



## **IPCAA Task Force Member Job Description**

**Job title:** Task Force Member

**Responsible to:** Task Force Head

**Primary role:**

To support the task force head and other colleagues, by active participation in communication and other task force activities and to assist in ensuring a fully functioning task force

**Specific tasks:**

1. To fully contribute to adequate and regular communication amongst the task force (attending task force meetings, teleconferences, reports, mail exchanges etc)
2. To support adequate and regular communication between the task force and relevant counterpart medical societies and others (e.g. secretariats, PCOs etc)
3. To undertake specific projects individually, or together with other task force members, upon request by the taskforce head.
4. To recommend to the task force head, potential new members of the task force (including non-IPCAA members).
5. To actively share in regular monitoring and analysis of all congress-related issues in the defined therapy area, and to communicate and discuss identified trends, problems, and developments with task force colleagues.
6. To be prepared to administratively support task force meetings – i.e. preparation of agendas, minutes, reports etc., as requested by task force heads

**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.