



VP of Exchange - Job Description

As IAAS Vice President of Exchange, you are in charge of the IAAS Exchange Program. Together with Exchange Coordinators on national and regional levels and the Exchange Quality Board, you will be the one shaping and further developing the internship program of IAAS.

Because ExPro involves all elements of the organization, you should be willing to learn a bit of bookkeeping, fundraising, contacting companies, organizing team meetings, chairing GA's and so much more. VPE is one of the most diverse positions in the Executive Board of IAAS and more than interesting. Every week is completely different and together with a board, composed by yourself, you are able to work and improve things which will affect the whole organization.

When considering to apply for this job, feel free to contact current VPE, Nastya Bondarenko, via vpexchange@iaasworld.org. She will be more than happy to answer your questions, to discuss your doubts and to provide you an insight in the current work and plans of the international board.

What IAAS offers?

- Boost your team player & management skills (EC&CC team, RExCo's and Exchange Quality Board)
- Work experience in a dynamic, entrepreneurial and friendly environment
- Develop your talent and improve your soft skills in an international young team
- Grow your network with youth leaders and international organization's personnel
- Flexibility and space for individual goals and development

Requirements

- **Passion** for the **development** of IAAS and its members
- Comfortable to **represent IAAS** and its goals effectively on international levels
- Functional **English** speaking, reading, and writing
- Reliable access to a **good internet** connection which supports audio internet calls, including a computer microphone and camera
- Membership to a **full member** IAAS committee
- Able to **travel** frequently
- Independently **motivated**

Commitment

- Willingness to move abroad for at least one of the 2 semesters (at Leuven, Belgium)
- Time to devote yourself to IAAS from August 2017 through August 2018
- Attend the Strategy Meetings during 2017-2018; First Strategy Meeting will be August/September 2017
- Attend the General Assembly during WoCo 2018
- Reliable and committed to IAAS!





Tasks of an IAAS VP of Exchange

- To govern the IAAS Exchange program and be in frequent touch with the Exchange Coordinators.
- Working together with the Regional Exchange Coordinators, guiding them and organising regular meetings.
- Chair and compose the Exchange Quality board and schedule regular meetings to guide the different projects going on in the world of Exchange.
- Being able to negotiate between different companies and committees to challenge operational problems during internships.
- Being responsible for and coordinate the projects going on in IAAS World, whether or not internal or with a partner organization
- Being involved and cooperate with the other EC members to guarantee a fluent working flow over the different continents/(sub)regions/committees
- Being responsible to send out the ExPro Invoices and being in frequent touch with the Vice President of Finance and national committees about this
- Updating and checking the ExPro database
- Responsible to find an Organizing Committee for the yearly Exco-Meeting
- Help them to organize the ExCo Meeting and prepare the program for the official ExPro related part.

Constitutional duties

According to the IAAS Constitution, the Vice President of Exchange is held responsible for the following tasks during his/her term in IAAS:

Article 7.5 Duties of the Vice-President of Exchange

7.5.1 To govern the IAAS Exchange Program and be in frequent touch with the Exchange Coordinators.

7.5.2 To chair and compose the Exchange Quality Board and the board of Regional Exchange Coordinators as described in chapter 17.

7.5.3 To be responsible for and co-ordinate the projects of the Association.

7.5.4 To send out the ExPro invoices and hand the invoices out to the Vice President of Finance

7.5.5 To find an Organizing Committee for the yearly ExCo-Meeting. Help organize the Exco-Meeting and prepare the program for the ExPro related part of the meeting.

7.5.6 To be able to place and send students within the Exchange Program all over the network.

7.5.7 To have regular meetings with Regional Exchange Coordinators and all Exchange Coordinators.

7.5.8 To provide a detailed update of the Exchange Program hosting place information on the website each month.

