



# **ELECTIONS GUIDEBOOK**



**2018**

WESTERN AUSTRALIAN  
MEDICAL STUDENTS'  
SOCIETY



<b>PROCESS .....</b>	<b>2</b>
<b>NEW COMMITTEE STRUCTURE 2019 .....</b>	<b>2</b>
<b>CAMPAIGNING .....</b>	<b>4</b>
<b>VOTING .....</b>	<b>4</b>
<b>APPLICATIONS FOR APPOINTED POSITIONS.....</b>	<b>4</b>
<b>EXECUTIVE .....</b>	<b>5</b>
PRESIDENT .....	5
VICE PRESIDENT INTERNAL.....	5
VICE PRESIDENT EXTERNAL.....	6
TREASURER.....	6
SECRETARY .....	6
<b>COMMITTEE.....</b>	<b>7</b>
EDUCATION PORTFOLIO .....	7
<b>YEAR REPRESENTATIVES .....</b>	<b>7</b>
<b>EDUCATION CHAIR .....</b>	<b>7</b>
<b>RURAL CLINICAL SCHOOL REPRESENTATIVE .....</b>	<b>8</b>
<b>INTERNATIONAL OFFICER.....</b>	<b>8</b>
AMSA PORTFOLIO .....	9
<b>AMSA REPRESENTATIVE.....</b>	<b>9</b>
<b>JUNIOR AMSA REPRESENTATIVE.....</b>	<b>9</b>
WAMSS ELECTIVES AND EXCHANGES OFFICER .....	10
SOCIAL PORTFOLIO .....	11
<b>SOCIAL REPRESENTATIVES (3 people).....</b>	<b>11</b>
<b>MD1 ORIENTATION EVENTS COORDINATORS (1-2 people).....</b>	<b>11</b>
<b>MD2 ORIENTATION EVENTS COORDINATORS (1-2 people).....</b>	<b>11</b>
<b>ALLIED HEALTH REPRESENTATIVES (2 people).....</b>	<b>12</b>
<b>MEDICAL DINNER REPRESENTATIVES (3 people).....</b>	<b>12</b>
SPORTS PORTFOLIO.....	13
<b>SPORTS REPRESENTATIVES (2 female, 2 male).....</b>	<b>13</b>
<b>COMMUNICATIONS CHAIR/S (1-2 people).....</b>	<b>13</b>
<b>PUBLICATIONS OFFICERS (2-3 people).....</b>	<b>14</b>
<b>WEBSITE &amp; IT OFFICER .....</b>	<b>14</b>
<b>MARKETING OFFICERS (1-2 people).....</b>	<b>14</b>
UNDERGRADUATE COMMUNICATIONS OFFICER.....	15
INDIGENOUS CHAIRS (2 PEOPLE).....	15
WAMSS MENTAL HEALTH CHAIR/S (1-2 PEOPLE) .....	15
ACADEMIC PORTFOLIO .....	16
<b>SHMRC CONVENOR/S.....</b>	<b>16</b>
<b>ACADEMIC EVENTS COORDINATORS (2 people).....</b>	<b>16</b>
<b>STUDENT GRAND ROUNDS COORDINATORS (2-3 people).....</b>	<b>16</b>
RED PARTY COORDINATOR/S (1-2 PEOPLE).....	17
INTERHEALTH CHAIR/S (1-2 PEOPLE).....	17
WAMSS FOUNDATION .....	18
<b>FOUNDATION CHAIR.....</b>	<b>18</b>
<b>SUBCOMMITTEES.....</b>	<b>19</b>

# PROCESS

WAMSS elections are just around the corner and this is your opportunity to get involved with your medical student society. A description of each Committee position and the procedure for nominating and campaigning for positions is outlined in this guide.

The Returning Officer oversees the election and nomination process to ensure that the elections are carried out in a fair and transparent manner; they are a member of good standing and shall not be nominating for any position on the Committee. Brian Wong is the Returning Officer for this election period. He can be contacted at [21452246@student.uwa.edu.au](mailto:21452246@student.uwa.edu.au).

If you have any questions, please email Karen Bromley, the Elections Administration Officer at [elections@wamss.org.au](mailto:elections@wamss.org.au).

## NEW COMMITTEE STRUCTURE 2019

Over the course of 2018, the WAMSS Committee Restructure Working Group was formed to review the existing committee structure in response to the changing course structure. To maintain the sustainability of WAMSS, this structure allows for associate members to get involved with the WAMSS committee while also reduced committee size to allow for increased efficiency.

Several changes were proposed, and the following major changes were passed at the WAMSS Special General Meeting held on 15th of August 2018.

### **Positions Removed:**

*Lookout* and *Code Green* have been moved to be part of Interhealth, to better reflect the global health nature of their aims and the expanding scope of Interhealth.

### **New Positions:**

There is a new role of *Communications Chair*, added to assist in the management of WAMSS' social media, as well as to help coordinate the Communications portfolio.

Additionally, the role of *Orientation Representatives* has been split, with the new positions of *MD1 Orientation Representatives* and *MD2 Orientation Representatives*, due to the revised MD course structure having new cohorts entering at two points during the program. The Orientation camp previously held in 1st year will be moved to 2nd year where it can be enjoyed by the complete cohort.

### **Adjusted Positions:**

There have been minor changes to eligibility requirements for the roles of *Secretary* and *Treasurer* to ensure that all MD students are eligible regardless of whether they enter the course in MD1 or MD2.

