



IPCAA Executive Group Job Description

Job title: Executive Director

Responsible to: President

Primary role:

To provide support to the President, to facilitate smooth and professional running of the organisation and to keep track of key and critical issues, in order to maximise value for IPCAA members and relevant third parties.

Specific assigned tasks:

1. To monitor and analyse the business environment, in conjunction with the Executive Group, and to support development of appropriate business and strategic planning
2. To maintain and update IPCAA reference publications and information, such as guidelines, regulatory, legislative and CME data, etc as may be required
3. To develop, produce and edit such newsletters, presentation material, promotional text, website content etc as required to promote IPCAA image, aims and value for members
4. To establish, maintain and reinforce appropriate relationships with relevant and important external and internal stakeholders and promote the IPCAA image to third parties
5. To provide support for educational activities and events arranged by IPCAA
6. To support the President in identifying and recruiting new members
7. To monitor and report on new congress trends – technology, virtual meetings etc
8. To support organisation of all Council meetings and General Assemblies and to produce accurate minutes, including follow up actions
9. To monitor and co-ordinate general task force activities, to secure continuity and evenness of performance
10. To ensure all IPCAA activities, documentation, public statements etc are in conformity with legal and anti-trust requirements, by ensuring appropriate involvement of the Legal Advisor

General responsibility:

1. Together with the other members of the Executive Group, to be proactive in promoting IPCAA and its aims and objectives, and act in the official capacity of an IPCAA representative when required.
2. To participate in meetings and teleconferences of the Executive Group

International Pharmaceutical Congress Advisory Association

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