

## **Terms of Reference for AMEE 2025 Student Task Force Coordinator**

### **1. Overview**

**Title:** Student Task Force Coordinator

**Reporting to:** Head of Conference Operations

**Term:** March 2025 – October 2025

**Location:** Online and on-site (Barcelona, Spain – 23-27<sup>th</sup> August 2025)

### **2. Purpose**

The STF Coordinators play a critical role in AMEE 2025 Conference, ensuring effective management of the AMEE Student Task Force (STF). The role demands excellent organisational skills and leadership to provide a bridge between the AMEE Conference Team/Seren Events and student volunteers.

### **3. Key Responsibilities**

#### **Pre-Conference:**

- Distribute call for STF members within own HPE community
- In conjunction with AMEE, review and evaluate STF member applications and participate in the selection process.
- Handle administrative tasks such as sending visa invitation letters on behalf of AMEE, answering queries and maintaining communication with STF members.

#### **During Conference:**

- Coordinate day-to-day operations of the STF, ensuring all tasks are executed smoothly according to the task list provide by AMEE.
- Assist in managing logistics such as accommodation, social events and scheduling of tasks for STF members.
- Provide real-time problem-solving support during the conference.
- Facilitate communication between STF members and conference organisers (AMEE Senior Management Team and Seren Events).

#### **Post-Conference:**

- Participate in debrief sessions with AMEE Senior Management Team to discuss achievements and areas of improvement.
- Ensure all administrative closure tasks are completed, including circulation of certificates of appreciation and provision of bursary information to AMEE.
- Provide AMEE with a full financial summary of expenditure according to the budget offered by AMEE.

### **4. Specific Tasks for Roles**

**Online Conference STF Coordinator:**

- Manage all online engagements of the STF, including online meetings and online collaboration.
- Support online conference sessions in conjunction with Seren Events during the conference, ensuring seamless integration with on-site activities.

**Local Conference STF Coordinator**

- Coordinate local logistics such as suggestions for social programme, accommodation etc.
- Act as primary point of contacts for local and national students, local suppliers and service providers.

**5. Requirements**

- Proven organisational skills.
- Strong communication and interpersonal skills, with proficiency in English.
- Ability to work effectively in a team and independently.
- Experience in a similar role or previous involvement with the AMEE STF is an advantage.

**6. Working Availability**

- Must be available to work flexibly, including evenings and weekends, especially in the lead-up to and during the conference.
- Online coordinators must be available to manage tasks in the Barcelona Time Zone.

**7. Benefits**

- A unique opportunity to participate in the largest health professions education conference and enhance organisational and leadership skills in an international setting.
- Accommodation provided with a contribution towards travel costs for international students.
- A certificate of appreciation.

**8. Application Process**

Interested candidates must submit a completed application form by the designated deadline. [Details are available on the AMEE website.](#)