

Western Australian Medical Students' Society

Election Guidebook



2015

PROCESS

WAMSS elections are just around the corner, this year beginning earlier as we hold separate executive elections in August. A description of each Committee position and the procedure for nominating and campaigning for positions is outlined in this guide.

Tom Bartlett is the returning officer for this election period. He can be reached at 20517045@student.uwa.edu.au

EXECUTIVE ELECTIONS

Nomination Period:

- Opens on Saturday, 1st August at 12:00am.
- **Closes on Friday 7th August, 11.59pm.**

NO NOMINATIONS WILL BE ACCEPTED BEFORE OR AFTER THIS PERIOD.

Campaigning Period:

- Begins on Monday 10th August
- Ends on Friday 14th August.
- All campaigning must cease at this time. This includes any online campaigning, which must cease being actively promoted after this period.
- Please limit campaigning at lectures to AFTER the lecture has finished. Lecturers will be informed of the campaign period but please remember to ask lecturers for permission to speak to their class.
- Facebook events will not be allowed for campaigning use. Following nominations, social media and campaigning guidelines will be made available to nominees.
- Failure to comply with campaigning standards may result in disqualification from the election.

Voting Period:

- Opens on Saturday 15th August at 12:00am and
- Closes on Friday 21st August at 11:59pm.
- Voting will be conducted online via the WAMSS website at www.wamss.org.au.
- All UWA medical students are eligible to vote - **you do not have to be a WAMSS member.**

GENERAL COMMITTEE ELECTIONS

Nomination Period:

- Opens on Saturday, 29th August at 12:00am and
- Closes on Friday 4th September at 11:59pm.

Campaigning Period:

- Begins on Monday 7th September
- Ends on Friday 11th September

Voting Period:

- Opens on Saturday 12th September at 12:00am and
- Closes on Friday 18th September at 11:59pm.

Further details on the General Committee Elections will be circulated closer to that election period.

PROCESS

If you have any questions, please email: secretary@wamss.org.au

To nominate for a position, go to <http://www.wamss.org.au/elections> OR go to www.wamss.org.au and follow the prompts. Nominations are sent to the Secretary via an online form. The online form requires:

1. Your Name;
2. Your Contact details;
3. The Position you wish to nominate for;
4. A brief outline of your plans/reasons why you should be elected (400 words MAX for executive, 200 for general committee), this will be included in the election bulletin;
5. An appropriate photo, to be included on the WAMSS website and in the election bulletin

All candidates will receive email confirmation of their nomination.

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THE EXECUTIVE

The Executive is responsible for overseeing the day-to-day running of the Western Australian Medical Students' Society. It consists of five members and has a number of specific legal obligations in running the society. The Executive regularly liaise closely with:

1. The WAMSS Committee;
2. The UWA Faculty of Medicine, Dentistry and Health Science;
3. The Postgraduate Medical Council of WA;
4. The major sponsors of the society;
5. The Guild;
6. Other student societies, 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, both in the short and long term. The President is also responsible for representing WAMSS to key stakeholders such as government steering committees, industry bodies and faculty committees. The President is a standing member of the AMA(WA) Council and the UWA FMDHS Board.

The President must have completed level 2 of the MD programme, or level 4 of the MBBS programme, by 2016 and have previously been a member of the WAMSS Committee.

For more information about the role of President, please contact Kiran Narula [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. Being the chair of the WAMSS Committee
2. Coordination of the education portfolio, including liaising with the education officer.
3. Representing WAMSS on numerous faculty and external committees, as defined by the Executive
4. Ensure Committee and subcommittee members are adequately trained in sponsorship, budgeting and effective representation
5. Liaison with various portfolios and Committee members

As a member of the Executive, the VP Internal will also be expected to help with the day-to-day running of WAMSS. The VP Internal must have completed level 2 of the MD programme, or level 4 of the MBBS programme, by 2016 and have previously been a member of the WAMSS Committee.

