



# APPOINTED POSITIONS

2018

WESTERN AUSTRALIAN  
MEDICAL STUDENTS'  
SOCIETY



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# PROCESS

A number of positions on the WAMSS Committee are appointed by application. Applications for these positions are open for the following dates:

**Open: Saturday 20<sup>th</sup> October 2018**

**Close: 11:59pm 31<sup>st</sup> October 2018**

No late applications will be accepted.

A role description for each of the positions, the requirements of the role, application criteria and the application process are outlined in this guide.

Please direct all queries related to the application process to [secretary@wamss.org.au](mailto:secretary@wamss.org.au).

## APPLICATIONS

- Unless otherwise specified, only individual applications will be accepted. Joint applications must be submitted together as a combined application.
- When the application period opens, a Google Form will be posted at [www.wamss.org.au/elections](http://www.wamss.org.au/elections) where you can upload your application
- Please label your document [Position you are applying for]\_[YOUR NAME(S)].
- The Google Form is set to close automatically, so late applications can not be accepted.
- All candidates will receive email confirmation of their application.

## SELECTION PANELS

Selection panels for each of the positions are listed below. Please note these are subject to change if a conflict of interest arises.

## REQUIREMENTS FOR THE ROLES

Successful applicants must be a WAMSS financial member for the duration of their appointment; all UWA medical students are eligible to become WAMSS members. It is requested that all successful applicants attend the WAMSS Annual General Meeting to be held on Wednesday 15<sup>th</sup> November 2018.

# AMSA REPRESENTATIVE

WAMSS is a member of the Australian Medical Students' Association (AMSA), the peak national representative body of medical students in Australia. AMSA holds three Council meetings annually, where representatives from each medical student society discuss issues of pertinence to medical students. 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.

## ROLE OF THE AMSA REPRESENTATIVE

- Representing WAMSS within AMSA:
  - Attending three national councils during the year (March, July and October) to represent the interests and position of UWA medical students (flights and accommodation are funded by AMSA)
  - Attending the AMSA National Convention in July, and leading the WAMSS delegation in conjunction with the AMSA Junior Representative
  - Working with the AMSA advocacy team to target issues of local importance
  - Having intimate knowledge of WAMSS' policy, internal workings, and committee structure and operation to best represent WAMSS and liaise with other AMSA Representatives throughout the year
- Keeping in constant contact with both the WAMSS Committee and the AMSA Executive to facilitate rapid communication of current issues for debate
- Coordinating AMSA policy ThinkTanks to develop and critique policy for ratification at AMSA Council
- Working with the AMSA Junior Representative and MSAND AMSA Representative to address both national issues and organise local events, such as the AMSA Vampire Cup and the WA Leadership Development Seminar

## REQUIREMENTS FOR THE ROLE

The AMSA Representative must be a WAMSS member who has completed year 1 of a UWA medical degree.

## PLEASE INCLUDE IN YOUR APPLICATION

- Your name, year group, phone number and email
- A brief CV (no longer than one (1) page) outlining relevant previous experience, including with AMSA and WAMSS
- Your reasons for applying, goals and aims (no longer than two (2) pages), with reference to the following questions:
  - What do you consider to be the role of AMSA in the medical student experience?
  - What do you consider to be the role of the WAMSS AMSA Representative in the UWA medical student experience?
  - Do you have any ideas to grow the role or events run by the AMSA Representative from what you have seen in the past?

For more information on how to submit your application, see page 2.

## SELECTION PANEL

1. Outgoing AMSA Representative: Gerardo Arwi
2. Outgoing WAMSS President: Rama Chidambaram
3. Outgoing WAMSS Vice President Internal: Marissa Loh

If you have any questions about the role or requirements please contact the current AMSA Representative, Gerardo Arwi, at [amsa@wamss.org.au](mailto:amsa@wamss.org.au). Please direct all queries related to the application process to [secretary@wamss.org.au](mailto:secretary@wamss.org.au).

# AMSA JUNIOR REPRESENTATIVE

WAMSS is a member of the Australian Medical Students' Association (AMSA), the peak national representative body of medical students in Australia. AMSA holds three Council meetings annually, where representatives from each medical student society discuss issues of pertinence to medical students. 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.

## ROLES OF THE AMSA JNR REPRESENTATIVE

- Representing WAMSS within AMSA:
  - Assisting the AMSA Representative in preparing for the three AMSA councils during the year
  - Assisting with the WAMSS delegation at the AMSA National Convention, before, during and after the event
  - Working with the WAMSS AMSA Representative to target issues of local importance
- Being part of the 'go-to' AMSA team within WAMSS:
  - Assisting with regular 'ThinkTank' meetings to develop and critique policy for ratification at Council
  - Supporting WAMSS AMSA events such as pre and post Convention events and Vampire Cup
  - Working with WAMSS students to develop policy or action plans around issues of national importance

## REQUIREMENTS FOR THE ROLE

The AMSA Junior Representative must be a WAMSS member.

