

Terms of Reference

for Vice-President of EUPHA sections

Background

The Vice President of a EUPHA section plays a vital role in supporting the Section President, ensuring the smooth functioning of the section, and contributing to its strategic vision and activities. This position involves leadership, coordination, and engagement with both the section's Steering Committee and the broader EUPHA community. The Vice President helps maintain the section's visibility, fosters collaboration, and enhances its contributions to public health discussions and initiatives.

Role and Responsibilities

The Vice President works closely with the Section President and Steering Committee to support the section's success. Key responsibilities include:

Strategic and Operational Support

- Assisting the Section President in setting and executing the section's strategic direction and work plan.
- Contributing to the planning and delivery of key activities, ensuring alignment with EUPHA's mission and objectives.
- Supporting the coordination of section initiatives, ensuring effective teamwork and resource management.

Leadership and Representation

- Representing the section in EUPHA meetings, including the annual Section Council meetings (February in Utrecht and the online meeting in September), if the President is unavailable.
- Acting as a key liaison between the Section Steering Committee and the EUPHA office, facilitating smooth communication and decision-making.
- Supporting the recruitment and engagement of active section members and steering committee participants to strengthen the section's impact.

Event Planning and Content Development

- Assisting in organizing webinars, workshops, and/or pre-conferences at the European Public Health Conference, and events during the EUPHW.
- Contributing to the development of EUPHA section statements, policy responses, and public consultations.

Communication and Outreach

- Helping to coordinate section communications, including the preparation of at least two annual newsletters (excluding event-specific announcements).
- Supporting the management of the section's social media presence, sharing updates, research, and event information to expand outreach.

- Strengthening the section's network by fostering collaboration with other sections, institutions, and public health stakeholders.

Scientific and Advisory Role

- Contributing to the scientific quality and integrity of the section's work, ensuring high standards in all outputs and events.
- Participating in the Rapid Response Team, providing timely expertise on public health issues as needed.
- Assisting in the evaluation of applications for new Section Presidents during election periods, working closely with the Steering Committee.
- Serving as part of the EPH Conference International Scientific Committee, reviewing abstracts and enlisting three section members to contribute to this task.

Engagement in EUPHA and Mentorship

- Actively participating in mentorship programs, such as EUPHANxt, to support early-career professionals in public health.
- Encouraging diverse and inclusive participation within the section, ensuring balanced representation in terms of gender, geography, and expertise.
- Promoting capacity-building and knowledge exchange within the section through collaboration and networking.

Appointment and Term

- The Vice President is nominated by the Section President and must be an active EUPHA member.
- To ensure institutional diversity, the Vice President should not be from the same institution as the Section President.
- The Vice President serves a three-year term, which may be renewed once based on mutual agreement with the Section President and Steering Committee.

Multiple Roles within EUPHA Sections

To maintain efficiency and avoid conflicts of interest, the following limitations apply:

- An individual may serve as Vice President in up to one section.
- If holding no other leadership positions, they may also serve as a Steering Committee member in up to two sections.

Accountability and Collaboration

The Vice President plays an essential role in maintaining the section's momentum and effectiveness. Collaboration with the Section President and Steering Committee is key to ensuring that the section remains active, engaged, and aligned with EUPHA's broader public health goals. In cases where the President is unavailable for an extended period, the Vice President may assume temporary leadership responsibilities to ensure continuity, until the end of the mandate of the elected president.

By fulfilling these responsibilities, the Vice President helps to strengthen the section's influence, foster scientific dialogue, and support the broader mission of EUPHA in advancing public health in Europe and beyond.