

swimsa

JOB BOOKLET



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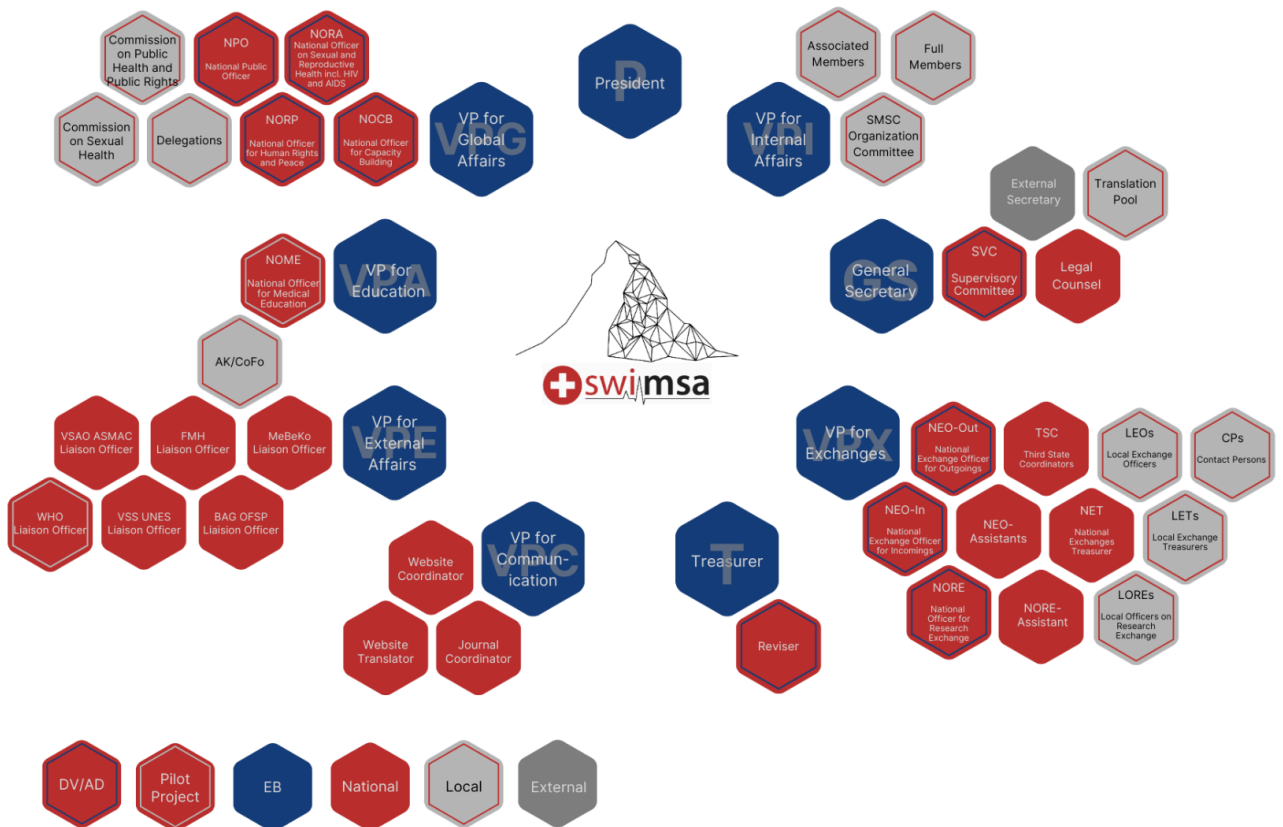
Overview

Do you want to invest in personal development and get involved with swimsa? This Jobs Booklet will help you better understand the structure and tasks within swimsa. You will find an overview of all the positions that are available. If you are interested or have any questions, don't hesitate to contact gs@swimsa.ch.

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Overview



Time Management

Naturally, volunteering involves a certain time commitment. swimsa offers a wide variety of roles and positions, offering an option for everyone. For most positions, there are certain deadlines that must be met, however, it is usually possible to freely schedule the time needed. Additionally, the time investment varies strongly depending on the month. In general during the semester it can be quite busy, during exam revision phase everyone is studying and otherwise preoccupied and in the semester break it is a bit calmer. The most important thing is: invest as much time as you enjoy!