## PLEASE INCLUDE IN YOUR APPLICATION

- Your name, year group, phone number and email
- A brief CV (no longer than one (1) page) outlining previous experience with AMSA and WAMSS
- Your goals, ideas and plan of action for the AMSA Vampire Cup Campaign 2019 (no longer than one (1) page)
- Your reasons for applying, goals and aims (no longer than one (1) page), with reference to the following questions:
  - What do you consider to be the role of AMSA in the medical student experience?
  - What do you consider to be the role of the WAMSS AMSA Junior Representative in the UWA medical student experience?
  - Do you have any ideas to grow the role or events run by the AMSA Junior Representative from what you have seen in the past?

For more information on how to submit your application, see page 2.

## SELECTION PANEL

1. Outgoing AMSA Representative: Gerardo Arwi
2. Incoming AMSA Representative: *to be confirmed (once appointed)*
3. Outgoing WAMSS President: Rama Chidambaram
4. Outgoing WAMSS Vice President Internal: Marissa Loh

If you have any questions about the role or requirements please contact the current AMSA Representative, Gerardo Arwi, at [amsa@wamss.org.au](mailto:amsa@wamss.org.au) or AMSA Junior Representative, Hannah Matthews at [amsajnr@wamss.org.au](mailto:amsajnr@wamss.org.au). Please direct all queries related to the application process to [secretary@wamss.org.au](mailto:secretary@wamss.org.au).

# FOUNDATION CHAIR

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 WAMSS. In 2017, the Foundation has worked on projects including the Associate Member Outreach project, the WAMSS History project, analysing WAMSS Metrics and the annual Census, and establishing an Alumni database along with the creation of a yearly publication.

## ROLES OF THE FOUNDATION CHAIR

- Coordinating the activities of the WAMSS Foundation to its objectives are carried out, being:
  - to research and draft feasible long-term plans for the operations of the Association at the instruction of the Committee or Executive
  - to act as an advisory council for the Association
- Being the primary liaison within the Foundation for the WAMSS Executive
- Ensure the Foundation meets at least thrice during the year
- Attend WAMSS Committee meetings – the Chair is a member of the WAMSS Committee, and is therefore subject to all the expectations and responsibilities of a WAMSS Committee member
- Report on the activities of the Foundation at WAMSS Committee meetings
- Table a written report on the activities of the Foundation during the given calendar year and present this report to the Committee at the Annual General Meeting of the Society
- Reviews membership applications for the Foundation in conjunction with the WAMSS President
- The ideal candidate will have a broad strategic understanding of WAMSS as an organisation, the ability to manage a team, communicate effectively and work closely with the WAMSS Executive, and the desire to work towards implementing long-term strategic change in the organisation.

## REQUIREMENTS FOR THE ROLE

- The Chair must be a WAMSS member who has completed year 1 of a UWA medical degree and must not concurrently hold a WAMSS Committee position during their term.
- Only individual applications for Chair will be accepted.
- The term length term shall be one (1) year, with a maximum of two (2) terms permitted.

## PLEASE INCLUDE IN YOUR APPLICATION

- Your name, year group, phone number and email
- Previous leadership experience
- Your general thoughts about WAMSS as an organisation
- What you could bring to the role of Chair
- The direction in which you like to see the Foundation develop

For more information on how to submit your application, see page 2.



## SELECTION PANEL

1. Outgoing Foundation Chair: Harry D'Souza
2. Outgoing WAMSS President: Rama Chidambaram
3. Incoming WAMSS President: Harry D'Souza → Outgoing WAMSS Vice President  
Internal: Marissa Loh.

If you have any questions about the role or requirements please contact the current Foundation Chair, Harry D'Souza, at [foundation.chair@wamss.org.au](mailto:foundation.chair@wamss.org.au). Please direct all queries related to the application process to [secretary@wamss.org.au](mailto:secretary@wamss.org.au).

# INTERHEALTH CHAIR/S

Interhealth seeks to educate, inspire and empower students towards practical solutions to global health inequalities. Our wide-ranging projects deal with issues including poverty, refugee and asylum seeker health, climate change, international development, and education. The struggle for global health equality is a vocal and powerful movement among Australian students – and we want you to join us!

Interhealth is currently looking for a passionate student(s) to lead Interhealth in 2019, working towards social equity and the advancement of global health. Through Interhealth, you will have the opportunity to lead a vibrant committee, organize local and global projects, attend conferences and workshops, engage in education and training, and make a meaningful contribution to global health.

