



IPCAA Executive Group Job Description

Job title: Executive Officer

Responsible to: IPCAA President

Primary role:

To provide all necessary day-to-day services to ensure the smooth running of the Association.

Specific assigned tasks:

A. Logistics:

1. To act as a point of contact and assistance for all member company personnel and external parties seeking first contacts with IPCAA
2. To establish nominated contacts in every member company
3. To provide logistics and administrative support for IPCAA task forces
4. To support the Treasurer in preparation and coordination of financial matters (taxes, controlling, audit etc)
5. To organise logistics for Council meetings and General Assemblies, in accordance with the wishes of IPCAA Council/President
6. To maintain an up-to-date list of member companies for purposes such as mailing (IPCAA News) etc

B. Website:

1. To maintain and when possible, suggest improvements for the functioning of the Association website
2. To upload appropriate content, as from time to time requested by Council/President, and also ensure all IPCAA documentation (meetings Minutes and presentation material, File Notes, Task force reports etc) is included
3. To communicate to members concerning changes/additions to website content and functions
4. To represent IPCAA as the contact point for the webmaster, and to develop with them proposals for new tools and other improvements

C: Professional Development Activities:

1. Collaboration in the Prof. Dev. working group
2. Management of any questionnaires
3. Organisation of logistics for workshops, seminars etc.

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

Secretariat: IPCAA, P.O. Box 182, CH-4013 Basel, Switzerland,
Phone ++41 61 821 31 33, Fax ++41 61 821 31 44

secretariat@ipcaa.org www.ipcaa.org