



ELECTIONS GUIDEBOOK



2021

WESTERN AUSTRALIAN
MEDICAL STUDENTS'
SOCIETY



TABLE OF CONTENTS

PROCESS	2
<i>CAMPAIGNING</i>	4
<i>VOTING</i>	4
<i>APPLICATIONS FOR APPOINTED POSITIONS</i>	4
EXECUTIVE	5
PRESIDENT	5
VICE PRESIDENT INTERNAL	5
VICE PRESIDENT EXTERNAL	6
TREASURER	6
SECRETARY	6
COMMITTEE	7
EDUCATION PORTFOLIO	7
<i>YEAR REPRESENTATIVES</i>	7
<i>EDUCATION CHAIR</i>	7
<i>RURAL CLINICAL SCHOOL REPRESENTATIVE</i>	8
<i>INTERNATIONAL OFFICER</i>	8
AMSA PORTFOLIO	9
<i>AMSA REPRESENTATIVE</i>	9
ACADEMIC PORTFOLIO	10
<i>SHMRC CONVENOR/S</i>	10
<i>ACADEMIC EVENTS COORDINATORS (2 people)</i>	10
<i>STUDENT GRAND ROUNDS COORDINATORS (2-3 people)</i>	11
SOCIAL PORTFOLIO	12
<i>SOCIAL REPRESENTATIVES (3 people)</i>	12
<i>MD ORIENTATION EVENTS COORDINATORS (1-2 people)</i>	12
<i>ALLIED HEALTH REPRESENTATIVES (2 people)</i>	13
<i>MEDICAL DINNER REPRESENTATIVES (3 people)</i>	13
COMMUNICATIONS PORTFOLIO	14
<i>WEBSITE & IT OFFICER</i>	14
<i>MARKETING OFFICERS (1-2 people)</i>	14
SPORTS PORTFOLIO	15
<i>SPORTS REPRESENTATIVES (2 female, 2 male)</i>	15
UNDERGRADUATE COMMUNICATIONS OFFICER (WAMSS CONNECT)	16
INDIGENOUS CHAIR/S (1-2 PEOPLE)	16
WAMSS ELECTIVES AND EXCHANGES OFFICER	17
QUEER CHAIR/S (1-2 PEOPLE)	17
MATURE CHAIR/S (1-2 PEOPLE)	18
MENTAL HEALTH CHAIR/S (1-2 PEOPLE)	18
RED PARTY COORDINATOR/S (1-2 PEOPLE)	19
INTERHEALTH CHAIR/S (1-2 PEOPLE)	20
WAMSS FOUNDATION	21
<i>FOUNDATION CHAIR</i>	21
SUBCOMMITTEES	22