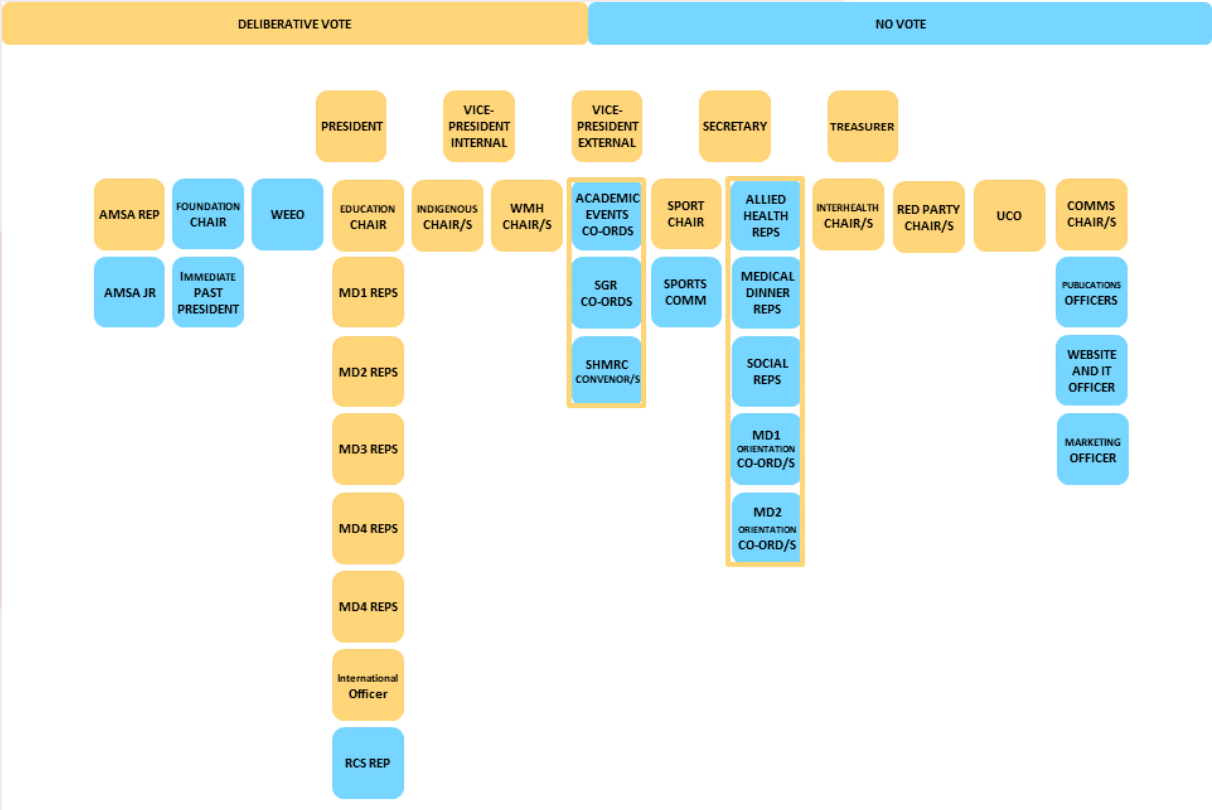
There have been minor changes to the wording of the *Sports Representatives* position with the inclusion of a "Sports Chair" elected from amongst themselves to better reflect current practice.

The role of *WAMSS Mental Health Chair/s* was previously appointed, but is now elected.

### **Deliberative Votes:**

*WAMSS Mental Health Chair/s*, *Red Party Coordinator/s* and *Indigenous Chair/s* have been newly granted a deliberative vote on the WAMSS Committee.

# WAMSS COMMITTEE IN A NUTSHELL



## ELECTIONS TIMELINE

Executive elections are run before Committee elections, and there are separate periods for nomination, campaigning and voting for each. These periods are non-negotiable and can result in rejection of your nomination or disqualification from the election.

<p><b>Executive</b>  Nomination Period:  Opens: 12:00am Saturday 25 August 2018  Closes: 11:59pm Friday 31 August 2018</p> <p>Saturday 1 September: Nomination Bulletin made available</p> <p>Campaigning:  Begins: 12:00am Monday 3 September 2018  Ends: 11:59pm Friday 7 September 2018</p> <p>Voting:  Opens: 12:00am Saturday 8 September 2018  Closes: 11:59pm Friday 14 September 2018</p>	<p><b>Committee</b>  Nomination Period:  Opens: 12:00am Saturday 29 September 2018  Closes: 11:59pm Friday 5 October 2018</p> <p>Saturday 6 October: Nomination Bulletin made available</p> <p>Campaigning:  Begins: 12:00am Monday 8 October 2018  Ends: 11:59pm Friday 12 October 2018</p> <p>Voting:  Opens: 12:00am Saturday 13 October 2018  Closes: 11:59pm Friday 19 October 2018</p>	<p><b>Appointed Positions</b>  Open: Saturday 20 October 2018  Close: 11:59pm Wednesday 31 October 2018</p>
---	--	---

## NOMINATING

To nominate for a position, go to [www.wamss.org.au/elections](http://www.wamss.org.au/elections) and fill out the appropriate Nomination Form. This is your name, year group, position you are running for and a Nomination Spiel explaining why you should be elected (400 words for Exec, 200 words for Committee).

The form will automatically close at the end of the nomination period.