## ROLES OF THE INTERHEALTH CHAIR/S

- Providing the link between the Interhealth Committee and WAMSS Committee by attending and participating in monthly WAMSS meetings and through regular communication with the WAMSS Executive liaison.
- Ensure the link between Interhealth and AMSA Global Health is maintained.
- Facilitate regular Interhealth meetings in accordance with the Rules and Regulations of Interhealth.
- Allocate the Interhealth year budget.
- Select the remaining Interhealth Committee.
  - Coordinate the advertising, selection and appointment of all committee members.
  - Facilitate the selection process of project subcommittees, and give advice accordingly.
- Oversee the running of all Interhealth sub-committees and projects including:
  - Global Health Short Course (GHSC)
  - Local and International Needs Contribution Scheme (LINCS)
  - Teddy Bear Hospital (TBH)
  - Crossing Borders for Health (CB4H)
  - ZONTA Birthing Kits
  - Institute for Indian Mother and Child (IIMC)
  - Code Green
  - Lookout
- Facilitate and provide support to the entire committee in the performance of their duties.
- Meet regularly with project coordinators to discuss projects and other internal running points of Interhealth.
- Coordinate and run Projects Night to showcase and promote Interhealth projects at the start of the year.
- Provide long-term guidance and direction to Interhealth.
- Represent the global health interests of WAMSS to both internal and external stakeholders.

## REQUIREMENTS FOR THE ROLE

The Interhealth Chair/s must be a WAMSS member who has previously been involved with Interhealth by sitting on the committee or a subcommittee. Medical students who are taking the year off for study or other purposes are also eligible to apply.

## PLEASE INCLUDE IN YOUR APPLICATION

- Your name, year group, phone number and email
- A CV outlining previous experience relevant to the position
- Why would you like to be a part of Interhealth in 2019?
- What can you bring to the role of Interhealth Chair/s?
- What is your vision for Interhealth in 2019, and into the near-term future?

Both individual and joint applications will be accepted for the role of Interhealth Chair; joint applications must be submitted together as a combined application.

To apply, please upload your application of no longer than two pages for individual applications, or 4 pages for joint applications and a CV (maximum 2 pages) to the Google Form to be posted on [www.wamss.org.au/elections](http://www.wamss.org.au/elections) when the application period opens.

For more information on how to submit your application, see page 2.

## SELECTION PANEL

1. Outgoing Interhealth Chairs: Emma Lu & James Nguyen
2. With input, as required,
  1. The outgoing WAMSS President Rama Chidambaram and
  2. The incoming WAMSS President Harry D'Souza

If you have any questions about the role or requirements please contact the current Interhealth Chairs, Emma Lu and James Nguyen at [interhealth@wamss.org.au](mailto:interhealth@wamss.org.au). Please direct all queries related to the application process to [secretary@wamss.org.au](mailto:secretary@wamss.org.au).

# SHMRC CONVENOR

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 Medicine, Dentistry and Health Sciences. Since its establishment in 2007, SHMRC has developed into a world-class research conference where students 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.

## ROLES OF THE CONVENOR

- Lead and coordinate the activities of the SHMRC subcommittee to ensure a successful SHMRC is carried out
- Conduct the role of Master of Ceremonies at the SHMRC
- Attend WAMSS committee meetings, as per the expectations of a WAMSS Committee member
- Report on the activities of the SHMRC subcommittee at WAMSS committee meetings

## REQUIREMENTS FOR THE ROLE

The SHMRC Convenor must be a WAMSS member.

## PLEASE INCLUDE IN YOUR APPLICATION

- Your name, year group, phone number and email
- What are the skills, qualities and experience that you have that has prepared you for the role? (maximum 300 words)
- Why do you believe that this event is important? (maximum 300 words)
- What is your vision for SHMRC if appointed? (maximum 300 words)

For more information on how to submit your application, see page 2.

## SELECTION PANEL

1. Outgoing SHMRC Convenor: Caleb Kim
2. Outgoing WAMSS President: Rama Chidambaram
3. Incoming WAMSS President: Harry D'Souza

If you have any questions about the role or requirements please contact the current SHMRC Convenor, Caleb Kim, at [shmrc@wamss.org.au](mailto:shmrc@wamss.org.au). Please direct all queries related to the application process to [secretary@wamss.org.au](mailto:secretary@wamss.org.au).

# WAMSS ELECTIVES & EXCHANGES OFFICER (WEEO)

Western Australia hosts a large number of international medical students each year who come to Perth for electives at the major teaching hospitals. These placements are organised through both the Faculty and through WAMSS, via the WAMSS Electives and Exchange Officer (WEEO). WAMSS students also participate in a similar scheme, undertaking electives all over the world through the International Federation of Medical Students Associations (IFMSA).

The WAMSS Electives and Exchange Officer (WEEO) is responsible for coordinating all activities connected to electives and exchanges within the scope of WAMSS, as outlined below.