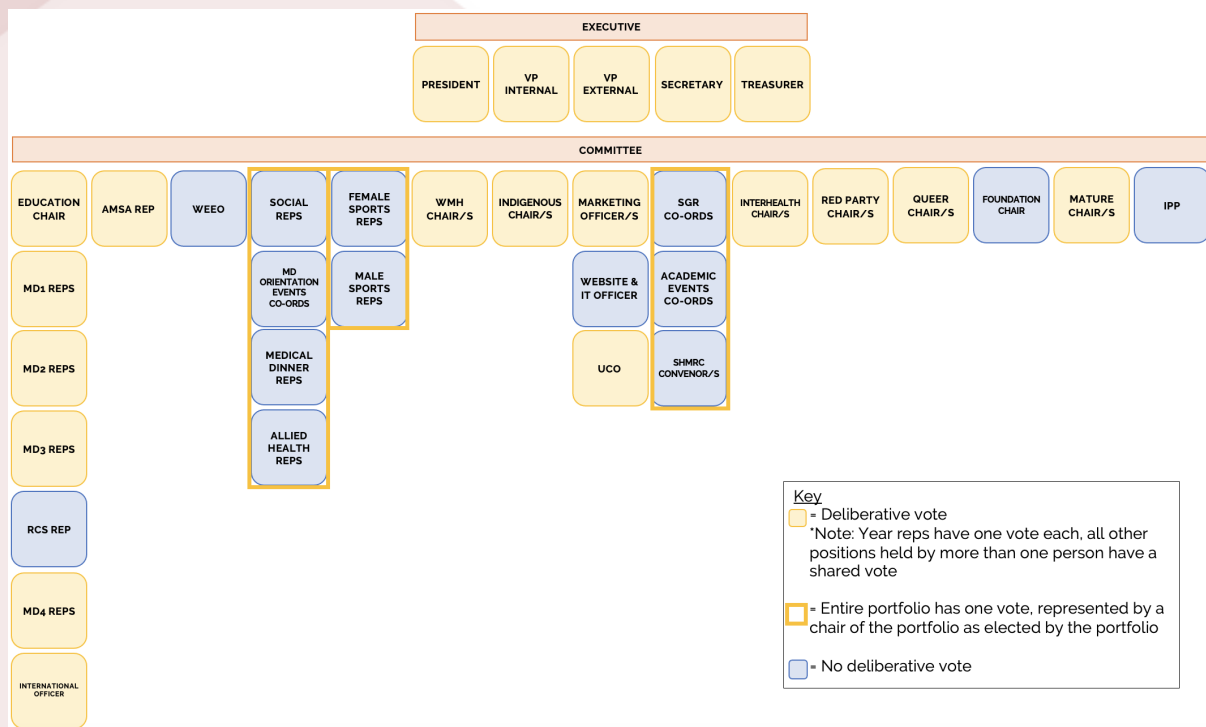
PROCESS

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. Toby Thomas is the Returning Officer for this election period, and can be contacted at 21724238@student.uwa.edu.au

If you have any questions, please email Olivia Shannon, the Elections Administration Officer at elections@wamss.org.au

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.

Executive	Committee	Appointed Positions
<p><i>Nomination Period:</i> Opens: 12:00am Monday 4th October 2021 Closes: 11:59pm Friday 8th October 2021</p> <p>Saturday 9th October: Nomination Bulletin made available</p> <p><i>Campaigning:</i> Begins: 12:00am Monday 11th October 2021 Ends: 11:59pm Friday 15th October 2021</p> <p><i>Voting:</i> Opens: 12:00am Saturday 16th October 2021 Closes: 11:59pm Monday 18th October 2021</p>	<p><i>Nomination Period:</i> Opens: 12:00am Monday 18th October 2021 Closes: 11:59pm Friday 22nd October 2021</p> <p>Saturday 23rd October: Nomination Bulletin made available</p> <p><i>Campaigning:</i> Begins: 12:00am Monday 25th October 2021 Ends: 11:59pm Friday 29th October 2021</p> <p><i>Voting:</i> Opens: 12:00am Saturday 30th October 2021 Closes: 11:59pm Monday 1st November 2021</p>	<p>Open: 12.00am Tuesday 2nd November 2021 Close: 11:59pm Monday 8th November 2021</p>

NOMINATING

To nominate for a position, go to <https://wamss.org.au/get-involved/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 in late November, date TBC
- 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 (2022)
- All executive members and the MD Orientation Event Coordinators are required to undergo the UWA Student Guild's Student Leadership Training (SLT) course if they do not hold current qualifications
- SLT is highly recommended for those committee members who will be organising large events (e.g. ball, pubcrawls, and large social events), and all committee members are encouraged to undergo this training.

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
- 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
- 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 Tuesday 2nd November 2021

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 liaises closely with the WAMSS Committee, the UWA School of Medicine, 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 School of Medicine
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 School of Medicine 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 2022 and have previously been a member of the WAMSS Committee. For more information about the role of President, please contact Erin Hassett at 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 School of Medicine liaison
3. Coordination of the Education Portfolio, including liaising with the Education Chair and the Year Representatives
4. Representing WAMSS on numerous School of Medicine 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 2022 and have previously been a member of the WAMSS Committee. For more information about the role of the Vice President Internal, please contact Stuart Purdie at 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 School of Medicine and external committees, as defined by the Executive
3. Coordination of the marketing approach and external branding 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 2022 and have previously been a member of the WAMSS Committee. For more information about the role of the Vice President External, please contact Toby Thomas at 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 School of Medicine 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. The Treasurer must have completed level 1 before 2022. For more information about the role of Treasurer, please contact Haseeb Riaz at 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 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 and maintain the WAMSS calendar
4. Maintain the official documents of WAMSS
5. Coordinate WAMSS elections
6. Represent WAMSS on School of Medicine 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. The Secretary must have completed level 1 before 2022. For more information about the role of Secretary, please contact Olivia Tan at secretary@wamss.org.au.