For more information about the role of the VP Internal, please contact Sophie Doherty [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. Coordinating all of the society's external communication and relationships;
3. Representing WAMSS on numerous faculty and external committees, as defined by the Executive;
4. Coordination of the marketing approach for the society

As a member of the Executive, the VP External will also be expected to help with the day-to-day running of WAMSS. The VP External must have completed level 2 of the MD programme, or level 4 of the MBBS programme, by 2016 and have previously been a member of the WAMSS Committee.

For more information about the role of the VP External, please contact Vibhushan Manchanda [vpexternal@wamss.org.au]

TREASURER

The Treasurer 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. Representing WAMSS on numerous faculty and external committees, as defined by the Executive;
4. Liaising with all WAMSS portfolios and the Executive
5. Prior treasury or accounting experience is not required, but would be advantageous in this position.

As a member of the Executive, the Treasurer will also be expected to help with the day-to-day running of WAMSS. The Treasurer must have completed level 1 of the MD programme, or level 4 of the MBBS programme, by 2016.

For more information about the role of Treasurer, please contact Malcolm Teo [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 is to:

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. Keep a record of all official documents
5. Coordinate the distribution of information/news/promotional items from the WAMSS Committee to all students via the year representatives
6. Maintain the WAMSS calendar
7. Coordinate WAMSS general elections
8. Represent WAMSS on numerous faculty and external committees, as defined by the Executive

The Secretary must have completed level 1 of the MD program, or level 4 of the MBBS program, by 2016.

For more information about the role of Secretary, please contact Georgina Carr [secretary@wamss.org.au]

EDUCATION PORTFOLIO

The Education portfolio is the largest aspect of the WAMSS Committee. It comprises the Education Officer, the Year representatives, the RCS representative, the International officer, and the Senior and Junior AMSA representatives. This portfolio aims to represent every UWA medical student on educational issues arising throughout the year. The members of the Education Portfolio accomplish this by sitting on a variety of UWA Faculty of Medicine, Dentistry and Health Science committees.

The education portfolio is chaired by the Education Officer.

YEAR REPRESENTATIVES

There are two year reps elected from each year group, traditionally a male and female rep. Candidates must nominate to the secretary in the same manner as all other positions. Voting will be completed at the same time as voting for other WAMSS positions.

The role of the year reps is to:

1. Sit on the relevant faculty year group committee and represent the view of the year group on educational and course issues;
2. Provide regular feedback to the Education Officer and Executive on issues raised and discussed at faculty committees;
3. Conduct regular educational surveys, as defined by the WAMSS Educational Survey Guide;
4. Co-ordinate the distribution of information from the executive and Committee to the year group;
5. Assist with the promotion and ticket sales for various social events during the year;
6. Attend all WAMSS Committee meetings;
7. Coordinate year group events. In 6th year this includes organising weekend camps and Grad Week.

For more information on the role of the Year Reps, please contact the Vice President Internal [vpinternal@wamss.org.au] or the current Year Reps - contact details can be found via www.wamss.org.au

EDUCATION OFFICER

The education Officer coordinates WAMSS' representation at the faculty level regarding educational and workforce issues. 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 officer is to:

1. Coordinate year reps and meet with them as required to discuss relevant academic/educational issues;
2. Represent WAMSS and medical students at faculty committees;
3. Report to the WAMSS Committee about educational issues discussed at faculty committees;
4. Delegate educational responsibilities to year reps and other portfolios as necessary.
5. Assist the Year Reps in giving accurate and representative feedback to faculty
6. Coordinate feedback on general issues facing the medical student body at UWA.

The Education Officer must have completed level 2 of the MD programme or level 4 of the MBBS by 2016.

