

Call for board members' candidacy, 2022-2024

The EAN Advisory Board will manage the Epiet Alumni Network (EAN). Currently it is composed of seven elected members: a President, a Vice-President, a Treasurer, a Deputy Treasurer, a Secretary, a Deputy Secretary and a General Board Member. The term of office is two years.

The composition of the current 2021/2022 Advisory Board is as follow:

Current EAN Board Position	Name	EPIET/EUPHEM Cohort	Joined the EAN Advisory Board in	Ending in
President	Zafeiroula (Iro) Evlampidou	EPIET EU C2012	Nov 2021	Nov 2023
Vice-President	Stine Nielsen	EPIET EU C2008	Nov 2020	Nov 2022
Treasurer	Charlotte Hammer	EPIET EU C2019	Nov 2021	Nov 2023
Treasurer	Timothee Dub	EPIET EU C2017	Nov 2019	Nov 2022
Secretary	Anna Maisa	EPIET EU C2016	Nov 2020	Nov 2022
Secretary	Laura Bubba	EUPHEM EU C2016	Nov 2021	Nov 2023
Member	Justine Shaeffer	EUPHEM EU C2019	Nov 2021	Nov 2023

The positions of **vice-president, treasurer and secretary** become vacant and are up for election at the General Assembly in November 2022.

Alumni of all cohorts are welcome to apply

The EAN Board wants to emphasize that all EPIET/EUPHEM/PAE/FETP alumni are more than welcome to apply for a position in the EAN Board. To stand for election you have to be an active (paying) EAN member. Becoming a board member is a great opportunity for recently graduated alumni to expand the international (EPIET/EUPHEM) vibes for at least two more years. Becoming a board member is a great opportunity for alumni who graduated some years ago as well, as they may have a wider public health network, and may have valuable ideas on how to keep alumni connected and have more post-fellowship experience to add to the work of the EAN Board.

If you have any questions regarding these positions or if you consider putting yourself forward as a candidate for one of these positions, please do not hesitate to contact us. The general email address of the EAN Board is eanboard@gmail.com.

Below, you can find some information on the objectives and responsibilities of the Board and of the open positions.

Tasks of the EAN Board

The EAN Board formulates a strategy for the coming year(s). The annual EAN Board Face-to-Face meeting (usually planned in January or February) is a weekend in which the board comes together and reviews the current status of all topics they are working on and develop a plan of action for the coming year.

Besides contributing to the strategy and annual plan of the EAN, the regular day-to-day tasks which come with maintaining a well-functioning network include finances, communication, organising events and modules. The roles of the vacant positions are summarised below.

Further details on Advisory Board duties and these positions can be found in the [EAN Statutes](#) and in the [EAN Board Handbook](#).

Post descriptions

Vice-President

Objective of the position

The Vice-President replaces the President in his/her duties in case the latter is unavailable; in addition the president has specific duties related to the EAN membership base

Responsibilities and activities

- Provides strategic vision for alumni relations through collaborative leadership between the EAN board and the EAN membership base
- Provides overall coordination of the specific subcommittees or working groups created internally in the EAN
 - The VP does not have to lead all working groups, however should maintain an overview of what they are and how they are progressing
- Faces the membership, including interaction with current Cohort representatives
- Coordinates regular board TCs with cohort reps (at least once every three months least monthly), including scheduling and drafting the agenda
- Maintains a WhatsApp (or similar platform) group with the cohort reps which is used for rapid communication and coordination
- In February of every year to liaise with the cohort reps to remind current fellows to please help in updating the country guides available on the EAN website:
<https://epietalumni.net/activities/countries-guide/>
- Stands in for the president in case the president is unavailable to perform their tasks
- Is active (together with other members of the board) in organising activities for the members such as webinars, mini-modules, online social events etc.
- Deals with any other task that may be decided in consultation with the other members of the Advisory Board
- See Ad Hoc Tasks of the EAN Board Members below

Treasury (post shared by two members)

Objective of the position

The Treasurers are responsible for maintaining the accounts of the EAN this includes paying bills and using the funds according to the instructions of the Advisory Board.

Responsibilities and activities

- Download and save bank account/ payment platform statements every month
- Log all incoming and outgoing transactions in the database as well as take care about all financial activities concerning the EAN (reimbursements, etc).
- Update accounting tracking sheet with all incoming/ outgoing payments
- Prepare financial overview for the GA
- Maintain and update membership database on website according to payments received (see SOP)
- respond to all membership fee enquiries by the members
- archive all proof of payments emails
- prepare receipts of payment if requested by a member
- Lead the review of external membership applications by the board (review application form, contact applicant if information is missing, inform board at regular TCs of new applications and present relevant information to make a decision on admitting the applicant to the EAN, inform the applicant of the outcome, create new member account if applicable and send information of how to make a payment if desired)
- Create member accounts for all new fellows joining EPIET/ EUPHEM or EAPs (including UK FETP)
- Keep overview of fee-paying and non fee-paying members, quota of external members
- Collaborate with secretariat to update mailing lists in mailchimp
- Explore funding options in accordance with EAN's statutes
- Reimburse board members/ facilitators as agreed by the advisory board after e.g. Advisory board meetings, modules or other activities (for ECDC organised events, costs are likely covered by ECDC)

- Update new board composition to prefecture after GA (see SOP)
- Update board composition with bank/ payment platforms (see SOP)
- If treasurer changes, transfer banking privileges to new treasurer
- Review emails labelled as treasurer in the EAN inbox, add additional labels if required, and archive emails once follow up is completed
- Deals with any other task that may be decided in consultation with the other members of the Advisory Board (See “Ad-Hoc Tasks”)

Secretariat (post shared by two members)

Objective of the position

The Secretary and his/her deputy provide operational support to all the activities of the EAN board and play a central role in communication.

Responsibilities and activities

- Arranging invitations for board meetings, taking minutes of meetings
- EAN correspondence, including management of EAN inbox: labelling of emails, archiving of emails followed up by secretariat once task completed
- Primary responsible to ensure emails have been responded to (this includes assigning follow up to other board members)
- Regular update of website with relevant content (e.g., job posting, webinars, events)
- Weekly sending of EAN bulletin (including relevant courses and conferences) to the network
- Note taking and minutes during EAN board teleconferences, face-to-face meeting(s) and general assembly
- Contribution to setting of agenda for regular EAN board meetings
- Contribution to logistic arrangements for EAN Annual General Assembly during ESCAIDE
- Main responsibility for outgoing emails from Mailchimp (not content creation necessarily, but formatting and sending to relevant mailing lists); may be shared with general board member to ensure continuity
- Deals with any other task that may be decided in consultation with the other members of the Advisory Board (See “Ad-Hoc Tasks”)