

**EMWA Executive Committee (EC) Officer Job Description:  
PRESIDENT-ELECT and PRESIDENT (and PAST PRESIDENT<sup>1</sup>)**

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 President (1 year as President) is the Chief Executive Officer (CEO) of EMWA and then spends the subsequent 1 year as Past President. The President-Elect assists the President (and Past President) and, in the absence of the President (and Past President), serves as CEO. Together they oversee the running of EMWA and specifically:

***EC Management***

- Contribute to and drive agenda content for and chair quarterly EC meetings
- Convene and manage ad hoc teleconferences
- Understand and facilitate each EC officer's responsibilities and workload
- Help find candidates for EC positions

***Head Office (HO)***

- Conduct the annual review of HO services; coordinate any changes to the service provider.
- Maintain regular contact with HO; be aware of their activities, workload and issues

***Finance and constitution***

- Maintain financial awareness; review EMWA's monthly and annual financial summaries.
- Read, be familiar with and respect EMWA's constitution and other official documents
- Define and drive forward EMWA's business and communication strategy

***Annual Meeting (AM)***

- Prepare reports for AM pack and help develop agenda
- The President chairs the AM and presents the President's Report

***At conference***

- Chair relevant conference sessions; make conference banquet speech
- Assist Conference Director as needed with conference organisation
- Prepare text for conference invitation and brochure

***Medical Writing and website***

- Write the President's Message for each issue of Medical Writing and website content as needed

***Other activities***

- Develop and maintain partnerships with related professional organisations
- Promote the medical communication profession through presentations, discussions and press releases
- Actively develop EMWA's role in impacting the medical communication industry, for example, through interaction with regulatory bodies and other noted organisations.

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<sup>1</sup> Effective from the Annual Meeting on 8 May 2024; first applicable for the elected President-Elect at the May 2025 Annual Meeting



- With the rest of the EC, take responsibility for maintaining all governance documents and ensuring copies are stored in the document repository
- The President-Elect acts as EC liaison for the Expert Seminar Series (ESS)