Below you will find the basic duties and the amount of time they require. Naturally it is always welcome to go above and beyond and implement new ideas if you have the energy and time.

These are the estimated minimum time commitments for the individual positions:

- EB and National Officers: *corresponding to a 15-30% position*
- Liaison Officers: *per semester 1 AK/CoFo meeting + the meetings of the corresponding organization + advocacy board meetings¹*
- Coordinators: *can be expanded according to personal motivation*
- SVC: *varies greatly - 5-10% position*
- Exchanges:
 - National Exchange Officers: *corresponding to a 20-30% position*
 - Local Officers and Coordinators: *can be expanded according to personal motivation*

If you have further questions concerning time management, feel free to contact the person who currently holds the position in question or contact gs@swimsa.ch.

¹ The advocacy board was introduced for the first time at the end of the term 22/23 and its continuation will be decided at the end of the term 23/24.

Candidature Procedure

The positions are elected at the delegates assembly (DV/AD) in spring by the delegates of the swimsa members for a term of one year starting from September 1st. The following positions are voted upon by the delegates:

- Executive Board
- NEO-In, NEO-Out, NORE, NORA, NPO, NORP, NOCB, NOME
- Supervising Council

The rest of the positions (Liaison Officers, Coordinators and Pilot Projects) are appointed by the Executive Board when vacant or over the summer, usually also for a term of one year starting September 1st, unless otherwise specified. You can contact the EB directly if you are interested in a swimsa position that is not elected by the DV/AD.

To apply for a position the candidate should send a candidature to the General Secretary (gs@swimsa.ch) at the latest two weeks before the DV/AD. The candidature package usually includes the following:

- Motivation Letter (\pm 1 page)
- Plan of Action for your term (\pm 1 page)
- Curriculum Vitae (1-2 pages)

These are only recommendations and not binding requirements. The candidate may decide the content of their candidature package themselves. Alternatively there is also the option that candidates may apply directly at the DV/AD without submitting a package in advance (Room Candidature). In all the formalities, it is important to remember that swimsa is a student organization.

During the DV/AD all candidates are permitted to present themselves, following which the delegates are allowed three minutes of questions to the candidate. Candidates are informed via mail ahead of the DV/AD as to the exact procedure and the time frame they will have to present themselves.

Have we aroused your interest?

Contact gs@swimsa.ch.

Your swimsa EB

a) Executive Board

The Executive Board (EB) of swimsa consists of nine members. While many tasks are quite specific and are listed below, a lot of joint decision making takes place during online meetings which take place twice a month. Additionally, there are some events where participation of all EB members is required, such as the DV/AD, SMSCs and EB work weekends. The EB positions are the following:

President P

The president is the heart of the EB. They coordinate the EB internally and are also the first representation towards externals. Therefore, in addition to leadership skills and joy in working with others, the president should have experience within swimsa.

Specific responsibilities of the president include:

- Coordination of the EB and the whole organization
- Planning and chairing of the Executive Board meetings
- Representing swimsa towards externals, for example in the Joint Commission of the Swiss Medical Schools JCSMS and in meetings with partner organizations
- Supporting the EB members in their roles
- Coordinating the development of a short-term and long-term strategy

If you have further questions about this position, please do not hesitate to contact president@swimsa.ch.

General Secretary GS

swimsa may be a student organization, nevertheless it is important that we conduct ourselves with professionalism internally and externally. The GS contributes to this as first contact person for any inquiries. In addition, the GS manages all administrative aspects within the organization.

Specific responsibilities of the GS include:

- Distribution of requests and messages within swimsa
- Organization of the various EB meetings and responsible for the minutes
- Responsible for bylaws and initial interpretation, supported by SVC and Legal Counsel.
- Admin of swimsa Google Suite which includes user management, handling of mail distribution lists and archiving documents.
- Coordination of the cooperation between the EB and the external secretariat
- Management of the Translation Pool and recruitment of new translators
- Responsible for the DV/AD organization and coordination of document creation (e.g. annual report).