## ROLES OF THE WEEO

- Being the primary contact person within WAMSS for the UWA Elective Coordinators
- Coordinating the AMSA Exchange Program in WA:
  - Promoting AMSA Exchanges to WAMSS students and coordinating applications for the program
  - Liaising with the AMSA National Exchange Officers (NEO) to facilitate WAMSS students' partaking in AMSA exchanges
  - Supporting students who come to Perth on AMSA Exchanges and arranging AMSA Exchange students' accommodation
- Coordinating activities for elective students in Perth:
  - Regularly updating and maintaining the 'Medical Exchange Students' Handbook' document
  - Promoting WAMSS social events to all exchange students where appropriate
  - Organising social events specifically for all students on electives/exchanges in Perth
  - Remaining as a point of contact for all AMSA Exchange students while on elective/exchange in Perth
- Preparing UWA students for their 4<sup>th</sup> year overseas medical electives:
  - Coordinating and organising Electives and Exchange Information Night with Interhealth, the Third Year Representatives, and the Faculty
  - Maintaining and managing the online WAMSS Electives Database with the support of the Website & IT Officer
- Coordinating the annual WAMSS Elective Photography Competition
- Appointing a subcommittee to assist in the above roles if required

## REQUIREMENTS FOR THE ROLE

The WAMSS Elective and Exchanges Officer must be a WAMSS member.

Desirable qualities include:

1. Committee/subcommittee experience with Interhealth, WAMSS, or AMSA
2. Experience with promotions and events in a student organisation setting
3. Passion for student education, or for the process of elective training
4. An effective communicator and team-member, with enthusiasm for the role and good new ideas to implement
5. The ability to work both independently and in a team to meet key outcomes ensuring that incoming and outgoing students are fully supported in a timely manner

## PLEASE INCLUDE IN YOUR APPLICATION

- Applicant's name, year group, phone number and email
- A brief CV (no longer than one page) outlining previous experience relevant to the position (this should include any experience with WAMSS, Interhealth, or AMSA)
- A short statement of motivation (maximum 600 words), covering:
  - What do you consider to be the role of an elective in the medical student experience?
  - Do you have any ideas to further develop the WAMSS Electives and Exchange Program?

For more information on how to submit your application, see page 2.

## SELECTION PANEL

1. Outgoing WAMSS Electives and Exchange Officer: Jonathan La
2. Outgoing WAMSS President: Rama Chidambaram
3. Incoming WAMSS President: Harry D'Souza

If you have any questions about the role or requirements please contact the current WEEO, Jonathan La, at [weeo@wamss.org.au](mailto:weeo@wamss.org.au). Please direct all queries related to the application process to [secretary@wamss.org.au](mailto:secretary@wamss.org.au).

# WEBSITE & IT OFFICER

The WAMSS Website and IT Officer sits on the Communications portfolio of WAMSS, and is primarily responsible for maintaining WAMSS' online presence via the website and social media pages. We are currently looking for a knowledgeable, passionate and dedicated individual to direct, maintain and innovate WAMSS' IT projects in 2019.

## ROLES OF THE WEBSITE & IT OFFICER

- Manage and maintain the WAMSS website. This will involve continuing features, stability and general improvements throughout the year
- Liaising with external organisations that provide IT services to WAMSS and working with these organisations to implement these services for WAMSS members e.g. online ticketing; online memberships; online forms, surveys and data storage for the organisation
- Assist other portfolios with relevant IT technical support
- Managing and maintaining the WAMSS computing equipment, domain registration and email system
- Attending monthly committee meetings to participate in student representation and advocacy decisions

Undertaking the position of Website and IT Officer assumes an element of prior IT experience/knowledge. Experience working with WordPress, Adobe Creative Suite, social media management and basic HTML would be beneficial for the role and is desirable but not a prerequisite. Proficiency with basics such as Microsoft Office are assumed. Applicants must be prepared to accept a reasonably steep learning curve associated with this position.

## REQUIREMENTS FOR THE ROLE

The WAMSS Website and IT Officer must be a WAMSS member.

## PLEASE INCLUDE IN YOUR APPLICATION

- Your name, year group, phone number and email
- Why would you like to be the WAMSS Website and IT Officer next year?
- What relevant previous experience can you bring to the role?
- What is your vision for WAMSS Website and IT Officer next year?

For more information on how to submit your application, see page 2.

## SELECTION PANEL

1. Outgoing WAMSS Website and IT Officer: Tristan Dale
2. Outgoing WAMSS Vice President External: Jack Dewsbury
3. Incoming WAMSS President: Harry D'Souza

If you have any questions about the role or requirements please contact the current Website and IT Officer, Tristan Dale, at [www@wamss.org.au](mailto:www@wamss.org.au). Please direct all queries related to the application process to [secretary@wamss.org.au](mailto:secretary@wamss.org.au).