



The purpose of the Exchange Officer is to enable professional and cultural exchange in Primary care through the coordination of the VdGM Exchange group activities. They do this through facilitating application and communication, issuing certificates and organizing relevant workshops and awards. This role is important as it enables VdGM to meet its constitutional obligations in providing opportunities for colleagues to meet and learn from each other, promoting collaboration among National young GP associations and promoting the discipline of Family Medicine/General Practice.

Duties and Responsibilities

- VdGM Exchange email account management
- Exchange group website section updates, awards and conference exchanges advertisement
- Keep track of exchanges and exchanges' templates
- Coordinates VdGM exchange group activities (NECs/RECs meetings, exchanges and conference exchanges) and issue certificates of completion
- Develop an online platform for exchanges
- Organise together with the Awards & Fundraising Officer the workshops and awards ceremony for Hippokrates & Carosino Awards

Skills & Competencies

- Ability to coordinate a large group of people
- Ability to deal with exchange website, template, google group, skype activities
- Ability to present group activities during WE conference

Relationships & Collaborations

- Collaborate with Image Officer for website updates
- Collaborate with Treasure for Awards funding

- Collaborate with Awards & Fundraising Officer to organize exchange WE workshop and awarding ceremony
- Communicate/report to the whole Executive on group activities