If you have further questions about this position, please do not hesitate to contact gs@swimsa.ch.

Treasurer T

The treasurer manages the finances of swimsa. They ensure that swimsa's invoices are sent out on time and the amounts owed are paid. Furthermore they are responsible for the reimbursements of expenses and the management of the swimsa Fonds.

Specific responsibilities of the treasurer include:

- Drafting of the annual budget
- Managing the bank accounts of swimsa
- Sending of invoices and contribution requests in collaboration with the external secretary
- Paying bills
- Doing the accounting
- organizing the revision of annual accounting
- Reimbursements of expenses
- Management of the swimsa fonds
- Management of the cash register
- Preparation of the annual financial statements
- Supporting and overseeing the SMSC (and additional events') OC concerning finances
- Assistance in the search for sponsors

If you have further questions about this position, please do not hesitate to contact treasurer@swimsa.ch.

Vice-President for Medical Education VPA

swimsa cooperates with many political organizations and represents the opinion of medical students to them. These are developed in the Commission on Medical Education (AK/CoFo). The AK/CoFo discusses concrete topics, decides on measures and writes statements. The VPA chairs the AK/CoFo.

Specific responsibilities of the VPA include:

- Coordination of the AK/CoFo and its working groups
- Organization and Chairing of the meetings of the AK/CoFo
- Representation of the AK/CoFo towards externals
- Coordination of the political activity of swimsa, in particular through supporting the drafting of policy papers and statements on medical education.
- Collaborating with and contact person for the NOME
- Overseeing and supporting the Liaison Officers in collaboration with the Vice-President for External Affairs
- Coordinating the project Coach my Career on a national level

If you have further questions about this position, please do not hesitate to contact vpa@swimsa.ch.

Vice-President for Communication VPC

This position is ideal for all medical students with the ability to communicate fluently and eloquently, and who enjoy editorial and design work. You should feel comfortable with social media, photoshop and web design.

Specific responsibilities of the VPC include:

- Administration of the website
- Management of swimsa's social media
- Coordination of the journal and the newsletter
- Maintenance and adherence to the corporate identity
- swimsa merchandising
- Taking pictures and documenting swimsa's activities

If you have further questions about this position, please do not hesitate to contact vpc@swimsa.ch.

Vice-President for External Affairs VPE

This position is ideal for all medical students who enjoy forging new contacts and are communicative and open-minded. Its focus points are nurturing swimsa's established relationship with partners and sponsors and representing the interests of swimsa to our partners and the general public.

Specific responsibilities of the VPE include:

- Representation of swimsa at events (mainly national conferences) and networking
- Evaluating the swimsa sponsoring strategy
- Nurturing relationships with swimsa's established partners and sponsors
- Acquiring of new (strategic) partners and sponsors
- Overseeing and supporting the Liaison Officers in collaboration with the Vice-President for Medical Education
- Supporting the SMSC sponsoring team

If you have further questions about this position, please do not hesitate to contact vpe@swimsa.ch.

Vice-President for Internal Affairs VPI

The Vice-President for Internal Affairs has a finger on the pulse for the needs of full and associate members of swimsa. They inform the member organizations about current events and the work of swimsa and are responsible for the internal communication.

Specific responsibilities of the VPI include:

- Updating full and associate members on current affairs
- Contact person for full, associate and candidate members
- Contact person for potential new members

- Organization of member participation at the SMSC
- Coordination of the U ROCK swimsa award
- Coordination of the Fresher's Days
- Coordination of the Buddy System between members of the Executive Board and full members of swimsa

If you have further questions about this position, please do not hesitate to contact vpi@swimsa.ch.

Vice-President for Exchanges VPX

The Vice-President for Exchanges is the chairperson for swimsa Exchanges, the student exchange program of swimsa. They work internationally within IFMSA and collaborate with Exchanges programs from all over the world. The VPX should have prior experience with Exchanges.