### Notes for nominees

- All successful candidates are requested to attend the WAMSS AGM on the evening of Wednesday 14th November 2018
- All Committee members are expected to attend monthly WAMSS Committee meetings and represent the views of their position and the general student body
- Committee members are strongly encouraged to assist, support and attend other WAMSS events and initiatives, and may be asked to perform jobs that are outside the scope of their specific roles
- Committee members are required to maintain WAMSS financial membership for the duration of their position (2019)

## CAMPAIGNING

- In-person campaigning
  - Please limit campaigning at lectures to AFTER the lecture has finished.
  - Please remember to ask lecturers for permission to speak to their class.
- Online campaigning
  - It is essential to read the WAMSS Social Media Campaigning Guidelines, available at [www.wamss.org.au/elections](http://www.wamss.org.au/elections)
- Failure to comply with campaigning standards may result in disqualification from the election.

## VOTING

Voting will be conducted online, with personalised links sent via email.

**All UWA medical students are eligible to vote** – you do not have to be a WAMSS financial member.

## APPLICATIONS FOR APPOINTED POSITIONS

The following positions are appointed by application (rather than by election):

- AMSA Representative
- Junior AMSA Representative
- WAMSS Electives and Exchanges Officer
- Website & IT Officer
- SHMRC Convenor/s
- Interhealth Chair/s
- Foundation Chair

A brief role description is included below for your reference.

Nominations for these positions will open on 20<sup>th</sup> October 2018.

Application criteria for these positions will be made available prior to this date.

# EXECUTIVE

The Executive is responsible for overseeing the day-to-day running of WAMSS. It consists of five members and has several specific legal obligations in running the society. The Executive liaise closely with the WAMSS Committee, the UWA Faculty of Health and Medical Sciences, the Postgraduate Medical Council of Western Australia, the major sponsors of the society, the UWA Student Guild and other societies and medical associations including AMSA and the AMA. The Executive is ultimately responsible for all the activities of WAMSS.

## PRESIDENT

The President is the spokesperson of the society and is a member of the WAMSS Executive. The President is primarily responsible for the overall management and direction of the society in collaboration with the other Executive members, both in the short and long term, sitting as an ex-officio member of the WAMSS Foundation. The President is also responsible for representing WAMSS to key stakeholders such as:

1. The UWA Faculty of Health and Medical Sciences
2. The Postgraduate Medical Council of Western Australia
3. The Australian Medical Association (WA) Council and AMA Doctors in Training Committee
4. The Australian Medical Students' Association (AMSA) in conjunction with the WAMSS AMSA Representative
5. Other government steering committees, industry bodies and Faculty committees as required. The President is a standing member of the AMA(WA) Council, the UWA FMHS Board, and the UWA Student Consultative Committee.

As a member of the Executive, the President will also be expected to help with the day-to-day running of WAMSS. The President must have completed level 2 before 2019 and have previously been a member of the WAMSS Committee.

For more information about the role of President, please contact Rama Chidambaram at [president@wamss.org.au](mailto:president@wamss.org.au).

## VICE PRESIDENT INTERNAL

The Vice President Internal is a member of the WAMSS Executive. The position has a number of defined responsibilities including:

1. Chairing the WAMSS Committee
2. Acting as WAMSS' primary Faculty liaison
3. Coordination of the Education Portfolio, including liaising with the Education Chair and the Year Representatives
4. Representing WAMSS on numerous Faculty Education committees, the UWA Student Guild Education Council and other external committees, as defined by the Executive
5. Ensuring Committee and subcommittee members are adequately trained in internal procedures, sponsorship, budgeting, effective representation and advocacy, in collaboration with the rest of the Executive

As a member of the Executive, the Vice President Internal will also be expected to help with the day-to-day running of WAMSS. The Vice President Internal must have completed level 2 before 2019 and have previously been a member of the WAMSS Committee.

For more information about the role of the Vice President Internal, please contact Marissa Loh at [vpinternal@wamss.org.au](mailto:vpinternal@wamss.org.au).

# VICE PRESIDENT EXTERNAL

The Vice President External is a member of the WAMSS Executive. The position has a number of defined responsibilities including:

1. Coordinating all sponsorship activities of the society. This involves seeking general sponsorship for the society as well as facilitating communication between sponsors and individual portfolios
2. Representing WAMSS on Faculty and external committees, as defined by the Executive
3. Coordination of the marketing approach for the society

As a member of the Executive, the Vice President External will also be expected to help with the day-to-day running of WAMSS.

The Vice President External must have completed level 2 before 2019 and have previously been a member of the WAMSS Committee.

For more information about the role of the Vice President External, please contact Jack Dewsbury at [vpexternal@wamss.org.au](mailto:vpexternal@wamss.org.au).

# TREASURER

The Treasurer is a member of the WAMSS Executive, and is responsible for the financial integrity of the society. This includes:

1. Budgeting on an annual and event basis
2. Receiving and issuing invoices and accounting for all WAMSS account transactions
3. Updating and submitting required financial documentation to the Australian Taxation Office on behalf of WAMSS
4. Representing WAMSS on Faculty and external committees, as defined by the Executive
5. Liaising with all WAMSS portfolios and the Executive

As a member of the Executive, the Treasurer will also be expected to help with the day-to-day running of WAMSS. Prior treasury or accounting experience is not required, but would be advantageous in this position. This role is open to anyone who will be a UWA medical student in 2019.

For more information about the role of Treasurer, please contact Benjamin Palladino at [treasurer@wamss.org.au](mailto:treasurer@wamss.org.au).

