swimsa

JOBS BOOKLET

swimsa
Swiss medical students' association
3000 Bern
contact@swimsa.ch
www.swimsa.ch

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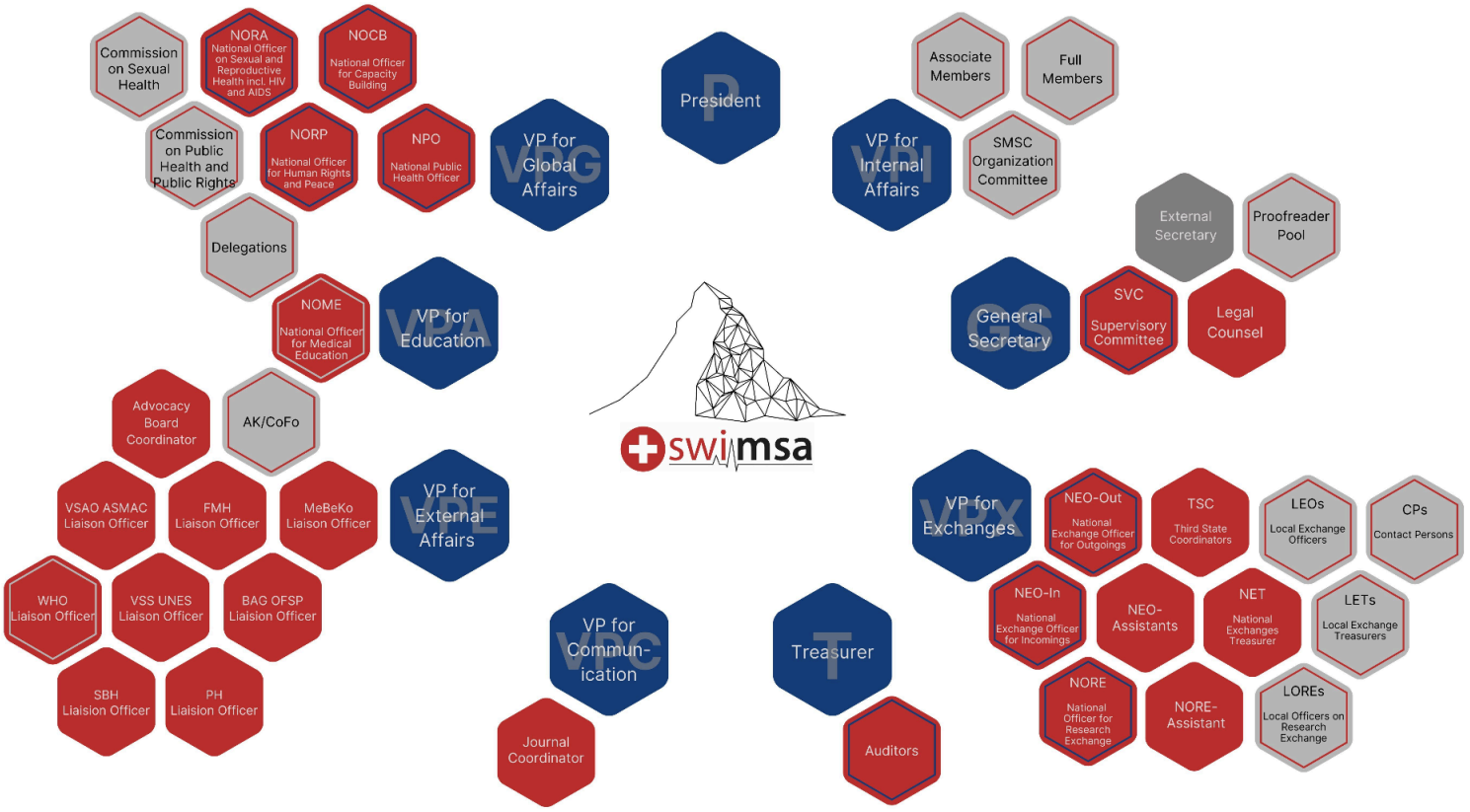
Overview

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: *at least one EduCom meeting per semester (in-person), all assigned meetings of the corresponding organization, all advocacy board meetings (2-3 per semester, online)*
- 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.

Candidature Procedure

The positions are elected at the Delegates' Assembly (DA) in spring by the delegates of the swimsa members for a term of one year starting from September 1st. If a position remains vacant, the person is appointed ad interim by the Executive Board (EB). The following positions are voted upon by the delegates:

- Executive Board
- NEO-In, NEO-Out, NORE, NORA, NPO, NORP, NOCB, NOME
- Advocacy Board Chair ABC
- 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 DA.

To apply for a position the candidate should send a candidature to the General Secretary (gs@swimsa.ch) at the latest ten days before the DA, or according to the deadline of the call for positions if the position is elected by the EB. The candidature package usually includes the following:

- Motivation Letter (± 1 page)
- Plan of Action for your term (± 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, for positions elected by the DA, there is also the option that candidates apply directly at the DA without submitting an application package in advance (a so-called room candidature). In all the formalities, it is important to remember that swimsa is a student organization.