Specific responsibilities of the VPX include:

- Planning and chairing the monthly meetings of the National Exchanges Team (NExT).
- Chairperson of swimsa Exchanges (representation within the EB)
- Organization of national Exchanges events and meetings
- Supporting the NEO-Out and NORE during the preparatory phase of the contract negotiation prior to the August Meeting (General Assembly of the IFMSA).
- Ensuring of voting rights for SCOPE and SCORE at international meetings
- Promotion of swimsa Exchanges in cooperation with the VPC
- Management of the finances of Exchanges in collaboration with the National Exchanges Treasurer (NET)

If you have further questions about this position, please do not hesitate to contact vpx@swimsa.ch.

Vice-President for Global Affairs VPG

The Vice-President for Global Affairs advocates for swimsa in the International Federation of Medical Students' Associations (IFMSA) and has prior experience within IFMSA. They are responsible for the representation of swimsa at international conferences.

Specific responsibilities of the VPG include:

- Representing swimsa towards IFMSA and ensuring the duties for voting rights are fulfilled
- Organization of the delegation selection and meeting preparation
- Drafting of the delegation reports
- Bridging between international opportunities of IFMSA and further partner organizations and the members of swimsa
- Signing and stamping of international applications

If you have further questions about this position, please do not hesitate to contact vpg@swimsa.ch.

b) Supervising Council SVC

The Supervising Council (SVC) knows every aspect of swimsa by heart. Its members know the structure, bylaws and members of swimsa. Therefore, prior experience within swimsa is important. According to the bylaws the Supervising Council may consist of a maximum of three members.

If you have further questions about this position, please do not hesitate to contact svc@swimsa.ch.

c) Liaison Officers

The Liaison Officers (LOs) represent swimsa in political institutions that deal with medical education or healthcare politics. They are the following:

- Federal Office for Public Health (Bundesamt für Gesundheit/Office fédéral de la santé publique BAG/OFSP)
- Swiss Medical Association (FMH)
- Verband Schweizer Assistenz- und Oberärztinnen und -ärzte/ association suisse des médecins-assistant(e)s et chef(fe)s de clinique (vsao/asmac)
- Medizinalberufekommission/Commission des professions médicales (MeBeKo)
- Swiss Student Union (VSS/UNES/USU)
- multiple Planetary Health initiatives:
 - Planetary Health Working Group of the Swiss Medical Association (FMH)
 - Consortium Ecological Transformation of Healthcare in Switzerland (ETHiCH)
- World Health Organization (WHO) (*Pilot project*)

Liaison Officers ensure that the medical students are heard in these committees. To this end, they consult not only with the VPA but also the VPE. Financial compensation received by meeting attendance must be forwarded to swimsa. The VPA and VPE share the responsibility of coordinating with the Liaison Officers. At the beginning of each term, it should be clearly decided which EB member is directly responsible for which Liaison Officer.

LOs, in addition to delegates from the full members, chiropractic, pharmacy, and psychology students are part of the Commission on Medical Education (AK/CoFo). It is led by the VPA and takes place three times a semester on weekends. LOs are expected to participate at least once a semester.

Liaison Officer to the Federal Office of Public Health **LO-BAG/OFSP**

The LO BAG/OFSP is appointed after the delegates' assembly in spring. The term commences on September 1 and lasts one year.

The LO-BAG/OFSP has a seat and a vote in the platform "Zukunft ärztliche Bildung", a meeting organized by the BAG of different stakeholders in medical education and health care. These meetings take place about four times per year. At these meetings current medical-political issues are discussed and recommendations for healthcare stakeholders are formulated. Studies for the improvement of medical education are discussed and commissioned. In particular the topic of the federal licensing exam is discussed in this platform. The LO may also raise important issues to be discussed. In recent months, the LO-BAG has also been involved in various advocacy efforts such as trying to increase youth participation in decision making of the BAG/OFSP.

If you have further questions about this position, please do not hesitate to contact bag@swimsa.ch.

Liaison Officer to the Swiss Medical Association **LO-FMH**

The LO-FMH is appointed after the delegates' assembly in spring. The term commences on September 1 and lasts one year.