For more information on the role of Education Officer please contact Emily Alfonsi [education@wamss.org.au]

INTERNATIONAL OFFICER

The International Student Representative is a position dedicated to International Student advocacy. They represent International Students at the WAMSS Committee, and liaise with the Executive in how to support International Students studying medicine at UWA. Their role includes:

1. Orientation project for arriving International Students;
2. Introducing new initiatives to increase International Student advocacy and collegiality.
3. Seek information pertinent to UWA international medical students and communicate this information in a timely manner
4. Liaise with 6th Year Representatives, particularly on issues with regard to final year International Students

Being an international student may be advantageous but is not a pre-requisite for this position. Only international students are eligible to vote for this position and elections will be held separately.

For more information on the role of the International Officer, please contact Rebekah Tan [international@wamss.org.au]

AMSA REPRESENTATIVE AND AMSA JUNIOR REPRESENTATIVE

WAMSS is a member organisation of AMSA, the peak national representative body of medical students in Australia. The WAMSS Committee pass feedback and issues to AMSA via the President and the AMSA Representative. WAMSS has both a Junior AMSA Representative and an AMSA Representative.

Being an AMSA Rep involves:

1. Attending three national councils during the year (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 for debate;
3. Managing an AMSA Sub-committee to address both the big national issues and organise local events, such as the AMSA Blood Drive and the WA Leadership Development Seminar.

The appointment of the AMSA Representative and Junior AMSA Representative is made by application to the Executive. Nominations for these positions will be held outside of the WAMSS Election period.

For more information on these roles please contact Catherine Honey
[\[amsa@wamss.org.au\]](mailto:amsa@wamss.org.au)

SOCIAL PORTFOLIO

The Social portfolio comprises three Social Reps, two Orientation Events Reps, two Allied Health Reps and three Med Dinner Reps. Following election to these positions, one person will be nominated to be the Social Chair.

SOCIAL REPRESENTATIVES (3 people)

The Social Representatives will be responsible for the organisation and running of WAMSS social functions, and are part of the Social Portfolio. This position involves liaising with the WAMSS executive and year reps, substantial logistic and organisational skills, an eye for detail and boundless enthusiasm. Social reps should be willing to go the distance for the pleasure and enjoyment of their colleagues.

These positions are open to any student and prospective Social Reps are strongly encouraged to run as a team. For more information, please contact the current Social Reps [social@wamss.org.au]

ORIENTATION EVENTS REPRESENTATIVES (2 people)

The Orientation Events Representatives are responsible for the organisation and running of various orientation events for the new MD students as they commence their medical degree.

This includes (but is not limited to) an Orientation Camp. The Camp weekend will be the major introductory event for the new medical students, comprising educational and social elements. Some of the duties anticipated to be involved with organising Orientation Camp include advertising and promoting the camp to incoming students; organising and facilitating the weekend activities; and recruiting student leaders.

These positions are open to any student and prospective Reps are strongly encouraged to run as a team. For more information please contact our current Orientation Events Representatives [orientation.events@wamss.org.au].

ALLIED HEALTH REPRESENTATIVES (2 people)

The Allied Health representatives are responsible for the organisation and running of the Allied Health Show. This position involves a substantial time commitment leading up to the event, which is typically held midway through first semester and attracts an attendance of over 1500 people. Allied Health reps will be required to promote the Allied Health Show to students studying health related courses at all WA universities, liaise with the WAMSS Executive and venue staff.

Experience in running large scale social events would be valuable in this position.

These positions are open to any student. For more information please contact the current Allied Health Reps [alliedhealth@wamss.org.au].

MEDICAL DINNER REPRESENTATIVES (3 people)

The Med Dinner representatives are responsible for the organisation and running of the WAMSS Medical Dinner, and are part of the Social portfolio. The dinner is the highlight of the WAMSS social calendar, and is an opportunity to celebrate and farewell the final year students before their impending graduation.

This position involves liaison with the WAMSS Executive (particularly the Treasurer and Vice President External), Year Reps, Sponsors and event staff. Experience in running large scale social events, sound logistic and organisational skills and an eye for detail would all be valuable in this position.