# SECRETARY

The Secretary is a member of the WAMSS Executive, and is largely involved with the day-to-day running of the society. A major component of the job is to ensure that meetings and communication between the Committee and student body runs efficiently. The role of the Secretary includes:

1. Keep an accurate WAMSS membership database
2. Give notice of and compile agendas for upcoming Committee meetings
3. Take minutes at all WAMSS meetings
4. Maintain the official documents of WAMSS
5. Maintain the WAMSS calendar
6. Coordinate WAMSS elections
7. Represent WAMSS on Faculty and external committees, as defined by the Executive

As a member of the Executive, the Secretary will also be expected to help with the day-to-day running of WAMSS. This role is open to anyone who will be a UWA medical student in 2019. For more information about the role of Secretary, please contact Lianne Leung at [secretary@wamss.org.au](mailto:secretary@wamss.org.au).

# COMMITTEE

## EDUCATION PORTFOLIO

The Education Portfolio is the largest portfolio of the WAMSS Committee. It is comprised of the Education Chair, the Year Representatives, the RCS Representative and the International Officer. This portfolio aims to represent all UWA medical students on educational issues arising throughout the year. The members of the Education Portfolio accomplish this by sitting on a variety of UWA Faculty of Health and Medical Sciences education committees.

### YEAR REPRESENTATIVES

There are two Year Representatives elected from each year group, traditionally a male and female representative. The role of the Year Representatives is to:

1. Sit on the relevant Faculty year group committee and represent the view of their year group on educational issues
2. Provide regular feedback to the Vice President Internal and Education Chair on issues raised and discussed at Faculty committees
3. Advocate on issues affecting or specific to their year group
4. Conduct educational surveys as required
5. Coordinate the distribution of information and correspondence from the Faculty, WAMSS Executive and Committee to the year group
6. Oversee and administer the year group social media group
7. Assist with the promotion and ticket sales for various events throughout the year
8. Coordinate year group events (e.g. in 4<sup>th</sup> year this includes organising year events relevant to preparation for Internship)

For more information on the role of the Year Representatives, please contact Marissa Loh at [vpinternal@wamss.org.au](mailto:vpinternal@wamss.org.au) or the current Year Representatives.

### EDUCATION CHAIR

The Education Chair assists the Vice President Internal in coordinating WAMSS' representation at the Faculty level regarding educational and workforce issues. Together with the Vice President Internal they are responsible for ensuring student views are represented adequately to the Faculty and that students are kept informed of changes/decisions regarding educational issues. The role of the Education Chair is to:

1. Work with the Vice President Internal and Year Representatives, including meeting with them as required, to discuss relevant academic/educational issues
2. Represent WAMSS and medical students on Faculty and external committees, as defined by the Executive
3. Report to the WAMSS Executive and Committee about educational issues discussed at Faculty committees
4. Assist the Year Representatives in giving accurate and representative feedback to the Faculty
5. In partnership with the Vice President Internal, coordinate feedback on general issues facing the medical student body at UWA

The Education Chair must have completed level 2 before 2019.

For more information on the role of Education Chair please contact Karen Bromley at [education@wamss.org.au](mailto:education@wamss.org.au).



## RURAL CLINICAL SCHOOL REPRESENTATIVE

The Rural Clinical School (RCS) Representative is elected by students completing their 3<sup>rd</sup> year as part of the Rural Clinical School. The role of the RCS Representative is to:

1. Sit on the RCSWA committee, collate feedback from the various RCS sites and represent the view of the RCS cohort on educational and course issues
2. Provide regular feedback to the Vice President Internal and Education Chair on issues raised and discussed at RCSWA meetings
3. Collect and collate regular educational feedback from RCS sites as required and report back to the Vice President Internal
4. Coordinate the distribution of information and correspondence from the Faculty, WAMSS Executive and Committee to the RCS cohort
5. Coordinate any RCS student group events

**The RCS Representative will be elected separately, by RCS students, at the beginning of 2019.**

For more information on the role of the RCS Representative please contact Jessica Piggott at [rcs@wamss.org.au](mailto:rcs@wamss.org.au).

## INTERNATIONAL OFFICER

The International Officer is a position dedicated to international student advocacy and support. They represent international students at the WAMSS Committee, and liaise with the Executive to support international students studying medicine at UWA. Their role includes:

1. Coordinating orientation for incoming UWA international medical students
2. Seeking and disseminating information pertinent to UWA international medical students, in a timely manner
3. Introducing and maintaining initiatives to increase international medical student advocacy and collegiality
4. Liaising with the President and Fourth Year Representatives with regards to final year international medical students and internships

Being an international student may be advantageous but is not a prerequisite for this position. It is recommended that due to the involvement in internships advocacy, the position is held by a final year student. Only international students are eligible to vote for this position. For more information on the role of the International Officer, please contact Jonathan Tan at [international@wamss.org.au](mailto:international@wamss.org.au).

# AMSA PORTFOLIO

The AMSA Portfolio comprises an AMSA Representative and the Junior AMSA Representative.

## AMSA REPRESENTATIVE

WAMSS is a member the Australian Medical Students' Association (AMSA), the peak national representative body of medical students in Australia. The WAMSS Committee channels feedback and issues to AMSA via the President and the AMSA Representative. WAMSS has both an AMSA Representative and a Junior AMSA Representative. The role of the AMSA Representative involves:

1. Attending three national councils during the year to represent the interests and position of UWA medical students (flights and accommodation are funded by AMSA)
2. Keeping in constant contact with both the WAMSS Committee and the AMSA Executive to facilitate rapid communication of current issues
3. Working with the AMSA advocacy team to target issues of local importance as necessary (e.g. internships)
4. Coordinating AMSA policy ThinkTanks and the WAMSS Delegation at AMSA National Convention
5. Organising local events, such as the AMSA Blood Drive or the WA Leadership Development Seminar

**The appointment of the AMSA Representative is made by application, rather than election. Nominations for this position will be held outside of the WAMSS Election period.**

For more information on the role of the AMSA Representative, please contact Gerardo Arwi at [amsa@wamss.org.au](mailto:amsa@wamss.org.au).

