**JOB DESCRIPTIONS**

**For Executive Committee and Zonal Representative posts**

**to be elected in September 2023**

The following information gives information about the statutory requirement for the vacant posts together with a job description including the necessary skills and attributes. The text in red italic is from the Statutes and By-Laws.

**WPA President-Elect**

**Extract from WPA Statutes:**

*The WPA President-Elect (Vice President):*

*The WPA General Assembly elects the President Elect (Vice President) for a period of six years, of which he or she serves as WPA President Elect (Vice President) for three years and as WPA President for three years.*

*The WPA President-Elect (Vice President) shall chair the WPA Standing Committee on Planning.*

*In the absence of the WPA President, or if the WPA President is unable to carry out his or her functions, the WPA President-Elect (Vice President) shall preside over the meetings of the WPA Executive Committee, the WPA Nominations Committee, and the WPA General Assembly, and will be the point of contact for the WPA Board (if the President is unable to fulfil his or her duties).*

*The WPA President-Elect (Vice President) will represent the WPA President in his or her absence or upon his or her request in all official functions.*

*The WPA President-Elect (Vice President) reports to the Executive Committee.*

**Election:**

Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

**Eligibility**

In order to be eligible for Office, the President Elect must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry)

Any member, or former member, of the WPA Executive Committee may be elected to the position of WPA President Elect (Vice-President). In no case may the immediate successor to the same position be elected from the same country.

**Oath of Office:**

The President-Electmust sign and comply with the WPA Oath of Office. See appendix 1.

Candidates for President-Elect should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make any recommendations, if any, to the General Assembly.

**Term of Office:**

The term of office is three years as President-Elect and then three years as President. The term of office begins at the end of the General Assembly at which the President-Elect was elected

**Reports to**:

The Executive Committee

**Specific Duties:**

* Chair of the WPA Standing Committee on Planning.
* Member of the WPA Executive Committee.
* Stands in for the President if the President is unable to carry out his/her duties.

İncluding chairing the Executive Committee, the Nominations Committee, the General Assembly and being the point of contact with the Board

**Skills and Attributes required:**

* Fluency in English
* Excellent professional and scientific reputation
* Involvement in a wide range of WPA activities
* Recognized leadership and diplomatic skills and personal integrity
* Managerial skills acquired by previous experience as a Chair of a Department, President of a Society or other leadership position preferably in an international capacity.
* Committee work experience
* Recognized work and experience at the international level
* Office support from home institution for space, staff, phone and email

**Skills and Attributes desirable**

* Fluency in languages in addition to English
* Residence in an under-represented part of the world

**Time Commitment:**

At least 30 days per year

**Support Provided to EC Members**

The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

**Removal from Office:**

If the President-Elect becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the President-Elect with an interim officer.

**WPA Secretary General**

**Extract from WPA Statutes:**

***Item 24 – The WPA Secretary General:***

*The WPA Secretary General is elected by the WPA General Assembly for a term of six years.*

*The WPA Secretary General has the responsibility to ensure that the Secretariat provides appropriate support for the work of the WPA.*

*The WPA Secretary General, in close collaboration with the WPA Board, ensures that the members of the WPA are kept well informed of the discussions and decisions of the WPA Executive Committee and of other WPA Committees and the WPA General Assembly, and also relates all concerns and opinions of the WPA members to these bodies. The WPA Secretary General coordinates the work of the WPA Board and serves as liaison between them and the WPA governing bodies.*

*The WPA Secretary General ensures that the Secretariat supports the Executive Committee in carrying out out all the administrative tasks required for the work of the WPA, including the dissemination of reports, minutes and other materials to all WPA components.*

*The WPA Secretary General chairs the WPA Accreditation Committee.*

*The WPA Secretary General reports to the WPA Executive Committee.*

**Election:**

Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

**Eligibility**

In order to be eligible for Office, the Secretary-General must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry)

Any elected member of the WPA Executive Committee may serve on the Executive Committee only once for no more than one six-year term.

In no case may the immediate successor to the same position be elected from the same country.

**Oath of Office:**

The Secretary-Generalmust sign and comply with the WPA Oath of Office. See Appendix 1.

Candidates for the Office of Secretary-General should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make recommendations, if any, to the General Assembly.