These positions are open to any student and prospective Reps are strongly encouraged to run as a team. For more information please contact the current Med Dinner reps [dinner@wamss.org.au]

SPORTS PORTFOLIO

The Sports portfolio is comprised of 4 members; two male sports reps and two female sports reps.

Following election to these positions, one person will be nominated to be the Sports Chair.

SPORTS REPRESENTATIVES (2 male, 2 female)

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

1. Organising the inter-year events (including Dragonboats, inter-year soccer and inter-year netball and football etc);
2. Organising intervarsity sporting events such as Med vs Physio Footy and the WAMSS vs MSAND (Notre Dame) Western Derby.
3. Facilitate the creation of WAMSS teams for external sporting events such as City to Surf, Relay for Life, etc.

These positions are open to any student. For more information, please contact the current Sports reps [sports@wamss.org.au]

COMMUNICATIONS PORTFOLIO

The Communications portfolio comprises 3 Publications Representatives, 2 Marketing Officers (1 pre-clinical and 1 clinical), an Undergraduate Communications Officer, and a Website Officer. Following election to these positions, one person will be nominated to be the Communication Chair.

PUBLICATIONS REPRESENTATIVES (3 people)

The Publications representatives are expected to run as a team of 3 people. The responsibilities of the Publications representatives involve ensuring the writing, printing and distribution of the following WAMSS publications:

- a. MD Handbook
- b. Flux (at least 1 per semester);

There is scope in this role to produce additional publications. In the past these have included the AFH (Alternate Faculty Handbook), the Murmur (an educational magazine) and the Reflex – a WAMSS Year Book. New ideas are always welcome.

These positions are open to any student. For more information, please contact the current Publications reps [publications@wamss.org.au]

WEBSITE & IT OFFICER (1 person)

The role of the Website & IT Officer is to:

1. Manage the WAMSS website. This will involve weekly 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 officer assumes an element of prior IT experience/knowledge.

This position is open to any student, and will be selected by appointment at a later date. For more information, please contact the current IT officer [www@wamss.org.au]

MARKETING OFFICERS (2 or 3 students)

The Marketing Officers are responsible for maintaining and developing the professional and approachable image of WAMSS to the medical students at UWA. Similarly, the Marketing Officers run the internal marketing of WAMSS to its members and work to develop a broad range of membership benefits.

The responsibilities of the Marketing Officers includes:

1. Designing, ordering and selling a range of WAMSS merchandise (inc. shirts, ties, neurokits, lanyards etc);
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. Maintaining WAMSS' social media presence on forums such as Facebook, Twitter etc..

These positions are open to all students, although at least one Marketing Officer must have completed level 2 by 2016. No prior experience is required. For more information please contact the current Marketing Officers [marketing@wamss.org.au]

UNDERGRADUATE COMMUNICATIONS OFFICER (1 person)

The UCO role is focussed on giving undergraduate students with an interest in studying medicine at UWA some insight into what the degree and profession holds.

The proposed responsibilities of the UCO includes:

1. Assisting in the election of representatives to an undergraduate subcommittee and coordinating the activities of this subcommittee throughout the year;
2. Organising a range of undergraduate-specific educational events to provide insight into the life of a medical student and a career as a doctor;
3. Creating a weekly bulletin for undergraduates comprising events promotion and information for undergraduates intending to pursue a medical career;
4. Organising several social events during the year including an introductory mixer and/or a WAMSS undergraduate party.

The role will have a focus on academic events organisation, leadership and communication with the undergraduate associate members. As this is relatively new role on the WAMSS Committee it is open to interpretation and expansion.

This position is open to all students, and for more information please contact the current UCO [uco@wamss.org.au]

SOCIAL JUSTICE PORTFOLIO

The Social Justice portfolio comprises 2 Lookout representatives, 1 Well-being Officer, 2 Indigenous Representatives, 1 Environmental Officer and the WAMSS Mental Health Chair. The Code Green and WAMSS Mental Health sub-committees lie within this portfolio. Following election to these positions, one person will be nominated to be the Social Justice Chair.

