

JOB DESCRIPTION FOR THE EXECUTIVE COMMITTEE (including 3 vacant posts)

WPA PRESIDENT

Extract from WPA Statutes (App B-18-p267 MOP):

Article 29 - The WPA President:

The WPA President shall have served as President-Elect (Vice-President) for three years before assuming office as President for a further three years.

The President represents the WPA in all official matters and speaks on its behalf. The President usually chairs all meetings of the General Assembly and the Executive Committee, and should lead and when necessary support the members of the Executive Committee in the performance of their functions.

The President will promote the activities of the different components of the WPA and their mutual collaboration to achieve the goals of the WPA.

The President convenes the Executive Committee and decides its agenda in consultation with the Executive Committee Members.

The President selects the chairpersons and members of the WPA Standing Committees after consultation with the Executive Committee and the selected Chairpersons of the relevant committees. The President selects Special Advisors to the President.

The President chairs the WPA Nominations Committee and appoints its members, in consultation with the Executive Committee

The President presides over the WPA World Congresses of Psychiatry.

The President reports to the General Assembly and in the interim to the Executive Committee.

WPA PRESIDENT- JOB DESCRIPTION

Election:

Will have been elected as President-Elect 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 must be a psychiatrist (ie. a licensed medical doctor who has further specialized in psychiatry).

Oath of Office:

The President must sign and comply with the WPA Oath of Office (see Appendix B-8).

The President should have no legal, political or economic conflicts of interest with the WPA.

Term of Office:

The term of office is three years. The term of office begins at the end of the General Assembly after having served three years as President-Elect.

Reports to:

The General Assembly and between General Assemblies to the Executive Committee.

Specific Duties:

- Represents the WPA in all official matters and speaks on its behalf.
- Chair of the WPA General Assembly
- Chair of the WPA Executive Committee and decides on its agenda
- Chair of the WPA Board
- Chair of the WPA Nominations Committee, appoints its members one year before the next General Assembly
- Presides over the WPA World Congresses of Psychiatry
- Leads and when necessary supports the members of the Executive Committee in the performance of their functions.
- Promotes the activities of the different components of the WPA and their mutual collaboration to achieve the goals of the WPA.
- Responsible, with other EC members for making executive decisions in between EC meetings.
- Selects the Chairpersons and members of the WPA Standing Committees, Task Forces and Presidential advisers after consultation with the Executive Committee and the selected Chairpersons of the relevant committees.
- Signs letters of commendation along with the WPA Secretary General, and diplomas for Honorary Members and Honorary Fellows.
- Signs formal correspondence with Presidents of Member Societies and with Presidents of other organizations and agencies or their designated representatives, except when this is the statutory responsibility of other members of the WPA Executive Committee.

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

Support provided to the President

The Secretariat provides some administrative support to the President and 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.)

Time Commitment:

A minimum of 35 days per year

Removal from Office:

If the President 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 with the President-Elect.

WPA PRESIDENT-ELECT**Extract from WPA Statutes & By-Laws (p 270 MOP):****Article 30 – The WPA President-Elect (Vice President)**

The General Assembly elects the President Elect for a period of six years, of which the WPA President Elect serves as Vice-President for three years and as WPA President for three years.

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

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

The President-Elect (Vice President) will represent the President in the President's absence or upon the President's request in all official functions.

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

Extract from WPA Statutes & By-Laws (p 281 MOP):

As per Article 35, concerning the responsibility for Scientific Meetings, The WPA President-Elect "assumes the responsibility for Scientific Meetings and oversees the co-ordination of all scientific meetings of the WPA. He is responsible for the development of proposals to host WPA World Congresses of Psychiatry and helps in all aspects of the organisation of other WPA scientific meetings work."

Extract from WPA MOP (p 77 MOP):

(The General Assembly agreed in October 2020 that from October 2026 the WPA President-Elect (Vice-President) would oversee the coordination of all official scientific meetings of the WPA. The WPA President-Elect (Vice-President) will also be responsible for the development of proposals

to host WPA World Congresses of Psychiatry and will help in all aspects of the organization of other WPA scientific meetings work.)

Extract from WPA MOP (p79):

(The General Assembly agreed in October 2020 that the post of WPA Secretary for Scientific Meetings will no longer exist after October 2026. The President-Elect will then assume responsibility for Scientific Meetings. The text for this item will be amended in 2026 to reflect this change)

WPA PRESIDENT-ELECT - JOB DESCRIPTION

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-Elect must sign and comply with the WPA Oath of Office (see Appendix B-8).