**Term of Office:**

Six years. The term of office begins at the end of the General Assembly at which the Secretary-General is elected

**Reports to**:

The Executive Committee

**Specific Duties:**

* Chair of the WPA Committee on Accreditation (unless the Secretary-General is a candidate for election him/herself when the President will appoint an alternative Chair)
* Member of the WPA Executive Committee
* Governance responsibility for the work of the Secretariat
* Ensures that the Executive Committee has appropriate support from the Secretariat and that the minutes reports and decisions of the Executive Committee are communicated to WPA Components.
* Communicates with the WPA Components to ensure they are kept informed of the discussions and decisions of the Executive Committee, the WPA Committees and the General Assembly
* Relates all concerns and opinions of the WPA Components to the bodies listed above
* The WPA Secretary General coordinates the work of the WPA Board and serves as liaison between the `Board and the WPA governing bodies.

**Skills and Attributes required:**

* Fluency in English
* Organizational skills
* Communication skills and an ability to communicate effectively at the international level and with large organizations.
* Excellent professional and scientific reputation.
* Involvement in a wide range of WPA activities
* Recognized leadership and diplomatic skills and personal integrity
* Committee work experience
* Recognized work and experience at the international level
* Significant office support from home institution for space, staff, phone and email

**Skills and Attributes desirable**

* Experience with quantitative and qualitative research
* Fluency in languages in addition to English
* Residence in an under-represented part of the world

**Time Commitment:**

At least 30 days per annum

**Support Provided to EC Members**

The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

**Removal from Office:**

If the Secretary-General becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the Secretary-General with an interim officer.

**Secretary for Education and Scientific Publications**

**Extract from WPA Statutes:**

1. ***– The WPA Secretary for Education and Scientific Publications***

*The General Assembly elects the WPA Secretary for Education and Scientific Publications for a term of six years.*

*The Secretary for Education and Scientific Publications coordinates the educational activities of the Association and ensures the distribution of educational programs of the WPA in cooperation with the Zonal Representatives, and as necessary with the WPA Secretaries for Scientific Sections and for Scientific Meetings, the Executive Committee and the Member Societies.*

*The Secretary for Education and Scientific Publications is also responsible for implementing the editorial policies of the WPA and maintains oversight of its publications. The Secretary for Education and Scientific Publications will be a member of any publication committee appointed by the Executive Committee.*

*The WPA Secretary for Education and Scientific Publications reports to the Executive Committee.*

**Election:**

Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

**Eligibility**

In order to be eligible for Office, the Secretary of Education and Scientific Publications must be a psychiatrist (i.e. a licensed medical doctor who has further specialized in psychiatry)

Any elected member of the WPA Executive Committee may serve on the Executive Committee only once for no more than one six-year term.

In no case may the immediate successor to the same position be elected from the same country.

**Oath of Office:**

The Secretary for Education and Scientific Publications must sign and comply with the WPA Oath of Office.See Appendix 1.

Candidates for the Office of Secretary of Education and Scientific Publications should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make recommendations, if any, to the General Assembly.

**Term of Office:**

The term of Office is six years. The term of office begins at the end of the General Assembly at which the Secretary for Education and Scientific Publications is elected

**Reports to**:

The Executive Committee

**Specific Duties:**

* Member of the WPA Executive Committee
* Member of the Education and Scientific Publications Committee
* Responsibility for implementing the official policies of the WPA and maintaining oversight of the WPA publications
* Responsible for the coordination of educational activities of the WPA ensuring the distribution of WPA educational programs in cooperation with WPA Zonal Representatives, and as necessary with the WPA Secretary for Scientific Sections and the WPA Executive Committee members and WPA Member Societies.
* Coordinates the development and work of Educational Networks approved by the EC.
* Coordinates the development of the educational component of the WPA Website.

**Skills and Attributes required:**

* Fluency in English
* Editorial expertise
* Record of scholarly publications
* Record of editing books and other publications
* Experience in dealing with publishing companies
* Knowledge of new publishing technology including electronic application.
* Organizational skills
* Communication skills and an ability to communicate effectively at the international level and with large organizations.
* Excellent professional and scientific reputation.
* Involvement in a wide range of WPA activities
* Recognized leadership and diplomatic skills and personal integrity
* Committee work experience
* Recognized work and experience at the international level
* Significant office support from home institution for space, staff, phone and email

**Skills and Attributes desirable**

* Fluency in languages in addition to English
* Residence in an under-represented part of the world

**Time Commitment:**

At least 25 days per annum

**Support Provided to EC Members**

The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

**Removal from Office:**

If the Secretary for Education and Scientific Publications becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the Secretary for Scientific Publications with an interim officer.

