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## Exchange Officer Role Description

The role of the Exchanges Liaison is to enable professional and cultural exchange in Primary Care through the coordination of the EYFDM 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 EYFDM 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

- Managing the email account
- Exchange group website section updates, awards and conference exchanges advertisement
- Keep track of exchanges and exchanges' templates
- Coordinates EYFDM 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 Fund/Awards coordinator the workshops and awards ceremony for Hippokrates & Carosino Awards

### Skills and competencies

- Ability to coordinate a large group of people
- Ability to manage the exchange website, Whatsapp group, present group activities during WE conference

### Relationships

- Collaborate with Image Liaison for website updates
- Collaborate with Treasure for Awards funding
- Collaborate with Fund/Awards coordinator to organize exchange WE workshop and awarding ceremony
- Communicate/report to the whole Executive on group activities

### **Term of Office**

The standard term is 3 years, with a maximum of 2 terms to be served on the executive.