Job Description – President

(Member of the Board of Directors according to § [e.g., §26 of the German Civil Code)

Task	What	How	When
Objective of the Position	Management of the association in accordance with the statutes, external representation, strategic leadership and management		
Main Duties	• Chairing board meetings • External representation of the association • Responsibility for [e.g., finances, public relations, member administration] • Implementation of resolutions of the general meeting • Communication with other association bodies • Maintaining networks and collaborations (Adapt accordingly depending on the role)		
Collaboration with	• Members of the Board of Directors • Association members • Office (if applicable) • External partners, authorities, sponsors,		
Decision-making authority / areas of responsibility	• In which areas can decisions be made independently? • What is the person responsible for?		

Job Description – Vice-president for European Affairs (Board Member)

Task	What	How	When
European ESOP Global Members	1) Engage European members in ESOP Global activities 2) Oversee activities of and maintain contact with ESOP Global members that are appointed as officers for external representation in the European realm (appendix 1)	1) Frequent reporting of European activities in newsletters and GA 2) Periodic exchange with ESOP Global officers and overseeing ESOP Global officers report at a minimum annually to the board	Continuous
European Parliament	Seek engagement on topics that affect oncology pharmacy, including but not limited to: pharmaceutical strategy, beating cancer plan, CMR Directive	Following European Parliament activities, preparing ESOP Global responses to rounds of consultation, liaising with ECO to maintain contact with politicians	Continuous
European Professional Societies	Initiate collaborations, MoU drafting, establishing periodic meetings between boards	Maintaining established collaborations, initiating new collaborations	Continuous
European Medicines Agency	Function as the first point of contact between European Medicines Agency and ESOP Global	1) Actively partaking in stakeholder meetings and meetings on specific topics or projects that affect oncology. 2) Serve as a expert on oncology in EMAs expert pool	Continuous
EU funded projects	1) Engage European members in EU funded projects where ESOP Global is involved (appendix 1) 2) Oversee activities of those members in the EU funded projects	1) Frequent reporting of European projects with funding opportunities for ESOP Global and active searching for ESOP Global members who are willing and able to engage in these projects 2) Oversee the activities of those members once involved in a project	Depending on the project duration

CMR = cytotoxic, mutagenic, reprotoxic; ECO = European Cancer Organisation; EU = European Union; MoU = memorandum of understanding

Estimated Time Commitment: Approx. 12–24 hours/month, depending on board activity and depending on European Projects

Appendix 1

ESOP Global: participation in EU Projects

Project title	Leader of the project	Brief description of the project	ESOP global responsible person	ESOP global additional representation	Run time
INTERACT & INTERACT-100	ECO	Interprofessional learning for the oncology workforce	Christophe	Mirjam, Marika and Mikael	2022-2025
DIGI CAN TRAIN	EONS	Implementing a new digital skills training for cancer health care workforce in Europe	Mirjam	Mirjam	2023-2026
ACT EU	EMA	Accelerating Clinical Trials in the EU	Marko	Mirjam	2023-2026
HCP	EMA	Renewing EMAs strategy of engagement and communication with professional societies	Mirjam	Not applicable	2024-2025
EDQM*	EU	Committee on information for patients with cancer who are on anticancer treatment	Klaus	Not applicable	2024-2025

ESOP Global: Officers for External Collaborations

Title	Brief description	ESOP global responsible person	ESOP global additional representation	Start of Mandate	End of term
ECO	Member Society, Board & General Assembly	Marko	Zsuzsanna and Mirjam	2024	2026
SIOG	First point of contact between ESOP and SIOG	Christophe	Not applicable	2022	2025
ESMO	First point of contact between ESOP and ESMO	Marika	Klaus and Mirjam	?	
EONS*	First point of contact between ESOP and EONS	Marika	Mirjam	2024	2027
SIOPe	First point of contact between ESOP and SIOPe	Svetlana	Sherif	?	
EU	PPE expert panel	Kristjan	Not applicable	2023	2026
EBMT	First point of contact between ESOP and EBMT	Estela	Vacancy	?	
EU	Safe working	Ewelina	Klaus and Mirjam	?	
EMA	Representative for ESOP as health care professional eligible organisation	Mirjam	Vacancy	2023	2026
ACOE	Accreditation Council	Mirjam	Dorota and Garbine	2024	2027
OECI	Updating OECI accreditation guideline	Garbine	Mirjam	2025	2025
ESCP*	First point of contact between ESOP and ESCP	Klaus	Vacancy	2025	2028
EAHP*	First point of contact between ESOP and EAHP	Mirjam	Vacancy	2025	2028