**WPA Secretary for Scientific Sections**

**Extract from WPA Statutes:**

***Item 29 – The WPA Secretary for Scientfic Sections:***

*The WPA General Assembly elects the WPA Secretary for Scientific Sections for a term of six years. The WPA Secretary for Scientific Sections is responsible for the implementation of WPA policies concerning the work of the WPA Scientific Sections, and for the coordination of their work.*

*The WPA Secretary for Scientific Sections serves as adviser to the WPA Scientific Sections in the planning of Section Symposia or other activities.*

*The WPA Secretary for Scientific Sections coordinates and facilitates WPA inter-sectional collaboration and also the collaboration of the WPA Scientific Sections with the WPA Member Societies.*

*The WPA Secretary for Scientific Sections reports to the WPA Executive Committee.*

**Election:**

Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

**Eligibility**

In order to be eligible for Office, the Secretary of Scientific Sections must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry)

Any elected member of the WPA Executive Committee may serve on the Executive Committee only once for no more than one six-year term.

In no case may the immediate successor to the same position be elected from the same country.

**Oath of Office:**

The Secretary for Scientific Sections must sign and comply with the WPA Oath of Office. See Appendix 1.

Candidates for the Office of Secretary of Scientific Sections should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make recommendations, if any, to the General Assembly.

**Term of Office:**

The term of Office is six years. The term of office begins at the end of the General Assembly at which the Secretary for Scientific Sections is elected

**Reports to**:

The Executive Committee

**Specific Duties:**

* Member of the WPA Executive Committee
* Chairs the WPA Committee on Scientific Sections.
* Responsible for the implementation of WPA policies concerning the work of the WPA Scientific Sections, and for the coordination of their work.
* Coordinates and facilitates WPA inter-sectional collaboration and also the collaboration of the WPA Scientific Sections with the WPA Member Societies.
* Presents proposals for the financial support of special projects of WPA Scientific Sections to the Executive Committee.
* Reports on work of the Sections at every meeting of the WPA Executive Committee and informs the WPA Scientific Section chairs about the decisions taken by the EC.
* Suggests steps for the promotion of WPA Scientific Section activities and their support to WPA programs.
* Reviews and comments on initial proposals for the establishment of new WPA Scientific Sections, oversees their preparation as full proposals in the standard WPA format, presents them to the WPA Executive Committee, and informs the proponents of the action taken.
* Intervenes, in the case of WPA Scientific Sections having problems, in order to facilitate their resolution in the best interest of the WPA and its scientific mission.
* Fosters cross-sectional collaboration involving the work of several WPA Scientific Sections.
* Facilitates the coordination between the WPA Scientific Sections and the WPA Secretary for Scientific Meetings concerning information on the participation of the WPA Scientific Sections in WPA Scientific Meetings.
* Makes specific proposals to the WPA Executive Committee concerning the dissolution of WPA Scientific Sections.
* Facilitates the coordination between the WPA Scientific Sections and the WPA Secretary for Education for the involvement of the WPA Scientific Sections in WPA educational activities.
* Ensures the involvement of WPA Scientific Sections in the formulation of WPA consensus statements, guidelines and position statements.
* Prepares periodic reports on WPA Scientific Section activities for distribution to WPA Member Societies and other WPA Components.

**Skills and Attributes required:**

* Fluency in English
* Organizational skills
* Communication skills and an ability to communicate effectively at the international level and with large organizations.
* Excellent professional and scientific reputation.
* Involvement in a wide range of WPA activities
* Recognized leadership and diplomatic skills and personal integrity
* Committee work experience
* Recognized work and experience at the international level
* Significant office support from home institution for space, staff, phone and email

**Skills and Attributes desirable**

* Fluency in languages in addition to English
* Residence in an under-represented part of the world

**Time Commitment:**

At least 25 days per annum

**Support Provided to EC Members**

The Secretariat provides some administrative support to members of the Executive Committee. Services include preparation of personalized letterhead, distribution of relevant correspondence, access to the WPA archive, implementation of specialized surveys, and some limited secretarial and communication support beyond local capacities (Some WPA administrative activities are carried out by local personnel in the work settings of the officers involved)

**Removal from Office:**

If the Secretary for Scientific Sections becomes unable to perform his or her duties or does not comply with the Oath of Office, the Executive Committee has the right to replace the Secretary for Scientific Sections with an interim officer.