The LO-FMH represents swimsa in the "Ärztetkammer/Chambre medical", a biannual meeting of the Swiss doctors' associations together with the swimsa president. Representatives of all cantons and medical specialties as well as other medical representatives such as the vsao/asmac attend. The FMH secretariat chairs the meetings. swimsa does not have voting rights but may participate in discussions and take position on new legislation and the working environment in the medical profession.

The LO-FMH is also part of the BMS/SAEZ (swiss medical journal) Advisory Board and participates in Advisory Board meetings that take place every six weeks. The swimsa LO represents the Swiss medical students and is the main contact person for this journal. He/she also voices the student's viewpoint to be included in the journal and has the opportunity to contribute to this journal by writing two "zu guter Letzt"/"mot de la fin" per year.

If you have further questions about this position, please do not hesitate to contact fmh@swimsa.ch.

Liaison Officer to the Verband der Schweizer Assistenz- und Oberärztinnen und -ärzte/ association suisse des médecins-assistant(e)s et chef(fe)s de clinique **LO-vsao/asmac**

The LO-vsao/asmac is appointed in autumn. The term commences on January 1 of the

following year and lasts two years.

The LO-vsao/asmac has a seat with voting rights in the business committee and executive board, the two leading bodies of the national junior doctors association. The LO-vsao/asmac establishes the flow of information between swimsa and vsao/asmac and represents swimsa in the monthly meetings on Tuesday or Wednesday evenings.

If you have further questions about this position, please do not hesitate to contact vsao@swimsa.ch.

Liaison Officer to the Commission of Medical Profession LO-MeBeKo

The LO-MEBEKO is appointed after the Delegates' Assembly in fall. The term commences on January 1 of the following year and lasts two years.

The LO-MeBeKo has a seat with voting rights in the Commission of Medical Profession (MeBeKo), which is a non-parliamentary Commission of the BAG/OFSP, tasked with overseeing the federal diploma. They are primarily responsible for the recognition of foreign diplomas. The LO-MeBeKo delegate attends the four meetings per year which run under the name of "Department of Education".

If you have further questions about this position, please do not hesitate to contact mebeko@swimsa.ch.

Liaison Officer to the Swiss Students Union LO-VSS/UNES/USU

The LO-VSS/UNES/USU is appointed after the delegates' assembly in spring. The term commences on September 1 and lasts one year.

The LO-VSS/UNES/USU represents swimsa within the Swiss Students Union and connects the two organizations and assures communication between the two organizations. They attend the members' council on Wednesday afternoons once per month, and attend the delegates assembly, which happens twice per year on weekends.

If you have further questions about this position, please do not hesitate to contact vss@swimsa.ch.

Liaison Officer for Planetary Health LO-PH

The LO-PH is appointed after the Delegates' Assembly in fall. The term commences on January 1 of the year following the appointment and lasts two years.

The LO-PH ensures the organization's active participation in Planetary Health initiatives. It envisions to promote collaboration, advocacy, and education to make a meaningful impact on the field of Planetary Health and is based on the principles and objectives of

the position paper and strategic plan on Planetary Health of FMH, co-authored by swimsa as well as the opinion of our students and associate members.

The LO-PH effectively represents swimsa in the Planetary Health Working Group of the Swiss Medical Association (FMH), which meet four times a year. The LO-PH has a guest status within the Working Group with speaking rights but no voting rights.

The LO-PH also represents swimsa in the the Consortium ETHiCH (Ecological Transformation of Healthcare in Switzerland (used to be: Schweizer Konsortium für nachhaltige Gesundheit und ökologischen Wandel des Gesundheitssystems/ Consortium suisse pour la santé durable et la transition écologique du système de santé)), which meets at least four times a year. swimsa, as an official founding member, has full-member status in this consortium and therefore has speaking and voting rights. Outside these meetings, the LO-PH collaborates with other members of the working group or Consortium such as Health for Future on specific projects and advises swimsa in matters related to planetary health.

If you have further questions about this position, please do not hesitate to contact planetary-health@swimsa.ch.