## JUNIOR AMSA REPRESENTATIVE

The WAMSS Junior AMSA Representative aids and assists the WAMSS AMSA Representative during their term. The role of Junior AMSA Representative involves, but is not limited to:

1. Coordinating the AMSA Vampire Cup Blood Drive at UWA (usually run between July and September)
2. Assisting the AMSA Representative in coordinating AMSA policy ThinkTanks and the WAMSS Delegation at AMSA National Convention
3. Assisting with the planning and coordination of the WA Leadership Development Workshop
4. Working with the WAMSS AMSA Representative and AMSA advocacy team to target issues of local importance as necessary (e.g. internships)

**The appointment of the Junior AMSA Representative is made by application, rather than election. Nominations for this position will be held outside of the WAMSS Election period.**

For more information on the role of the Junior AMSA Representative, please contact Hannah Matthews at [amsajnr@wamss.org.au](mailto:amsajnr@wamss.org.au).

# WAMSS ELECTIVES AND EXCHANGES OFFICER

The WAMSS Electives and Exchanges Officer (WEEO), in conjunction with their selected subcommittee, is responsible for coordinating all electives and exchange-related business within WAMSS. The role of WEEO involves:

1. Being the primary contact for the UWA Electives Coordinator
2. Preparing third year students for their overseas placements, including the organisation of the annual WAMSS Electives and Exchanges Night
3. Coordinating the AMSA Exchanges program in WA and promoting it to WAMSS students
4. Providing support and coordinating activities for incoming students coming to Perth on short-term AMSA exchanges

The WEEO must have completed level 2 before 2019. It is highly recommended that they have experience on the WEEO subcommittee or have previously been involved in the AMSA Exchange scheme.

**The appointment of the WEEO is made by application, rather than election. Nominations for this position will be held outside of the WAMSS Election period.**

For more information on this role, please contact Jonathan La at [weeo@wamss.org.au](mailto:weeo@wamss.org.au).

# SOCIAL PORTFOLIO

The Social Portfolio comprises three Social Representatives, up to two MD1 Orientation Events Coordinators, up to two MD2 Orientation Events Coordinators, two Allied Health Representatives and three Medical Dinner Representatives.

## SOCIAL REPRESENTATIVES (3 PEOPLE)

The Social Representatives are responsible for the organisation and running of WAMSS social events. This position involves coordinating the logistics and promotions of social events and liaising with the WAMSS Executive. The social events are determined by the Social Representatives, in consultation with the WAMSS Executive. In 2018, social events have included Noah's Ark, and events in collaboration with other clubs like Mardi Gras Pub Crawl, Element, and Suits & Scrubs.

This position is open to any student and prospective Social Representatives are strongly encouraged to run as a team.

For more information on this role, please contact Ollie Dearsley, Saish Neppalli and Siyang Zhang at [social@wamss.org.au](mailto:social@wamss.org.au).

## MD1 ORIENTATION EVENTS COORDINATORS (1-2 PEOPLE)

The MD1 Orientation Events Coordinators are responsible for the organisation and running of various orientation events for the incoming MD1 students as they commence their medical degree.

This includes (but is not limited to) a Welcome BBQ potentially run in conjunction with the Faculty of Health and Medical Sciences, and First Year Cocktail Evening.

This position is open to any student and prospective MD1 Orientation Events Coordinators are strongly encouraged to run as a team. For more information on this role, please contact Gavin Huangfu and Charlie Lefroy at [orientation.events@wamss.org.au](mailto:orientation.events@wamss.org.au).

## MD2 ORIENTATION EVENTS COORDINATORS (1-2 PEOPLE)

The MD2 Orientation Events Coordinators are responsible for the organisation and running of various orientation events for all students beginning entering the second year of their medical degree. This includes (but is not limited to) a Welcome BBQ, Orientation Camp and Cocktail Night.

The aim of this role is to promote cohesion between the two cohorts entering MD2.

Orientation Camp is the major introductory event for medical students, comprising educational and social elements. Some of the duties involved with organising Orientation Camp include booking the venue and coordinating logistics for the weekend; organising and facilitating the weekend activities; and recruiting student leaders.

*Please note: Much of the logistical works behind organising Orientation Camp occurs prior to the commencement of the academic year and requires the Orientation Events Representatives to commit time over the December-January break.*

This position is open to any student and prospective MD2 Orientation Events Coordinators are strongly encouraged to run as a team. For more information on this role, please contact Gavin Huangfu and Charlie Lefroy at [orientation.events@wamss.org.au](mailto:orientation.events@wamss.org.au).

## **ALLIED HEALTH REPRESENTATIVES (2 PEOPLE)**

The Allied Health Representatives are responsible for the organisation and running of Allied Health. This position involves a substantial time commitment leading up to the event, which is typically held the Thursday before Easter in first semester and has attracted an attendance of over 2000 people. Allied Health Representatives will be required to coordinate event logistics and promote Allied Health to students studying health related courses at all Western Australian universities, liaise with the WAMSS Executive and venue staff. Experience in running large scale social events would be valuable in this position.

