

Call for Nomination

CFMS Global Health Program

National Exchange Officer (Outgoing Exchanges)



Terms of Reference

Term:

May 2016 - September 2018

Mission:

Provide opportunities for CFMS medical students to participate in clinical and research placements abroad via the IFMSA-CFMS International Exchange Program.

Responsibilities:

The National Exchange Officer (Outgoing Exchanges) shall:

- a) Collaborate with the National Exchange Officer (Incoming Exchanges) and the Local Exchange Officers to deliver the IFMSA-CFMS International Exchange Program to the constituency;
- b) Represent the CFMS internationally in the SCOPE and the SCORE of IFMSA;
- c) Provide regular updates on the Exchanges Portfolio to the Global Health Program via National Officer teleconferences, and in person at the Annual General Meetings and Spring General Meetings;
- d) Collaborate with the Vice President of Global Health and the other Global Health Program National Officers to support the activities of the Global Health Program.

Core Duties:

The National Exchange Officer (Outgoing Exchanges) shall:

- a) Attend two (2) IFMSA August Meetings, two (2) CFMS Annual General Meetings, and two (2) CFMS Spring General Meetings during the term;
- b) Lead the contract negotiation with partner NMOs during the Contract Fair in IFMSA August Meetings;
- c) Coordinate the selection of new Junior Local Exchange Officers;
- d) Lead a Local Exchange Officer training session with the National Exchange Officer (Incoming Exchanges);

- e) Organize and provide the Outgoing portion of the Exchange Program to the constituency, including but not limited to the recruitment of applicants, the matching of applicants, and the timely submission of completed AFs;
- f) Ensure the safety and well-being of all students participating in the Exchange Program.

Skills Required:

The National Exchange Officer (Outgoing Exchanges) require the following skills:

- a) Communication: The National Exchange Officer (Outgoing Exchanges) must check the email inbox diligently multiple times throughout the day and respond to local, national, and international queries in a timely, efficient manner. Frequent correspondents include:
 - CFMS National Exchange Officer (Incoming Exchanges), Local Exchange Officers, Vice President of Global Health, Vice President of Finance
 - National Exchange Officers of other NMOs
 - IFMSA Directors of SCOPE and SCORE
- b) Organization: The National Exchange Officer (Outgoing Exchanges) is responsible for matching hundreds of applicants each year. He or she must keep track of all the contracts with the partner NMOs, Exchange Conditions of the partner NMOs, and the progress of all the applicants, from their match to their return to Canada.
- c) Problem-solving: The National Exchange Officer (Outgoing Exchanges) must be responsive and be able to think creatively in order to address a myriad of issues as they arise.
- d) Diplomacy: The National Exchange Officer (Outgoing Exchanges) must be able to navigate the politics, settle disputes, balance priorities of multiple parties involved, and most importantly, act in the best interests of the constituency.