**WPA Zonal Representatives**

***Extract from WPA Statutes:***

***Section V – WPA Board***

1. ***– The WPA Board and its work***

*The WPA Board comprises the WPA Zonal Representatives. The members of WPA Executive Committee will be invited to attend the meetings of the Board.*

*The Board advises the Executive Committee and the General Assembly on the work of the WPA, including in particular:*

*1. its efforts to strengthen collaboration among Member Societies in the WPA Zones;*

*2. the admission or suspension of Member Societies;*

*3. the creation of WPA Scientific Sections;*

*4. the Plan of Action of the Executive Committee and the plan of work produced by the President-Elect including its financial aspects;*

*5. the WPA budget and accounts;*

*6. the agenda of the General Assemblies;*

*7. the report of the WPA Nominations Committee concerning candidates for elective posts and recommendations concerning the voting procedures.*

1. ***– WPA Board meetings***

*The Board will meet annually, in principle at a WPA Congress of Psychiatry. Board meetings or teleconferences may be held between these occasions.*

*The President of the WPA will chair the Board and the Board will elect a Vice Chair every year by simple majority.*

*The WPA Secretary General will draw the agenda of the Board meetings in consultation with its members and the Executive Committee and include any or all of the items proposed by Board Members.*

*The quorum for the Board meetings will be half plus one of its members.*

1. ***– The role of WPA Board Members***

*The Board Members should play a key coordinating role within their WPA Zones, work together and explore collaborations that are institutionally functional****.*** *They shall encourage collaboration among Member Societies in their Zone and stimulate their participation in all the WPA activities.*

*They shall support the dissemination of**WPA related information and WPA educational materials****.*** *They shall assist the Executive Committee in ascertaining the needs of Member Societies and the ways in which these needs can be met.*

*Board members shall report and advise the Executive Committee on policies and activities in their WPA Zones****.***

1. ***– Election of the WPA Zonal Representatives and eligibility for further Offices***

Zonal Representatives are elected for an initial period of three years and they can stand *competitively for re-election for a second and final period of three years.*

*The office of the newly elected Zonal Representatives begins at the end of the General Assembly that elected them, and finishes at the end of the subsequent General Assembly. The General Assembly elects them in accordance with the By-Laws*.

*Members of the Board are allowed to present their candidature for election to a position on the Executive Committee.*

*Candidates for Zonal Representatives are not eligible to apply for an elected Executive Committee post at the same time.*

**Election:**

Elected by secret vote by the formal representatives of Member Societies at the Ordinary Meeting of the WPA General Assembly.

**Eligibility**In order to be eligible for Office, the Zonal Representative must be a psychiatrist (ie a licensed medical doctor who has further specialized in psychiatry) resident in the zone which is electing its Zonal Representative.

In no case may the immediate successor to the same position be elected from the same country.

**Oath of Office:**

Each Zonal Representative must sign and comply with the WPA Oath of Office. Candidates for Zonal Representatives should have no legal, political or economic conflicts of interest with the WPA. Each nomination will be scrutinised by the Nominations Committee who will make any recommendations, if any, to the General Assembly.

**Term of Office:** The term of office is for an initial period of three years. Zonal Representatives may stand competitively for re-election for sec

They shall support the dissemination ofWPA related information and WPA educational materials**.** They shall assist the Executive Committee in ascertaining the needs of Member Societies and the ways in which these needs can be met.

Board members shall report and advise the Executive Committee on policies and activities in their WPA Zones**.**

ond and final period of three years. The term of office begins at the end of the General Assembly at which the Zonal Representative was elected

**Criteria for WPA Zonal Representative**

* Be a psychiatrist
* Fluency in English
* Psychiatric professional standing and track record based on C.V.
* History of participation in WPA activities
* Excellent reputation in the countries of the corresponding Zone
* Work experience at the international level
* Knowledge of most countries in the Zone, particularly regarding health care and psychiatric matters
* Readiness to collaborate with all Member Societies in the Zone
* Absence of serious constraints to function throughout the Zone and corresponding WPA Member Societies
* Not having conflicts with the ethical codes and purposes of WPA

**Additional desirable assets:**

* a supporting office structure
* Knowledge of the major languages of the Zone

Board members shall report and advise the Executive Committee on policies and activities in their WPA Zones**.**

They shall support the dissemination ofWPA related information and WPA educational materials**.** They shall assist the Executive Committee in ascertaining the needs of Member Societies and the ways in which these needs can be met.

**Time Commitment:**

Able to devote at least thirty days per year to WPA activities.

**Removal from office:** Should Zonal Representatives become unable to perform their duties the Executive Committee after consultation with the Board, Council and relevant Member Society may appoint an interim officer to carry out the duties until the next General Assembly.