*Those items marked with an * still need to be confirmed through vote by General Assembly

Job Description – VP Non-EU Member Support

Organization: European Society of Oncology Pharmacy (ESOP)

Reporting Line: President / Board

Location: Remote / International

Position Objective

The Vice President for Non-EU Member Support is responsible for the strategic leadership and operational coordination of ESOP's global membership outside the European Union. The role ensures that oncology pharmacists and other professionals across more than 50 countries are effectively supported, engaged, and empowered to contribute to the society's mission of advancing cancer patient care worldwide.

Core Responsibilities

- **Strategic Leadership & Member Engagement**
  - Design, implement, and continuously improve the onboarding and welcome process for new members.
  - Develop clear pathways for participation in ESOP activities, ensuring inclusivity across diverse regions.
- **Member Services & Communication**
  - Act as the primary point of contact for non-EU members, addressing professional inquiries on oncology pharmacy practice, membership benefits, education, and networking.
  - Ensure transparent and timely communication of membership opportunities, projects, and resources, using multilingual and digital platforms where appropriate.
- **Needs Analysis & Feedback**
  - Translate feedback into actionable initiatives in collaboration with the ESOP Board and committees.
- **Network Development**
  - Establish and coordinate a regional support structure with designated contact persons to deliver localized and targeted assistance.
  - Promote peer-to-peer exchange through forums, webinars, working groups, and mentoring programs.
- **Collaboration & Content Delivery**
  - Work closely with ESOP specialist groups and committees to provide members with access to relevant, needs-based professional content, training, and continuing education.

Profile – Skills and Experience

- Advanced university degree, ideally in pharmacy, health management, or a related field.
- Significant professional experience in oncology pharmacy and/or leadership in an international NGO or professional society.
- Proven track record in member services, stakeholder engagement, or project management.
- Strong intercultural competence with sensitivity to the diversity of members in more than 50 countries.
- Excellent communication skills in English (written and spoken); proficiency in additional languages is highly desirable.
- Strong digital literacy and experience with online platforms, member databases, and communication tools (e.g., email marketing tools, Zoom, MS Teams).

Success Criteria

- Seamless and positive onboarding experience for new members.
- Measurable increase in member engagement, retention, and participation in ESOP projects.
- Consistent, timely, and professional responses to member inquiries worldwide.
- Effective establishment and maintenance of a regional support network.
- Clear improvement in the perceived value and visibility of ESOP membership.

Job Description – Vice-president for Education (Board Member)

Task	What	How	When
EUSOP program	1) Define the general orientations of the scientific EUSOP program (topics) 2) Putting the program's actions into practice 3) Implement an organization for assessing education needs and monitor program performance. 4) Monitor scientific and professional trends and developments 5) Initiate contacts and collaborations with speakers, and involved national societies for EUSOP events: e-learnings, ExCOP sessions, national learnings, case reports… 6) Implement new training techniques (e.g., simulation-based training)	1) Schedule and coordinate the meetings Commission for Planning Continuing Education" (CPCE) 2) Frequent and collaborative exchanges with EUSOP chairs (e-learnings, ExCOP, case report groups…) 3) Frequent reporting of EUSOP activities in boards, GA and newsletters 4) 5) Stay informed about current events and medical literature; maintain regular contact with healthcare professionals; contacts with ESOP working groups 6/ Frequent and collaborative exchanges with EUSOP chairs, CPCE	Continuous
General education activities (EUSOP and non EUSOP)	1) Launch and strengthen collaborations with medical or pharmaceutical societies and institutions in the field of education (e.g., Interprofessional learning European Interact program with ECO)	Identify and pursue opportunities for collaboration with other organizations via ESOP board, ESOP president and membershipservice	Continuous