LOOKOUT REPRESENTATIVES (2 people)

Lookout is WAMSS' charity arm and functions to provide opportunities for medical students at UWA to get involved in charity. Lookout representatives can run as a team of 2 people. The responsibilities of the Lookout representatives include:

1. Coordinating Scrubber Day in semester 1;
2. Coordinating BedPush in semester 2;
3. Organising a suitable charity for WAMSS to support;
4. Coordinate the WAMSS delegation for PROSH.

There is scope for additional events throughout the year in addition to those listed above.

These positions are open to any student. For more information please contact the current Lookout reps [lookout@wamss.org.au]

CODE Green Officer (1 person)

The role of the Code Green Officer is to educate and internally advocate to medical students on Environmental Health and broader environmental issues. Specific roles include:

1. Running educational sessions for medical students;
2. Advising the WAMSS Committee on how the society could function in a more environmentally sustainable manner;
3. Co-ordination of the WAMSS Code Green Campaign in conjunction with an appointed representative (Co-coordinator) on the Interhealth Committee.

For more information on this role, please contact the current Environmental Officer [environment@wamss.org.au]

INDIGENOUS REPRESENTATIVES (2 people)

In 2016, the Indigenous representative(s) will comprise one or two Indigenous medical students, who will sit within the Social Justice portfolio. The Indigenous representative role is to represent the Indigenous medical students on the WAMSS Committee and in any issues that arise. This could include:

1. Setting up and coordinating a mentoring system for Indigenous medical students.
2. Representing students on issues on Aboriginal health teaching (in conjunction with the Education portfolio).
3. Educating and internally advocating on Aboriginal Health issues.
4. Running the Close the Gap campaign as well as other Aboriginal health campaigns

The representative(s) will be elected only by medical students who identify as Aboriginal or Torres Strait Islander. For more information about this role, please contact the current Indigenous Representatives [indigenous@wamss.org.au]

WAMSS MENTAL HEALTH CHAIR(S)

The WAMSS Mental Health Chair coordinates the WAMSS Mental Health projects and WAMSS Mental Health subcommittee. The appointment of the WAMSS Mental Health chair is made by application, and nominations will be held outside of the WAMSS Election period.

ACADEMIC PROGRAMS PORTFOLIO

The Academic Programs portfolio comprises an Academic Events coordinator, the SHMRC Convenor(s) and up to 3 Student Grand Rounds coordinators. Following election to these positions, one person will be nominated to be the Academic Programs Chair.

ACADEMIC EVENTS CO-ORDINATOR (1 or 2 students)

The academic events co-ordinator has the responsibility of organising a minimum of three academic lectures throughout the year. This role has the opportunity for expansion, including initiatives such as:

1. Running suture workshops;
2. A high level of involvement with other portfolios, e.g. Interhealth and the GHSC.

This position is open to any student. Enthusiasm, motivation and organisational skills would be beneficial in this role. For more information, please contact the current Academic Events Coordinator [academic.events@wamss.org.au]

SHMRC CONVENOR

[This position is appointed by application at a later date]

STUDENT GRAND ROUNDS CO-ORDINATOR (up to 3 students)

The SGR coordinators facilitates the WAMSS SGR program. Previously, this has involved:

1. Coordinating the Teaching on the Run program for Clinical Year Tutors in conjunction with W/Prof. Fiona Lake.
2. Organising the SGR program, including:
 - a. Preparing tutorial topics
 - b. Organising tutorial groups (times, venues, resources)

This position is available to up to 3 students who have completed level 2 by 2016, however it is highly encouraged that the role be taken on by final year students specifically. For more information, please contact the current SGR coordinators [sgr@wamss.org.au]

GLOBAL HEALTH PORTFOLIO

The Global Health portfolio consists of the Interhealth Chairs and Red Party coordinator. It aims to increase awareness and encourage involvement in improving Global Health issues. This portfolio is chaired by one of the Interhealth Chairs. The Interhealth and Red Party sub-committees lie within this portfolio.

