Monitors Publications, including MSI.
 - e. Assists other Officials in the creation of other publications.
 - f. Develops social media strategy and policies.
 - g. Coordinates the content and use of online communication channels.
 - h. Develops, updates, and regulates the use of the Corporate Identity.
 - i. Publishes the annual report of EMSA work.
 - j. Develops documents on, updates, monitors the implementation of EMSA Privacy and Data Protection policies, and



Ethiopian Medical students Association

- k. Oversees sponsorships and creates, maintains, and updates the sponsorship materials in general and the EMSA General Assembly Meeting sponsorship prospectus in particular.
- l. Is responsible for the maintenance and development of the online databases executive board

Who are the eligible members of the executive board?

- Executive Board members are not allowed to hold any other position in EMSA during their term
- No individual is allowed to have more than two terms as an Executive Board member.

What is the election process going to be like?

- Any individual interested in either of the positions stated above can run for the election as per requirements stated on the call out.
- These runners will be evaluated for fulfilling the eligibility criteria set by the electoral board
- Applicants who are eligible to be candidates will be revealed to voters
- After weeks of campaigning there will be an election for popular vote