Liaison Officer to the World Health Organization LO-WHO (Pilot Project until further notice)

The LO-WHO is a member of the Swiss delegation to the WHO organized by FOPH (Federal Office of Public Health). They attend the WHO meetings after consulting with the FOPH such as EB meetings and the World Health Assembly. Their goal is to network with other international partners in the healthcare field, especially with other youth delegates.

If you have further questions about this position, please do not hesitate to contact who@swimsa.ch.

d) National Officers

The contact person of the National Officers will be an EB member and defined by the EB at the beginning of the term. In past terms it was usually the VPG.

National Officer on Sexual and Reproductive Health and Rights including HIV and AIDS NORA

The NORA represents swimsa and the associated CoSH (Committee on Sexual Health) projects on national and international level. They connect the CoSH projects in Switzerland amongst each other and to the international opportunities in this area. To apply as NORA you should have an interest and some experience in the area of sexual and reproductive health.

Specific responsibilities of the NORA include:

- Connecting and representing CoSH within IFMSA
- Contact person for the CoSH projects and interested swimsa members

- Communicating international opportunities in the area of sexual health to the projects and interested students, including SCORA-X-Change and relevant trainings
- Coordinating the collaboration of CoSH projects
- Organizing national CoSH events and campaigns
- Organization of the delegation to the NECSE* and the conference preparation of SCORA delegates to all IFMSA events

*Northern European Conference on Sexuality Education projects

If you have further questions about this position, please do not hesitate to contact nora@swimsa.ch.

National Officer for Capacity Building NOCB

The NOCB oversees swimsa's capacity building activities and organizes events for swimsa. Furthermore they connect swimsa members with international opportunities especially those of the IFMSA CB division.

Specific responsibilities of the NOCB include:

- Representation of swimsa in the area of Capacity Building within IFMSA, especially at the Capacity Building events at IFMSA General Assemblies
- Tracking of the relevant email distribution lists of IFMSA and sharing international resources and training opportunities to Swiss medical students (e.g. sub Regional Trainings)
- Link interested members of swimsa in trainings with trainers in the trainers pool and support them in the organization of a training
- Assist with organizing the education of the Executive Board and Internals of swimsa in the area of capacity building
- Coordination of national capacity buildings trainings (e.g. trainings weekend) and Train new Trainers (TNT) events in swimsa
- In charge of the coordination, networking and further education of trainers in the trainers pool of swimsa
- Handling inquiries of training participants (e.g. TNT, SRT) for financial support of swimsa in collaboration with the Treasurer and VPG

If you have further questions about this position, please do not hesitate to contact nocb@swimsa.ch.

National Public Health Officer NPO

The NPO represents swimsa and its projects in the area of Public Health on national and international level and coordinates the Commission on Public Health and Human Rights (CoPHR) together with the NORP.

Specific responsibilities of the NPO include:

- Be a contact person for students who are interested in creating or participating in projects related to Public Health
- Coordinate the writing of policy papers and policy statements on Public Health
- Be a contact person for external partners active in Public Health
- Be responsible for national engagements and campaigns in the area of Public Health
- Maintaining the connection between swimsa and the Standing Committee on Public Health (SCOPH) in the IFMSA
- Collaborate with the Public Health Coordinators on their respective focus areas
- Organize, manage and coordinate the meetings of the CoPHR together with the NORP

If you have further questions about this position, please do not hesitate to contact npo@swimsa.ch.

National Officer for Human Rights and Peace NORP

The NORP represents swimsa and its projects in the area of Human Rights and Peace on a national and international level and facilitates the Commission on Public Health and Human Rights (CoPHR) in collaboration with the NPO.

Specific responsibilities of the NORP include:

- Functioning as a contact person for interested Swiss medical students in the field of Human Rights and Peace
- Maintaining the connection between swimsa and the Standing Committee on Human Rights and Peace (SCORP) of the IFMSA
- Coordinate the writing of policy papers and policy statements on Human Rights and Peace
- Be a contact person for external partners active in Human Rights and Peace
- Be responsible for national engagements and campaigns in the area of Human Rights and Peace
- Organize, manage and coordinate the meetings of the CoPHR together with the NPO

If you have further questions about this position, please do not hesitate to contact norp@swimsa.ch.