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:

- Member of the WPA Executive Committee.
- Chair of the WPA Standing Committee on Planning.
- Stands in for the President if the President is unable to carry out his/her duties.
Including chairing the Executive Committee, the Nominations Committee, the General Assembly and being the point of contact with the Board. Works with the EC and the Secretariat to co-ordinate all official scientific meetings of the WPA and manages applications for WPA co-sponsorship of scientific meetings

- Responsible for developing proposals for hosting of WPA World Congresses of Psychiatry and other WPA meetings according to the WPA Meetings Policy.
- Assists in all aspects of the organization of WPA World Congresses and other WPA scientific meetings.

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
- Recognized work and experience at the international level
- Managerial skills acquired by previous experience as Chair of a Department, President of a Society or other leadership position preferably in an international capacity.
- Experience organising major professional conferences and meetings
- Able to travel overseas frequently
- Outstanding negotiation skills
- Familiarity with donor organizations and their working procedures
- Involvement in a wide range of WPA activities
- Committee work experience
- 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:

A minimum of 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:**

Article 31 – The WPA Secretary General

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

The Secretary General has the responsibility to ensure that the Secretariat is well governed and organised and provides appropriate support in carrying 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, in close collaboration with the Board, ensures that the members of the WPA are kept well informed of the discussions and decisions of the Executive Committee and of other Committees and the General Assembly, and also relates all concerns and opinions of the members to these bodies. The WPA Secretary General coordinates the work of the members of the Board and serves as liaison between them and the Executive Committee.

The Secretary General chairs the Accreditation Committee.

The Secretary General reports to the Executive Committee.

WPA SECRETARY-GENERAL - JOB DESCRIPTION

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-General must sign and comply with the WPA Oath of Office (see Appendix B-8). 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:

A minimum of 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 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.

WPA SECRETARY FOR FINANCES & FUNDRAISING

Extract from WPA Statutes (p275 MOP):

Article 32 - The Secretary for Finance

The General Assembly elects the WPA Secretary for Finances for a term of six years.

The Secretary of Finances is responsible for the implementation of policies concerning finances, investments, fund raising auditing of the accounts, implementation of contracts that have financial implications, as well as for the prudent expenditure of the WPA assets.

The Secretary of Finances presents, after consultation with the Zone Representatives the WPA yearly budget to the Executive Committee for approval and supervises its management.

The Secretary for Finances will be a member of any Committee relating to finance appointed by the President.

The Secretary for Finance presents a report to each meeting of the Executive Committee, to the Board and the WPA General Assembly, and presents an annual budget to the Executive Committee for approval.

WPA SECRETARY FOR FINANCES & FUNDRAISING - JOB DESCRIPTION

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 for Finance 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 Finance must sign and comply with the WPA Oath of Office (see Appendix B-8).

Candidates for the Office of Secretary for Finance 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 for Finance is elected.

Reports to:

The Executive Committee

Specific Duties:

- Member of the WPA Executive Committee
- Member of the WPA Committee on Finance and Fundraising
- Member of any WPA Committee relating to finance appointed by the President
- Responsible for the implementation of policies concerning finances, investments, fund-raising, auditing of the accounts and implementation of contracts that have financial implications
- Responsible for the prudent expenditure of WPA funds
- Presents the annual budget to the Executive Committee, having consulted with the WPA Zonal Representatives
- Presents a financial report to each meeting of the Executive Committee, the Board and the WPA General Assembly as well as periodically to WPA Member Societies and WPA Components.
- Supervises the management of the budget
- Negotiates the mode of payment of dues of WPA Member Societies experiencing particular problems (special agreements shall be approved by the WPA Executive Committee)

Skills and Attributes required:

- Fluency in English
- Familiarity and experience with financial matters including fundraising and accounting.
- Excellent quantitative skills
- Excellent managerial skills
- 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:

A minimum of 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 Secretary for Finance 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 of Finance with an interim officer.

WPA SECRETARY FOR EDUCATION AND SCIENTIFIC PUBLICATIONS**Extract from WPA Statutes (p278 MOP):****Article 33 - 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 co-ordinates the educational activities of the Association and ensures the distribution of educational programmes of the WPA in co-operation with the Zonal Representatives and as necessary with the 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.

**WPA SECRETARY FOR EDUCATION AND SCIENTIFIC PUBLICATIONS -
JOB DESCRIPTION****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 B-8).

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.
- Co-ordinates the development and work of Educational Networks approved by the EC.
- Co-ordinates 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:

A minimum of 25 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 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:****Article 34 - The WPA Secretary for Scientific Sections:**

The General Assembly elects the WPA Secretary for Scientific Sections for a term of six years.

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

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

The Secretary for Scientific Sections reports to the Executive Committee.

WPA SECRETARY FOR SCIENTIFIC SECTIONS- JOB DESCRIPTION**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 B-8).

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
- Member of the Science, Education and Publications Committee
- 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:

A minimum of 25 hours 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 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.