	2) Offer webinar sessions ("meet the experts" type) including interactivity with participants		
ECOP	1) Ensure that ECOP scientific programs include continuing education components. 2) Support and encourage the submission of abstracts to the conference	Active participation in the scientific committee and conference organization	Continuous

ESOP Global: Officers for External Collaborations

Title	Brief description	ESOP global responsible person	ESOP global additional representation	Start of Mandate	End of term
ECO	Member Society, Board & General Assembly	Marko	Zsuzsanna and Mirjam	2024	2026
SIOG	First point of contact between ESOP and SIOG	Christophe	Not applicable	2022	2025
ESMO	First point of contact between ESOP and ESMO	Marika	Klaus and Mirjam	?	
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OECI	Updating OECI accreditation guideline	Garbine	Mirjam	2025	2025
ESCP*	First point of contact between ESOP and ESCP	Klaus	Vacancy	2025	2028
EAHP*	First point of contact between ESOP and EAHP	Mirjam	Vacancy	2025	2028

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Job Description – Chair of National Lectures & Train-the-Trainer (TTT)

National lecture and TTT subgroup is a part of Education chair

Task	What	How	When
Responsibilities	Identify topics designated as "National Training" in the EUSOP curriculum (12 hours total) and ensure the integrity of existing presentation materials. Implement a structured and operational TTT program for national speakers (trainers) who will present the prepared lectures. Participate to the selection of trainers in collaboration with national ESOP contacts and support their educational development Oversee evaluations of national sessions and trainer performance to ensure consistent delivery across countries. Operates under the responsibility of Education VP	Review existing resources, update where needed, ensure adherence to EUSOP curriculum Develop virtual or hybrid TTT modules, Verify final presentations (national slides added to EUSOP standardized set) Design feedback tools, assess session outcomes Exchanges with Education VP to facilitate communication, objectives follow-up and final decisions	Annually reviewed Launch prior to each training cycle; update annually During course rollout planning; continuously updated Frequently and regularly
Qualifications	Experienced oncology pharmacist with national/international teaching experience and training program development Oncology Pharmacy expertise Leadership and intercultural communication capabilities.		

Job Description – Chair of ExCOP – Structural Coordination (Organizational & Educational)

ExCOP subgroup is a part of Education chair

Task	What	How	When
Responsibilities	Take part in designing programs (cohesive structure and respect of EUSOP guidelines) for the Excellence Course for Oncology Pharmacy (ExCOP), aligning its 38 hours with EUSOP learning objectives.	Compliance monitoring (EUSOP guidelines and CPCE recommendations if necessary). Regular exchanges with VP	Launch prior to each ExCOP session
	Coordinate content integration across thematic sessions (e.g., Clinical Oncology, Biologics) with input from corresponding Chairs and ExCOP team.	Compliance monitoring	Launch prior to each training cycle
	Work closely with logistical, local and ExCOP teams to align academic content with venue capabilities and international participant needs.	Exchanges with local teams and membership service	Launch prior to each training cycle
	Oversee invitation and coordination of expert speakers, session chairs, and facilitators	Exchanges with mocal teams and membership service.	Launch prior to each training cycle
	Conduct post-course reviews and incorporate participant feedback for future improvements	Prepare summary reports	Launch after each training cycle
	Operates under the responsibility of Education VP	Exchanges with Education VP to facilitate communication, objectives follow-up and final decisions	Frequently and regularly
Qualifications	Senior experience in international medical education coordination. Knowledge of current medical developments in oncology Knowledge of EUSOP curriculum and guidelines. Project management and coordination skills.		

Job Description – Case Report Reviewing (Member of Chapter Education of the extended board)

Case report is a part of Education chair including a case report group with one coordinator

Task	What	How	When
Responsibilities	Coordinate* the process for submission, evaluation, and approval of final case reports, following the SOAP (Subjective, Objective, Assessment, Plan) documentation standard. Coordinate the reviewing panel to ensure consistency, relevance, and correctness in all submitted reports. Verify successful report completion before recommending candidates for final certification as European Oncology Pharmacists. Operates under the responsibility of Education VP	Develop clear submissions deadlines Follow internal procedures from EUSOP chair Maintain structured evaluation criteria and reporting templates. Exchanges with Education VP to facilitate communication, objectives and final decisions	Within 3-4 weeks of submission Frequently and regularly
Qualifications	Clinical pharmacy and case documentation expertise (real practical and updated skills) In-depth understanding of SOAP methodology. Experience in academic or professional certification processes.		