This position is open to any student and prospective Allied Health Representatives are strongly encouraged to run as a team.

For more information on this role, please contact Aksh Handa and Jamie Tamm at [alliedhealth@wamss.org.au](mailto:alliedhealth@wamss.org.au).

## **MEDICAL DINNER REPRESENTATIVES (3 PEOPLE)**

The Medical Dinner Representatives are responsible for the organisation and running of the annual WAMSS Medical Dinner. The dinner is the highlight of the WAMSS social calendar, graduation, and celebrate the achievements of students and Faculty members throughout the year.

This position involves liaising with relevant WAMSS Committee members including the WAMSS Executive (particularly the Treasurer and Vice President External), Year Representatives, sponsors and event staff. Experience in running large-scale social events and sound logistical and organisational skills would be valuable in this position. This position is open to any student and prospective Medical Dinner Representatives are strongly encouraged to run as a team.

For more information on this role, please contact Alex Hansen, Elyse Phillips and Oli Righton at [dinner@wamss.org.au](mailto:dinner@wamss.org.au).

# SPORTS PORTFOLIO

The Sports Portfolio is comprised of 4 members; two female Sports Representatives and two male Sports Representatives.

## SPORTS REPRESENTATIVES (2 FEMALE, 2 MALE)

Sports representatives are responsible for organising the sports events of WAMSS at multiple levels:

1. Organising inter-year events (including dragon boats, Hunt Cup, inter-year soccer and inter-year netball and football)
2. Organising intervarsity sporting events such as WAMSS vs Curtin Physio Footy and the WAMSS vs MSAND (Notre Dame) Western Derby
3. Facilitating the WAMSS team for participation in inter-Faculty sports
4. Working closely with the Lookout Representatives to organise and coordinate the WAMSS Relay for Life team
5. Facilitating the creation of WAMSS teams for external sporting events (e.g. City to Surf)

This position is open to any student and prospective Sports Representatives are strongly encouraged to run as a team. The team will then nominate one member to act as the sports chair, who hold the deliberative vote for this portfolio and is responsible for attending all committee meetings.

For more information on this role, please contact Chloe Kirk, Davide Tomassoni, Rikki Thorne and Josh Taylor at [sports@wamss.org.au](mailto:sports@wamss.org.au).

# COMMUNICATIONS PORTFOLIO

The Communications Portfolio comprises the Communications Chair/s, the Publications Officers, the Marketing Officers and a Website and IT Officer.

## COMMUNICATIONS CHAIR/S (1-2 PEOPLE)

The Communications Chair/s is/are responsible for developing and maintaining a professional and approachable image of WAMSS to all medical students and the general public. This role holds the deliberative vote for the communications portfolio and their responsibilities include:

1. Managing all WAMSS social media including (but not limited to) Instagram, Facebook, Twitter and Snapchat.
2. Receiving and publishing all promotional material on social media as requested by the WAMSS committee for respective events.
3. Representing the communications portfolio at all committee meetings.
4. Coordinate the distribution of information/news/promotional items from the WAMSS Committee to all students via the Year Representatives

This position is open to any student and prospective applicants are strongly encouraged to run as a pair.

For more information, please contact Lianne Leung at [secretary@wamss.org.au](mailto:secretary@wamss.org.au).

## PUBLICATIONS OFFICERS (2-3 PEOPLE)

The Publications Representatives hold a number of responsibilities, including:

1. Collating, producing, marketing and distributing publications for WAMSS throughout the year; including but not limited to the First Year Guide and the Reflex, a reflection of the year's events (produced in collaboration with the WAMSS Foundation). There is scope in this role to produce additional publications, and new ideas are always welcome.
2. Designing posters and other promotional material for WAMSS

Experience with editing software is desirable but not a prerequisite. This position is open to any student and prospective representatives are strongly encouraged to run as a team.

For more information on this role, please contact Stephen Meek, Jessica Perring and Tommy Ikonomidis at [publications@wamss.org.au](mailto:publications@wamss.org.au).

## WEBSITE & IT OFFICER

The role of the Website & IT Officer is to:

1. Manage the WAMSS website. This will involve updating of the website's features and continued improvement of the website
2. Assist other portfolios with relevant IT technical support
3. Maintain the WAMSS online ticket sales system
4. Maintain the WAMSS computing equipment, domain registration and email system

Undertaking the position of Website & IT Officer assumes an element of prior IT experience/knowledge.

**The appointment of the Website and IT Officer is made by application, rather than election. Nominations for this position will be held outside of the WAMSS Election period.**

For more information on this role, please contact Tristan Dale at [www@wamss.org.au](http://www@wamss.org.au).

## MARKETING OFFICERS (1-2 PEOPLE)

The Marketing Officers are responsible for running the internal marketing of WAMSS to its members and work to develop a broad range of membership benefits. The responsibilities of the Marketing Officers include:

1. Designing, ordering and selling at least one new item of WAMSS merchandise each year.
2. Running a membership drive to improve uptake of WAMSS membership
3. Gathering feedback from students on how best to improve WAMSS membership and its benefits
4. Organising the promotion and marketing of WAMSS at UWA O-day

This position is open to any student and prospective representatives are strongly encouraged to run as a team. No prior experience is required.

For more information on this role, please contact Brian Wong and Ella Giudice at [marketing@wamss.org.au](mailto:marketing@wamss.org.au).