During the DA, all candidates have the opportunity to introduce themselves using PowerPoint slides for a duration of (usually) three minutes. Afterward, delegates are allowed to ask questions. Candidates are informed in advance via email about the exact procedure and the time slot allocated for their presentation.

Have we sparked your interest? Please contact gs@swimsa.ch if you have any questions about this procedure.

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 DA, 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 external organizations, 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
- Actively contributing to the Advocacy Board and serving as a reliable point of support in matters of advocacy.

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
- Oversees translations using AI and Proofreader Pool
- Responsible for the DA 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 (EduCom) and in the Advocacy Board (AB). The EduCom discusses concrete topics, decides on measures and writes statements in its core field of medical education. The VPA chairs the EduCom.

Specific responsibilities of the VPA include:

- Coordination of the EduCom and its working groups
- Organization and Chairing of the meetings of the EduCom together with the NOME
- Representation of the EduCom and swimsa's stances on medical education towards external partners and organizations
- 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
- Actively contributing to the Advocacy Board and serving as a reliable point of support in matters of advocacy.

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, canva, 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
- Actively contributing to the Advocacy Board and serving as a reliable point of support in matters of advocacy.

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)

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 (EduCom). 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.

LOs are also part of the Advocacy Board of swimsa and are expected to actively contribute to it and inform the other members of the ongoing projects in their committees.

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 plattform “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. The LO may also raise important issues to be discussed. In recent years, the LO-BAG has advocated for greater youth participation in BAG/OFSP decision-making and adresssed topics like digitalization and empowering general practictioners in Switzerland.

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 “Ärztekammer/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 an 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**

The LO-WHO is appointed in June or July. The term commences on September 1st and lasts for 22 months.

The LO-WHO, who also serves as a WHO Youth Delegate, represents swimsa as part of the Swiss delegation to the WHO under the Federal Office of Public Health (FOPH). The LO-WHO's term spans two years: the first year (12 months) as the active, or junior LO-WHO and the second year (10 months) as a mentor (buddy) to the new LO-WHO, or senior LO-WHO. Each year, the junior LO-WHO focuses on a specific topic from the agenda of the upcoming World Health Assembly (WHA), agreed upon between the FOPH and swimsa. The junior LO-WHO participates in the WHO Executive Board Meeting in January and the WHA in May, both held in Geneva. The junior LO-WHO is required to attend preparation meetings for these events. If possible, the candidate also participates in the IFMSA Youth Pre-WHA. Additionally, the candidate commits to promoting swimsa's initiatives and collaborating with the UN Youth Delegates from SAJV/CSAJ, for instance, by organizing side events during the WHA.

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

Liaison Officer to the Swiss Brain Health Plan **LO-SBH**

The LO-SBH is appointed after the Delegates' Assembly in spring. The term commences on September 1 and lasts one year.

The Liaison Officer to the Swiss Brain Health Plan (LO-SBH) serves as the primary contact between swimsa and the Swiss Brain Health Plan (SBHP). The SBHP is a national framework that brings together stakeholders from healthcare, research, education, politics, and patient organizations to improve brain health throughout the Swiss population. It promotes interdisciplinary collaboration to develop and implement strategies for the prevention, early detection, treatment, and management of brain diseases across all stages of life. Through initiatives in public awareness, policy development, and innovation, the SBHP aims to reduce the burden of neurological and psychiatric conditions, strengthen brain health research, and ensure that advances in brain health reach the broader population. In this role, the LO-SBH ensures that medical students' perspectives are represented in discussions and activities related to brain health policy and education.

The key responsibilities of the LO-SBH include attending meetings and workshops of the SBHP, which take place 4–5 times per term, and contributing their perspective as the representative of medical students. The LO-SBH also participates in swimsa's EduCom and Advocacy Board meetings, where they provide regular updates on their activities.

If you have further questions about this position, please do not hesitate to contact sbh@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 the interest of swimsa in the field of sexual and reproductive health and rights, incl. HIV and AIDS on a national and international level, promotes exchange cooperation with NORAs of other countries. They connect the SCORA related projects in Switzerland amongst each other and to the international opportunities in this area.

Specific responsibilities of the NORA include:

- Connecting and representing swimsa within SCORA (IFMSA)
- Connecting and representing swimsa on a national level in relevant SCORA opportunities
- Work on the implementation of the SCORA-IFMSA Strategy adapted to swimsa's bylaws and needs
- Maintaining IFMSA-SCORA active status and ensuring voting rights.
- Support meaningful members' engagement in sexual and reproductive health and rights through empowering medical students with knowledge and skills on xexual and reproductive health and rights in student-led actions
- Contact person for SRHR-related projects and interested swimsa members
- Share relevant SRHR related opportunities to interested students and members
- Support the writing of Policy Papers and Policy Statements in SRHR-related topics
- Organization of the delegation to the SECSE* and the conference preparation of SCORA delegates to all IFMSA events

*Symposium on European Conference on Sexuality Education

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 for swimsa. Furthermore they share international CB opportunities in accordance to the internal guidelines in place and as discussed with the VPG.