Job Description – Vice President Research (Board Member)

Task	What	How	When
Research Strategy and Agenda	• Set ESOP-wide research priorities including reflection of the working-group portfolio	• Chair an annual research meeting with all WG coordinators • Draft a rolling 3-year roadmap aligned to ESOP projects and EU/WHO cancer plans	• Roadmap refreshed every 3 years; • Progress review each half year
Project governance and oversight	• Monitor all ESOP studies for milestones, ethics and risk	• Maintain a project tracker • Convey risk meetings for delayed projects	• Tracker updated monthly; • Status report to Board as required
Working group liaison	• Facilitate collaboration between the Research WG and the 11 other WGs; • Generate studies	• Chair the Research Committee • Circulate protocols	• at least quaterly coordination calls • Shared deliverables calendar kept in protected area
Congress & Abstract Programme	• Curate the scientific research content	• Lead the ECOP Scientific Committee • draft call-for-abstracts • supervise blinded peer-review • appoint poster judges	• Call opens 12 months pre-congress • acceptance notifications 2 months before event
Publication & Dissemination	• Maximise visibility of ESOP research via EJOP and peer-reviewed journals; • Translate findings into QuapoS updates and training	• Mentor authors • Organise scientific writing training • negotiate EJOP special issues • coordinate guideline writing with QuapoS editors	• Target ≥ 4 ESOP papers per year • Guideline revisions synced with QuapoS cycle
Data Quality & Compliance	• Ensure data integrity, GDPR compliance and harmonised data capture across studies	• Approve study-specific Data Management Plans • Provide standardized templates • Lead annual audit	• DMP signed pre-study • Audits every 12 months

Capacity Building & Mentorship Impact Evaluation & Reporting	• Strengthen research skills within ESOP membership and early-career pharmacists	• Deliver research skills trainings via EUSOP/EXCOP • Deliver statistical training • Launch a mentorship pairing scheme	• Trainings Q1 & Q3 • Mentorship cohort launched each January
Impact Evaluation & Reporting	• Quantify research output and impact for the Board, General Assembly and public stakeholders	• Compile KPIs (publications, citations, practice changes,…) • produce an annual “State of Research” report	• Dashboard refreshed quarterly • Full report presented at GA
External Representation & Advocacy	• Act as ESOP’s research delegate to ECO, EU regulators and patient-advocacy bodies	• Attend meetings/consultations • draft ESOP position papers on research-related policies	• Debrief to Board within 2 weeks of each engagement

estimated Time Commitment

Approx. **5–10 hours/month** in steady state, up to **15–20 hours/month** during review cycles or congress preparation.

Job Description – Quapos WG

Task	What	How	When
Developing quality standards	Organizing and managing Quapos WG work	Organizing, documenting WG meetings, preparing topics and collecting feedback; Responsible for WG working tools – shared folder etc.	Continuous, at least once a month online meeting;
	Communication with ESOP board	Regular updates and feedback to ESOP board	During board meetings
	Collecting input and feedback for Quapos – new topics	Preparing draft materials in the WG. Communication via Membershipservice to ESOP members, collecting and structuring feedback.	When starting updating next version. Est. time 3-4 months
	Prepare Quapos standard text draft	Organizing, documenting WG meetings and collecting feedback.	After topics review, collection and members feedback. Est. time 3-5 months
	Finalize Quapos standard text draft	Organizing, documenting WG meetings, presenting the final version to ESOP GA;	Approval/confirmation during ESOP GA
	Organize publishing of standard text	Together with Membershipservice – guarantee right version	After ESOP GA
	Managing Quapos translation	Managing translation deadlines and keep track of submitted work, collaboration with Membershipservice	After standard text is confirmed
	Organize Quapos commentary	Collect and manage authors and reviewers. Organizing, documenting WG meetings and collecting feedback. Communication via Membershipservice to ESOP members	12-15 months
Promoting quality standards	???	???	???