INTERHEALTH CHAIRS

The Interhealth Chairs are responsible for running Interhealth (the WAMSS global health group.) In this role they chair a large sub-committee of WAMSS and coordinate a number of different projects addressing Global Health issues. Some of these include:

1. LINCS;
2. The Global Health Short Course;
3. Teddy Bear Hospital;
4. Birthing Kit Workshops

This position will be elected internally by the Interhealth Group shortly after the WAMSS General Elections. For more information, please contact the current Interhealth Co-Chairs [interhealth@wamss.org.au]

RED PARTY COORDINATOR

The Red Party coordinator sits on both the WAMSS & Interhealth committees, and is responsible for overseeing the organisation of the Red Party and Red Aware campaigns. The Red Party is a large-scale charity event, which attracts over 1200 people each year, with ALL proceeds going to an HIV/AIDS related charity. Raising awareness of HIV/AIDS and other developing world issues through the Red Aware campaign is also an important aspect of the Red Party.

The Red Party is designed to provide a large number of students with a tangible and fun way through which to contribute to developing world issues and it is expected that the Red Party Coordinator will run a large subcommittee to organise both the party and publicity/awareness campaign.

Previous experience in organising large scale events, a high degree of motivation and the ability to work independently are skills desirable for this role. For more information, please contact Sophie Wiegler [redparty@wamss.org.au]

SUBCOMMITTEES

INTERHEALTH

The Interhealth subcommittee is run by the Interhealth Chair(s), and has a wide variety of events and initiatives based around Global Health. Nominations to be part of the Interhealth Group will occur at the discretion of the Interhealth Chairs. Please check the WAMSS and Interhealth websites, plus the WAMSS email bulletin for more information.

RED PARTY

The Red Party subcommittee is formed to plan, organise and run the Red Party and Red Aware campaign. The Red Party coordinator, who is voted for in the WAMSS election, chairs this subcommittee. Positions will be advertised for in 2016. Please check the WAMSS website and email bulletin for more information at the time.

AMSA

The AMSA subcommittee aids with national and local AMSA events at UWA. It also discusses national medical student issues that are affecting UWA medical students. To be part of this subcommittee, please email amsa@wamss.org.au

SHMRC

The SHMRC subcommittee is run by the SHMRC Convenors and assists the Convenors in putting together WAMSS' Student Research Conference. Positions will be advertised for at the beginning of 2016. Please check the WAMSS website and email bulletin at the time. If you'd like more information on the SHMRC please email shmrc@wamss.org.au

TEDDY BEAR HOSPITAL

Teddy Bear Hospital is a community-based strategy aimed at reducing fear of doctors and hospitals among early-learning aged children. If you are interested in co-coordinating Teddy Bear Hospital next year, please email coordinators.tbh@wamss.org.au

CODE GREEN

Code Green is an exciting initiative co-coordinated by the WAMSS Code Green Officer and the Interhealth Code Green Co-coordinator. Code Green is run as a subcommittee of Interhealth, and aims to draw attention to the link between climate change and health, advocate for climate change mitigation, educate our peers and act to reduce our impact on the environment.

Nominations to be the Interhealth Code Green Co-coordinator will open at the same time as Interhealth subcommittee. Applications for all other Code Green committee positions will open next year and will be advised in advance. Please check the WAMSS and Interhealth website, plus the WAMSS email bulletin for more information.

WAMSS Mental Health

The WAMSS Mental Health subcommittee is open to all medical students who are interested in participating in WAMSS Mental Health's range of mental health-related activities. Meetings occur monthly and are led by the WAMSS Mental Health Chair. Members of the subcommittee are invited to nominate themselves for a formal role: Secretary, Treasurer or one of three General Committee Members. These roles enable committed students to make a greater contribution to the direction and management of WAMSS Mental Health. The roles are elected at a special meeting to be held early in the year. Please check the WAMSS website, WAMSS bulletin and WAMSS Mental Health Facebook page for more information.