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 opportunities shared via email to IFMSA CB representatives and sharing international resources and training opportunities to Swiss medical students (e.g. sub Regional Trainings)
- Handle the training request from the members and support them in the organization of a training
- Assist the Executive Board and Internals of swimsa in the area of capacity building
- Share national Training opportunities with swimsa trainers and support them in the elaboration of their training according to their needs.
- 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 the interests of swimsa in the area of Public Health on a national and international level, promotes exchange and collaboration with NPOs of other countries. They also coordinate the Commission on Public Health and Human Rights (CoPHR) together with the NORP.

Specific responsibilities of the NPO include:

- Connecting and representing swimsa within SCOPH (IFMSA)
- Connecting and representing swimsa on a national level in relevant SCOPH opportunities
- The implementation of the IFMSA SCOPH strategy adapted to swimsa's bylaws and needs
- Maintaining IFMSA-SCOPH active status and ensuring voting rights
- Support meaningful members' engagement in Public Health through empowering medical students with knowledge and skills on Public Health in student-led actions
- Be a contact person for the Public Health related projects and interested swimsa members
- Share relevant Public Health related international opportunities to interested students and members
- Coordinate Support the writing of policy papers and policy statements on Public Health
- Be a contact person for external partners active in Public Health
- 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 the interest of swimsa in the area of Human Rights and Peace on a national and international level, promoting exchange and collaboration with NORPs of other counties. They also coordinate the Commission on Public Health and Human Rights (CoPHR) in collaboration with the NPO.

Specific responsibilities of the NORP include:

- Representing swimsa in SCORP where relevant on an international level in and maintain the connection between swimsa and the Standing Committee on Human Rights and Peace (IFMSA)
- Connecting and representing swimsa within SCORP (IFMSA)
- Connecting and representing swimsa on a national level in relevant SCORP opportunities
- The implementation of the IFMSA SCORP strategy adapted to swimsa's bylaws and needs
- maintaining IFMSA-SCORP active status and ensuring voting rights
- Support meaningful members' engagement in Human Rights and Peace through empowering medical students with knowledge and skills on Medical Education in student-led actions
- Be contact person for human rights and peace related projects and interested swimsa members.
- Share relevant international opportunities in the area of human rights and peace to interested students and members
- Support the writing of policy papers and policy statements on 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 cooperates 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 (EduCom).

Specific responsibilities of the NOME include:

- Representation and cooperation regarding medical education at an international level (IFMSA-SCOME)
- Work on the implementation the IFMSA-SCOME Strategy adapted to swimsa's bylaws and needs
- Maintaining IFMSA-SCOME active status and securing voting rights
- Supports the coordination of the EduCom working groups
- Supports the organization of the EduCom meetings

- Supports and advises the VPA regarding swimsa's political activities, especially in the field of medical education
- Support LOMEs on medical education-related topics by providing them with resources to strengthen their work
- Promote meaningful members' engagement in Medical Education through empowering medical students with knowledge and skills on Medical Education in student-led actions
- Share relevant Medical Education related opportunities for international engagement with interested Swiss medical students and members
- In collaboration with VPA, be a contact person for external affairs related on 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 NEO⁄s 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 therove. 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 vpx@swimsa.ch.

f) Advocacy Board

The Advocacy Board is an organ of swimsa, bringing together several swimsa internals in meetings that take place at least twice per semester. The members of the Advocacy Board include:

- Advocacy Board Chair ABC
- Executive Board: President, VPE, VPA
- All Liaison Officers
- National Officers: NORA, NORP, NOME, NPO

The Advocacy Board is responsible for ensuring the quality and effectiveness of swimsa's advocacy activities. It offers a platform for swimsa members to collaborate on advocacy projects that they would likely not have the chance to work on together otherwise. Please note that observers may join Advocacy Board meetings. If you wish to do so, you can contact the ABC (advocacy@swimsa.ch).

Advocacy Board Chair **ABC**

The Advocacy Board Chair is responsible for coordinating and organizing the activities and meetings of the Advocacy Board. The ABC should possess a strong sense of initiative and experience in advocacy, ideally within swimsa. Their main contact persons within the Executive Board are the President and the VPE. Their specific responsibilities include:

- Organizing and leading the AB meetings
- Managing requests from external observers to participate in the AB meetings
- Promoting active advocacy within swimsa
- Acting as a resource for swimsa internals in need of support on advocacy projects. The ABC is able to advise on drafting policy statements, policy papers, lobbying campaigns, or media actions. 3
- Collaborating with the NOCB if members, internals or delegates request to conduct workshops on advocacy

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

g) 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 upkeeping. 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.