Estimated Time Commitment

Monthly WG meeting + prep time approx. 3-4 hours/meeting

Rest of the time the commitment depends of the actual status of the project and can vary between 8-20 hours/month

Job Description

Vice President – Accreditation and Certification

European Society of Oncology Pharmacy (ESOP)

1. Position Summary

The Vice President for Accreditation and Certification is responsible for developing, implementing, and overseeing ESOP's accreditation and certification strategy. The role ensures that ESOP's standards of excellence in oncology pharmacy practice are promoted across member countries, aligned with international benchmarks, and recognized by healthcare institutions, regulators, and professional bodies.

2. Key Responsibilities

A. Strategic Leadership

- Lead ESOP's accreditation and certification portfolio, ensuring it reflects best practices in oncology pharmacy and meets the needs of members and stakeholders.
- Develop policies, frameworks, and procedures for accreditation and certification activities.
- Ensure alignment of ESOP's programs with international quality and competency standards.

B. Accreditation Activities

- Oversee the accreditation of oncology pharmacy centers under ESOP.

C. Certification Activities

- Manage certification pathways for oncology pharmacies; oversees Auditor and Accreditation Committee.
- Ensure Auditors are trained and competent.

D. Collaboration & Stakeholder Engagement

- Liaise with national oncology pharmacy societies, universities, and regulators to harmonize accreditation and certification practices.
- Represent ESOP in external forums related to professional standards, accreditation, and quality assurance.
- Support the President and Board in building international partnerships to enhance ESOP's global role in oncology pharmacy quality assurance.

E. Monitoring & Reporting

- Establish KPIs and quality indicators for accreditation and certification activities.
- Provide regular progress reports to the ESOP Board.
- Ensure transparency, accountability, and continuous improvement in all accreditation and certification processes.

3. Required Qualifications & Competencies

- Licensed pharmacist with advanced expertise in oncology pharmacy.
- Demonstrated leadership experience in accreditation, certification, or quality assurance (preferably at national or international level).
- Familiarity with European and global healthcare accreditation standards.
- Strong organizational, negotiation, and project management skills.
- Excellent communication skills in English; additional European languages are an asset.
- Commitment to ESOP's mission, values, and collaborative spirit.

4. Term & Reporting

- Elected by the ESOP General Assembly for the designated board term.
- Reports directly to the President of ESOP.
- Works in close collaboration with the ESOP Executive Board, national representatives, and task forces.

5. Expected Outcomes

- Strengthened credibility and recognition of ESOP's accreditation and certification programs across Europe and globally.
- Expansion of accredited centers and certified professionals under ESOP.
- Improved consistency and quality of oncology pharmacy services.
- Enhanced reputation of ESOP as a leader in professional standards and quality assurance.

Job Description – Secretary (Board Member)

Task	What	How	When
Minute Taking	Record minutes of board meetings and general assemblies.	Clearly, factually, and structurally (attendees, agenda, decisions, votes).	During meetings; finalized within 1 week.
Document Filing & Archiving	File and archive meeting minutes, resolutions, and key documents.	Chronologically, in digital and/or physical format, accessible and secure.	Continuously; yearly review.
Sending Invitations	Send formal invitations to meetings and assemblies.	According to bylaws (e.g., 2 weeks in advance), including agenda, via email or mail.	Start prep 3 weeks in advance.
Membership Directory	Maintain and update the member list.	Coordinate with the Treasurer and the office; track changes in status or contact info.	Ongoing; quarterly review.
Official Correspondence	Handle formal communication on behalf of the board.	Prepare letters/emails as instructed; formal and accurate.	As needed.
General Assembly Support	Assist with planning and execution of general meetings.	Manage attendance list, verify voting rights, record decisions during the meeting.	Before, during, and after assemblies.
Resolution Documentation	Keep a central list of all board resolutions.	Maintain a digital record (e.g., Excel or board software).	After every board meeting.

