



## **IPCAA Task Force Head Job Description**

**Job title:** Task Force Head (same responsibilities for deputy head when leader not available)

**Responsible to:** Council

### **Primary role:**

To manage task force activities, lead appropriate task force membership recruiting activities and ensure a fully functioning task force, including appointment of a deputy head, working in coordination with all the other IPCAA task forces (if necessary, supported by a “task force facilitator”).

### **Specific tasks:**

1. To ensure adequate and regular communication amongst the task force (meetings, teleconferences, reports, mail exchanges etc)
2. To ensure adequate and regular communication between the task force and relevant counterpart medical societies and others (e.g. secretariats, PCOs etc)
3. To provide regular reporting to IPCAA Council and membership on issues, discussions, solutions and agreements made within the task force and with 3<sup>rd</sup> parties
4. To implement common process standards with the other IPCAA task forces (objective setting, strategic goals, agendas, reporting etc)
5. To work closely with an appointed deputy task force head, to ensure continuity and back up.

### **General responsibility:**

To represent the interests of IPCAA and its members, and promote the image and aims of the Association and relevant healthcare congress sponsors to all parties involved in the specific therapy area.