# UNDERGRADUATE COMMUNICATIONS OFFICER

The Undergraduate Communications Officer (UCO) coordinates the WAMSS Associate Member program, which aims to run a variety of social and academic events and provide support for undergraduate students with an interest in studying medicine. The responsibilities of the UCO include:

1. Assisting in the selection of representatives to the Undergraduate Communications subcommittee and coordinating their activities
2. Organising a range of undergraduate-specific educational and/or social events
3. Creating a weekly bulletin for undergraduates to promote events and provide information for undergraduates intending to pursue a medical career

The UCO role will have a focus on organisation of academic events, leadership, and communication with undergraduate associate members. As the medical programme and pathway continues to evolve this position is open to interpretation and expansion.

This position is open to anyone who will be a medical student in 2019.

For more information on this role, please contact Hamish Newman at [uco@wamss.org.au](mailto:uco@wamss.org.au).

# INDIGENOUS CHAIRS (2 PEOPLE)

The Indigenous Chairs comprise two Indigenous medical students, or one Indigenous and one non-Indigenous medical student. Their role is to represent the Indigenous medical students on the WAMSS Committee and liaise with the Executive to support Indigenous students studying medicine at UWA. This could include:

1. Organising events for Indigenous medical students e.g. semester catch-up events
2. Representing students on issues of Aboriginal Health teaching (in conjunction with the Education Portfolio)
3. Organising educational events about Aboriginal Health and advocating on Aboriginal Health issues

The Indigenous Chairs will be elected by medical students identifying themselves as Indigenous.

For more information about this role, please contact Phoebe Strickland and Meghan Gledhill at [indigenous@wamss.org.au](mailto:indigenous@wamss.org.au).

# WAMSS MENTAL HEALTH CHAIR/S (1-2 PEOPLE)

WAMSS Mental Health is the mental health awareness and student wellbeing branch of WAMSS. The WAMSS Mental Health Chair/s oversee a subcommittee and coordinates the running of a variety of events promoting medical student self-care, as well as implementing national initiatives like the AMSA Mental Health Campaign at a local level, and advocating for mental illness education and discussion in the general community. The responsibilities of the WAMSS Mental Health Chair/s include:

1. Planning and executing WAMSS Mental Health events such as Medfest and Blue Week, and other events at the discretion of the Chair/s
2. Managing the day-to-day affairs of WAMSS Mental Health, chairing WAMSS Mental Health meetings and supporting team members in the performance of their duties

For more information on this role, please contact Shalika Arniotis-Streat at [mentalhealth@wamss.org.au](mailto:mentalhealth@wamss.org.au).



# ACADEMIC PORTFOLIO

The Academic Portfolio comprises two Academic Events Coordinators, up to three Student Grand Rounds Coordinators and the SHMRC Convenor.

## SHMRC CONVENOR/S

The Students in Health and Medical Research Conference (SHMRC) is an evening research symposium showcasing research from students of the University of Western Australia Faculty of Health and Medical Sciences. It is typically held in the second half of the year. Since its establishment in 2007, SHMRC has developed into a distinguished research conference where students are able to present pioneering research that is both inspiring and innovative. The symposium gives student researchers the opportunity to share their research with clinicians, researchers, fellow students and the WA health community, as well as receiving meaningful feedback from expert researchers.

Roles of the Convenor/s include:

1. Lead and coordinate the activities of the SHMRC subcommittee to ensure a successful SHMRC is carried out, including logistics and sponsorship
2. Conduct the role of Master of Ceremonies at the event

This position is open to any student.

**The appointment of the SHMRC Convenor/s is made by application, rather than election. Nominations for this position will be held outside of the WAMSS Election period.**

For more information on this role, please contact Caleb Kim at [shmrc@wamss.org.au](mailto:shmrc@wamss.org.au).

## ACADEMIC EVENTS COORDINATORS (2 PEOPLE)

The Academic Events Coordinators have the responsibility of organising events throughout the year to supplement and add to the standard medical curriculum. The events run are flexible and can change year to year but include initiatives such as:

1. Emergency Medical Challenge
2. WAMSS Mock OSCE for 2<sup>nd</sup> and 4<sup>th</sup> year students
3. Preparation for Practice workshop for 2<sup>nd</sup> year students transitioning from pre-clinical to clinical
4. Organising academic lectures, as appropriate

This position is open to any medical students. It is recommended that due to the clinical nature of many of these events, that the position is held by at least one clinical student.

For more information, please contact Massimo Berneri and Gary Lau at [academic.events@wamss.org.au](mailto:academic.events@wamss.org.au).

## STUDENT GRAND ROUNDS COORDINATORS (2-3 PEOPLE)

The Student Grand Rounds Coordinators facilitates the WAMSS Student Grand Rounds (SGR) program. Previously, this has involved:

1. Coordinating the Teaching on the Run program for clinical year tutors in conjunction with Winthrop Professor Fiona Lake
2. Organising the SGR program, including:
  1. Preparing tutorial topics
  2. Organising tutorial groups (times, venues, resources)

3. Overseeing the Clinical Buddy program – a peer-mentoring program to assist 2<sup>nd</sup> year students in the transition to hospital base placement. This may involve selection of a Clinical Buddy coordinator who facilitates much of the logistics

This position is available to up to 3 students, at least one of whom has completed level 2 before 2019. However, it is highly encouraged that the role be undertaken by final year students who have been involved as SGR tutors in the past.

For more information on this role, please contact Tim Hardy, Gary Zhang and Richard Goodheart at [sgr@wamss.org.au](mailto:sgr@wamss.org.au).