Estimated Time Commitment

Approx. 3–6 hours/month, depending on board activity
More time required around annual meetings or major events

Job Description – Treasurer (Board Member)

Task	What	How	When
General ESOP budget	Planning ESOP budget for individual years	Consulting the office and the board concerning planned income and costs, presenting the budget to the board and the general assembly	Autumn of previous year
	Managing ESOP budget	Together with the office: invoicing, administration of income and costs	January to December
	Evaluation, reporting and publishing of ESOP budget	Reporting the past year budget to the board and the general assembly; Together with the office: publishing financial report and funding sources on the website	The two following years
Membership fees	Collecting membership fees through the office	Together with the office: annual updating of membership lists, issuing of invoices, updating the board on payments	January to March
ECOP budgeting	Planning and managing ECOP budget	As a member of the organisation board, the treasurer together with ESOP board and the office plans the income and costs of the conference	From 24 months before to 12 months after ECOP
ExCOP budgeting	Planning and managing ExCOP budget	Cooperation with the office and the local society	From 12 months before to 6 months after ExCOP
EU and other projects	Support	Support of members that are responsible for particular projects concerning their budgeting and communication with grant providers	Whenever needed

estimated Time Commitment

Approx. 3–6 hours/month, depending on board activity, ongoing projects, timelines of particular ECOP, ExCOP , and other events

Chair of Communications and Social Media – European Society of Oncology Pharmacy (ESOP)

Tasks (Overall Purpose)

Lead, coordinate, and enhance ESOP's communication and social media strategy to effectively engage members, stakeholders, and the wider oncology pharmacy community.

What (Key Responsibilities)

- Develop and oversee the society's communications strategy across digital and print platforms.
- Manage ESOP's official social media channels (LinkedIn, Twitter/X, Facebook, Instagram, etc.).
- Coordinate the creation and dissemination of news, announcements, and educational content.
- Act as liaison between ESOP committees, board members, and external partners to ensure consistent messaging.
- Monitor analytics to evaluate communication effectiveness and adjust strategies accordingly.

How (Methods / Approach)

- Collaborate closely with the ESOP Board, working groups, and event organizers to gather timely content.
- Establish editorial calendars and style guidelines for all public-facing communications.
- Lead or supervise a small team of volunteers/content creators to ensure high-quality and regular posts.
- Use data-driven insights (engagement metrics, reach, click-through rates) to improve outreach and visibility.
- Maintain compliance with data protection and ethical standards in all communications.

When (Timing / Reporting)

- Provide quarterly updates to the ESOP Board on communication activities, performance, and upcoming campaigns.
- Ensure real-time coverage of major ESOP events (e.g., annual meetings, webinars, policy launches).

- Update social media platforms and website content at least weekly, or as required for urgent matters.
- Conduct an annual review of the communications strategy and propose improvements for the following year.

Additional Responsibilities

- Communication Facilitation: primary point of contact between the European Society of Oncology Pharmacy and its members, stakeholders, and external organizations.
- Collaboration: foster relationships with healthcare professionals, regulatory bodies, and other organizations to promote oncology pharmacy practices.
- Information Dissemination: share relevant updates, guidelines, and resources with members to ensure they are informed about the latest developments in oncology pharmacy.
- Feedback Collection: gather and relay feedback from members to the Society's leadership to enhance services and initiatives.
- Event Coordination: assist in planning and coordinating meetings, workshops, and conferences related to oncology pharmacy.
- Delegate Representation: serve as a representative of the European Society of Oncology Pharmacy at national and international meetings, conferences, and workshops.
- Advocacy: advocate for the interests and needs of oncology pharmacy professionals at all levels, ensuring their voices are heard in relevant discussions.
- Network Building: establish and maintain connections with key stakeholders in the field of oncology pharmacy, including policymakers, researchers, and practitioners.
- Policy Development: contribute to the development of policies and guidelines that affect oncology pharmacy practice and patient care.
- Public Engagement: promote the mission and goals of the European Society of Oncology Pharmacy to various audiences, including healthcare providers, patients, and the public.
- Education and Training: Participate in educational initiatives, workshops, and training sessions to enhance the knowledge and skills of oncology pharmacy professionals.
- Research Support: Encourage and support research initiatives within the field of oncology pharmacy, including the dissemination of findings and best practices.
- Resource Development: Assist in the creation of educational materials, guidelines, and tools that aid oncology pharmacy practice.
- Evaluation and Feedback: Continuously evaluate the effectiveness of programs and initiatives, providing constructive feedback.