National Officer for Medical Education NOME

The NOME represents the interests of swimsa in the field of medical education on an international level, promotes exchange and facilitates cooperation with NOMEs of other countries. Further, he:she acts in a supporting and advisory capacity to the VPA, especially in coordinating the small working groups of the Commission on Medical Education (AK/CoFo).

Specific responsibilities of the NOME include:

- Representation and cooperation regarding medical education at an international level (IFMSA-SCOME).

- Maintaining IFMSA-SCOME active status.
- Share opportunities for international engagement with Swiss medical students.
- Supports the coordination of the AK/CoFo working groups.
- Supports the organization of the AK/CoFo meetings
- Supports and advises the VPA regarding swimsa's political activities, especially in the field of medical education

If you have further questions about this position, please do not hesitate to contact nome@swimsa.ch.

e) Exchanges

Exchanges is overseen by the VPX. Within Exchanges there are National Officers, Coordinators, as well as locally appointed positions such as LEOs, LOREs, LETs and Contact People.

National Exchange Officer for Outgoings NEO-Out

The NEO-Out is the gateway for Swiss medical students to explore the world. They enable students to complete a hospital internship abroad.

Specific responsibilities of the NEO-Out include:

- Contact with the students interested in participating in an Exchange
- Contact with the NEOs of the hosting countries
- Coordination of the application process and the drafting of the SCOPE contracts before the August Meeting of the IFMSA
- Coordination of the Pre-departure Trainings (PdT) together with the NORE
- Ensuring of voting rights at international meetings as well as preparation and attendance of the exchanges fair and SCOPE plenary (if the NEO is unable to attend the meeting they prepare the SCOPE delegate(s) accordingly)

If you have further questions about this position, please do not hesitate to contact neo.out@swimsa.ch.

National Exchange Officer for Incomings NEO-In

The NEO-In gives students from all over the world the opportunity to do a hospital internship in Switzerland. It is them who provide incoming students with an unforgettable time in Switzerland.

Specific responsibilities of the NEO-In include:

- Contact with international students and the NEOs of their origin country
- Contact with the Local Exchanges Officers (LEOs)
- Coordinating the search for the internships, accommodations and the administrative process

- Ensuring of voting rights at international meetings as well as preparation and attendance of the exchanges fair and SCOPE plenary (if the NEO is unable to attend the meeting they prepare the SCOPE delegate(s) accordingly)

If you have further questions about this position, please do not hesitate to contact neo.in@swimsa.ch.

National Officer on Research Exchange NORE

The NORE is responsible for the research exchange program in Switzerland. They coordinate with interested Swiss and foreign students. They are in close contact with the VPX, the NEOs and LOREs.

Specific responsibilities of the NORE include:

- Contact with Swiss, foreign students and the NOREs
- Coordinate the search for internship positions, accommodations and administrative tasks
- Coordination of the application process and the drafting of the SCORE contracts before the August Meeting of the IFMSA
- Coordination of the Pre-departure Trainings (PdT) together with the NEO-Out
- Ensuring of voting rights at international meetings as well as preparation and attendance of the exchanges fair and SCORE plenary (if the NORE is unable to attend the meeting they prepare the SCORE delegate(s) accordingly)
- Supporting the LOREs in their activities, in particular in the completing of the project forms
- Promoting of research and campaigns in this area

If you have further questions about this position, please do not hesitate to contact nore@swimsa.ch.

Local Exchange Officer LEO & Local Officer on Research Exchange LORE

The LEOs and LOREs are responsible for Exchanges on a local level. They coordinate the foreign students at their University and are in close contact with their Contact People (CP). They work together with the NEO-In or NORE respectively.

