**Position Title: National Exchange Officer (NEO) - Assistant (Year 1), Senior (Year 2)**

**Roles, Responsibilities and Objectives**

1. Member, IFMSA Advisory Council
	* Attend IFMSA General Assembly meetings as part of the AMSA-USA delegation.
	* Participate as a voting member of SCOPE on behalf of AMSA-USA.
	* Ensure the needs and interests of clinical exchanges are represented in Advisory Council meetings.
	* The Senior position will act as a mentor for the Assistant position so that they are prepared to take over the Senior position the following year.
2. Manager of IFMSA clinical exchange contracts
	* Coordinate successful placement of incoming exchange students including:
		1. Ensure timely Card of Acceptances for incoming students.
		2. Determine suitable local committee placement of all exchange contracts and coordinate subsequent exchanges with appropriate Local Exchange Officers.
	* Negotiate clinical exchange contracts in cooperation with other AMSA-USA NEO prior to August GA.
	* Maintain and grow number of clinical exchange contracts in collaboration with other AMSA-USA NEO.
	* Ensure all signed exchange contracts are fulfilled in cooperation with other AMSA-USA NEO.
	* Implement and refine the Standing Committee on Professional Exchange (SCOPE) communication and marketing strategy.
	* Develop and execute a plan for evaluating outgoing clinical exchanges.
	* Prepare an annual report on incoming clinical exchanges for review by the Advisory Council and Board of Trustees in January.
	* Implement and refine the SCOPE communication and marketing strategy in collaboration IFMSA Advisory Council.
3. Liaison to local clinical exchange chapters
	* Support existing chapters and develop new local chapters.
	* Train and support local exchange officers (LEOs).
	* Maintain effective communication with LEOs.

**Expectations & Accountability**

1. The leadership term for the NEO is two years and begins on May 1, 2014.
2. All leaders shall uphold the standards of conduct outlined in the National Leadership Handbook. Should a leader be unable to fulfill the duties outline in this position description, s/he may be asked to resign or be dismissed from her/his position.
3. Leaders will be provided with training and support to fulfill position responsibilities. AMSA is a collaborative environment; feedback and ideas are always encouraged.
4. Travel, hotel and food are provided for mandatory meetings except for IFMSA General Assemblies. For GAs, limited support may be available in the form of full or partial registration waivers, although this support is not guaranteed.

**2014-2015 Leadership Year Meetings:**

* **Advisory Council webinars** (**mandatory**)
* Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-4, 2014 **(mandatory for Senior position)**
* CORE Leadership Forums (Chapter Officer Training), Locations TBA, Summer 2014 (optional)
* **IFMSA General Assembly, Taiwan, August 2014 (mandatory)**
* Fall Conferences, Locations TBA, Fall 2014 (optional)
* PAMSA Regional Meeting, Location TBD, January 2015 (optional)
* **IFMSA General Assembly, Location TBD, March 2015 (mandatory)**
* National Convention, Washington, DC, March 2015 (optional)