



EMWA Executive Committee (EC) Officer Job Description: EDUCATION OFFICER

For details regarding eligibility, election, duration of office, meetings, benefits and advantages: See Policy Document: [Executive Committee \(EC\) Roles and Responsibilities](#) on the EMWA website or contact Head Office for the latest version.

Responsibilities

The Education Officer is Chair of the EPDC, which is delegated by the EC to manage the EMWA Professional Development Programme (EPDP).

EPDP

- Lead the EPDC in managing the strategy, content, quality assurance and organisation of EMWA's workshop and webinar programmes. This includes oversight of:
 - planning workshop programmes to be run at EMWA conferences (face-to-face and virtual)
 - the webinar team, which is responsible for planning a programme of at least 10 webinars a year
 - ensuring topics are relevant to members' needs and keep abreast with new developments in medical writing
 - supporting workshop leaders and webinar presenters
 - setting standards and monitoring quality
 - developing EPDC documentation for workshop leaders, webinar presenters, and EMWA members
 - strategy to keep the EPDP relevant for EMWA members.

Head Office (HO)

- The Education Officer oversees the EPDC liaison with the Head Office team to:
 - develop the schedule for EMWA conference workshop programmes
 - run the webinar programme
 - ensure EPDP content is provided for the conference website
 - provide timely information for workshop leaders and webinar presenters and for workshop and webinar participants
 - maintain the database of workshop information.

Executive Committee

- The Education Officer actively participates in EC activities, including attending monthly meetings, and delivers updates on EPDP issues. The Education Officer advises on the potential impact on the EPDP of any projects being discussed by the EC.
- The Education Officer liaises with the Conference Director on the conference workshop programme and the EPDP pages of the conference website.

EPDC

- The Education Officer is responsible for the selection of new members of the EPDC and proposing successful applicants to the Executive Committee for appointment.
- The Education Officer is responsible for ensuring there is an effective webinar team to support the EPDC.

See also the [Rules of the Association](#), Rule 9-6, which explains the terms of reference of the EPDC



Eligibility criteria for the Education Officer post

- The Chair of the EPDC is the EMWA Education Officer. Previous experience of at least 2 years on the EPDC is required for a person to be eligible for the Chair position.

- To be eligible for nomination as an EPDC member, the individual must:
 - Be a voting member of EMWA
 - Have attended at least 1 Annual Spring Conference in the previous 3 years
 - Be an EPDP workshop leader listed in the current EPDP Brochure and have run at least 3 workshops, or have experience and expertise relevant to the webinar programme.

From Rules of the Association, 9-6.9 and 9-6.3