Specific responsibilities of the LEOs and LOREs include:

- Contact with foreign students after their allocation
- Coordination and search for internship positions, accommodations and organization of local social programs and Upon Arrival Trainings (UAT)
- Coordination of the local Exchanges teams and the Contact People
- Promotion of swimsa Exchanges with a variety of activities
- LOREs: work in close contact with tutors and possible research projects and completing the project forms

If you have further questions about this position, please do not hesitate to contact vpx@swimsa.ch.

National Exchange Officer Assistant NEO Assistant & National Exchange Officer on Research Exchange Assistant NORE Assistant

The NEO and NORE Assistants support the NEOs and NORE in their responsibilities. The NEO-Out, NEO-In and NORE each have a respective Assistant. The specific responsibilities of the NEO/NORE Assistant align with the tasks of the NEOs or NORE and are developed individually to fit the needs of the NEO/NORE, respectively.

If you have further questions about this position, please do not hesitate to contact vpx@swimsa.ch.

National Exchanges Treasurer NET

The National Exchanges Treasurer supports the VPX in their financial responsibilities.

Specific responsibilities of the NET include:

- Management of the National Exchanges Account
- Accounting of the Exchanges expenses and income
- Payment of exchanges expenses
- Creation of a budget sheet in collaboration with the VPX

If you have further questions about this position, please do not hesitate to contact vpx@swimsa.ch.

Third State Coordinator TSC

The Third State Coordinator works together with the VPX and all medical exchanges programs in Switzerland, which are independent of the IFMSA.

Specific responsibilities of the TSC include:

- Contact with students with a third state nationality
- Contact with the Human Resources departments of the hospitals
- Drafting of Invitation Letters for Visa applications

If you have further questions about this position, please do not hesitate to contact vpx@swimsa.ch.

National Social Program Coordinator NSPC

The NSPC supports the Local Exchanges Officers (LEO) and Local Officers on Research Exchange (LORE) in developing the social programs and the national promotion thereof. The NSPC creates the national social programs in the summer months (July and August).

Specific responsibilities of the NSPC include:

- Contact with all the local exchanges members to support them in the execution of their social programs

- Creation and registration of the national social programs during the summer months
- Coordination of the National Food and Drink Party (NFDP) on a local and national level

If you have further questions about this position, please do not hesitate to contact vp@swimsa.ch.

f) Coordinators

The EB has the possibility to appoint Coordinators for specific responsibilities. Coordinators may be appointed at any time. Typically coordinators are appointed for a duration of one year, ending in summer. A coordinator position is an ideal position to become active within swimsa in a smaller capacity to gain first experience and insights into swimsa. The coordinator positions usually work together with either a National Officer or a member of the Executive Board. The respective people can decide which coordinator positions they wish to have for their term. Every coordinator position can consist of multiple people.

In the following a few positions are described, which have been filled in the past years. It is not an exhaustive list. If you are interested in any of the following positions or even have new ideas as to how you could contribute to swimsa, do not hesitate to contact the current general secretary (gs@swimsa.ch).

Legal Counsel

The Legal Counsel is responsible for the legal advice of swimsa, in particular by proofing of contracts and advising on legal questions. Ideally the Legal Counsel has a degree in law.

If you have further questions about this position, please do not hesitate to contact legal@swimsa.ch.

Journal Coordinator

The journal coordinator is responsible for the publication of the national swimsa journal one time per semester.

Specific responsibilities of the Journal Coordinator:

- Redactional planning of the swimsa journal
- Research for the upcoming journal
- Publication of the journal aligned with the SMSC
- Editing of the journal

If you have further questions about this position, please do not hesitate to contact journal@swimsa.ch.

Website Coordinators

The website coordinators are responsible for keeping the swimsa website up to date and works closely together with the VPC. The website coordinators can but do not

have to have prior experience in the area of website design and upkeep. The website is hosted on Wordpress. Prior experience is not required, but is helpful. Specific responsibilities of the Website Coordinators:

- Updating the swimsa website
- Cooperate with the SMSC OCs to upload their content
- Develop and further refine the swimsa website closely together with the VPC
- Website Translation with the help of the Translation Pool

If you have further questions about this position, please do not hesitate to contact vpc@swimsa.ch.