## RED PARTY COORDINATOR/S (1-2 PEOPLE)

The Red Party Coordinator/s is/are responsible for overseeing the organisation of the Red Party and Red Aware campaigns. The year-long campaign has two main aims; to raise funds for Oxfam Australia's Securing Rights in the Context of HIV and AIDS Program in Zimbabwe, and to raise awareness of HIV/AIDS-related issues.

The role oversees, negotiates and works with a committee and several subcommittees, and responsibilities include:

1. Overseeing the Red Party committee and subcommittee, and managing the day-to-day affairs of Red Party
2. Organising and negotiating appropriate venues for a large capacity charity events
3. Considering and guiding the best avenues for promotion and sponsorship of events
4. Liaising with committee members about their specific role and providing support in the performance of their duties
5. Liaising with Oxfam Australia, The WA AIDS Council (WAAC), the Red Party National Coordinator and other sponsors
6. The Red Party Coordinator/s are expected to attend both Interhealth and WAMSS meetings

Previous experience in organising large scale events, a high degree of motivation, the ability to work independently and previous experience on the Red Party committee or subcommittee are skills desirable for this role. For more information on this role, please contact Katie Elliott and Roberta Dumbrava at [redparty@wamss.org.au](mailto:redparty@wamss.org.au).

## INTERHEALTH CHAIR/S (1-2 PEOPLE)

The Interhealth Chair/s are responsible for running Interhealth, WAMSS' global health group. In this role, they chair a large subcommittee of subcommittees of WAMSS and oversee a number of different projects addressing global health issues; including Global Health Short Course, LINCS, Teddy Bear Hospital Crossing Border for Health, Zonta, Institute for Indian Mother and Child, Code Green and Lookout.

The role of Interhealth Chair/s involves:

1. Managing the day-to-day affairs of Interhealth
2. Providing a link between the Interhealth Committee and WAMSS committee and maintaining regular communication with the WAMSS Executive
3. Facilitating regular Interhealth meetings in accordance with the Rules and Regulations of Interhealth

4. Liaising with project coordinator(s) about their specific project, and provide support in the performance of their duties
5. Providing long-term guidance and direction to Interhealth
6. Representing the global health interests of WAMSS to both internal and external stakeholders
7. The Interhealth Chair/s are expected to attend both Interhealth and WAMSS meetings

This position is only open to students who have previously been involved with Interhealth by sitting on the Interhealth committee or one of its subcommittees.

**The appointment of the Interhealth Chair/s is made by application, rather than election. Nominations for this position will be held outside of the WAMSS Election period.**

For more information, please contact Emma Lu and James Nguyen at [interhealth@wamss.org.au](mailto:interhealth@wamss.org.au).

## WAMSS FOUNDATION

The WAMSS Foundation is an advisory body comprising of up to ten members, whose objective is to propose, research and draft feasible long-term plans for the operations of the Association. The Foundation has worked on projects including environmental sustainability within WAMSS, institutional memory and handover, and the WAMSS History Project, among others.

Members will be able to serve a two-year term on Foundation with the option of reapplying, and must have completed at least one semester of study of medicine at UWA.

**Applicants may be members of the WAMSS Committee, but not members of the Executive.**

## FOUNDATION CHAIR

The Foundation Chair is responsible for ensuring the functional operation of the Foundation committee. They are also the primary liaison with the WAMSS Executive, coordinate and allocate Foundation projects, and deliver the Foundation report at the WAMSS AGM. The role of Foundation Chair includes:

1. Coordinating the activities of the WAMSS Foundation so its objectives are carried out, being:
  1. to research and draft feasible long-term plans for the operations of the Association at the instruction of the Committee or Executive
  2. to act as an advisory council for the Association
2. Being the primary contact liaison for the WAMSS Executive
3. Ensuring the Foundation meets at least four times during the year
4. Accepting new Foundation applications in conjunction with the WAMSS President

Previous Committee/Subcommittee experience within WAMSS, experience with project coordination/management, passion for the longevity of WAMSS and the ability to coordinate and team and meet key outcomes are skills desirable for this role.

The Foundation Chair must have completed level 1 before 2019, and shall not concurrently hold another WAMSS Committee position.

**The appointment of the Foundation Chair is made by application, rather than election. Nominations for this position will be held outside of the WAMSS Election period.**

For more information, please contact Harry D'Souza at [foundation@wamss.org.au](mailto:foundation@wamss.org.au).

# SUBCOMMITTEES

Committee members have the flexibility to recruit a team for their projects as they see fit, in consultation with the WAMSS Executive.

Subcommittees that have existed in the past include:

- Interhealth Committee, with further subcommittees for;
  - Global Health Short Course
  - LINCS
  - Teddy Bear Hospital
  - Crossing Border for Health
  - Zonta
  - Institute for Indian Mother and Child
  - Code Green
  - Lookout
- Red Party Committee, with further subcommittees for;
  - Quiz Night
  - Red Aware Week
  - Red Party
- Students in Health and Medical Research Conference Committee
- WAMSS Mental Health Committee
- WEEO Subcommittee
- AMSA Subcommittees
- Undergraduate Communications Subcommittee
- Second Year Halfway Dinner Subcommittee
- Fourth Year Subcommittee
- WAMSS Foundation Committee

Interhealth Project Coordinators will be appointed later this year.  
All other roles will be advertised early 2019.

Questions? Please contact Lianne Leung at [secretary@wamss.org.au](mailto:secretary@wamss.org.au)