COMMITTEE

EDUCATION PORTFOLIO

The Education Portfolio is the largest portfolio of the WAMSS Committee. It comprises 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 School of Medicine 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 School of Medicine 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 School of Medicine 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 School of Medicine, 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 4th year this includes organising year events relevant to preparation for Internship, as well as final year jumpers and yearbook)

For more information on the role of the Year Representatives, please contact Stuart Purdie at 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 School of Medicine level regarding educational and workforce issues. Together with the Vice President Internal they are responsible for ensuring student views are represented adequately to the School of Medicine 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 School of Medicine and external committees, as defined by the Executive
3. Report to the WAMSS Executive and Committee about educational issues discussed at School of Medicine committees
4. Assist the Year Representatives in giving accurate and representative feedback to the School of Medicine
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 2022. For more information on the role of Education Chair please contact Kayley Crebbin at education@wamss.org.au.

RURAL CLINICAL SCHOOL REPRESENTATIVE

The Rural Clinical School (RCS) Representative is elected by students completing their 3rd 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 School of Medicine, 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 2022. For more information on the role of the RCS Representative please contact Thomas Filmer at 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
5. Liaise with the Sub-dean International of the UWA School of Medicine with regards to student welfare and issues

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 Russell Lim at international@wamss.org.au.

AMSA PORTFOLIO

AMSA REPRESENTATIVE

WAMSS is a member of 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. 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 Aaro Raguragavan at amsa@wamss.org.au.

ACADEMIC PORTFOLIO

The Academic Portfolio comprises up to three 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 health science students at the University of Western Australia. 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 Matthew Pugliese at shmrc@wamss.org.au and Toby Thomas at vpexternal@wamss.org.au.

ACADEMIC EVENTS COORDINATORS (2-3 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 3rd and 4th year students
3. Preparation for Practice workshop for 2nd year students transitioning from pre-clinical to clinical
4. Organising academic lectures, as appropriate

This position is available to up to 3 students, at least one of whom has completed level 2 before 2022. 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 Nick Leedman, Cody Melvin, and Paul Stobie at 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-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 2022. 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 Olivia Shannon, Nick Chatman and Dewruwan Gammanpila at sgr@wamss.org.au.

SOCIAL PORTFOLIO

The Social Portfolio comprises three Social Representatives, up to two MD 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.

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 Shanae Jupp, Tamika Bland and Chloe Gwynne at social@wamss.org.au.

MD ORIENTATION EVENTS COORDINATORS (2 PEOPLE)

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

This includes (but is not limited to) an Orientation Camp, and a Welcome BBQ run in conjunction with the School of Medicine. Orientation Camp is the major introductory event for new 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 work 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 MD Orientation Events Coordinators are strongly encouraged to run as a team. For more information on this role, please contact Ella Forkin and Sarah Mullen at md1.orientation.events@wamss.org.au, and Alex Armanios and Aaro Raguragavan at md2.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 the 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 Shanae Jupp, Tamika Bland and Chloe Gwynne at social@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 School of Medicine 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 Caitlyn Taylor, Matthew Mann and Carina Pretorius at dinner@wamss.org.au.

COMMUNICATIONS PORTFOLIO

The Communications Portfolio comprises Marketing Officers and a Website and IT Officer.

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 Jonathan Pang at www@wamss.org.au.

MARKETING OFFICERS (1-2 PEOPLE)

The Marketing Officers are responsible for running the marketing of WAMSS to the student population and work to develop a broad range of membership benefits. This role produces and markets merchandise, manages WAMSS' social media presence, and publishes the Reflex along with other publications with the assistance of other portfolios. In 2022, the Marketing Officers will be appointing a Marketing Subcommittee to assist with these duties.

The Communications subcommittee will assist to organise WAMSS' social media following, including Facebook, Instagram, and LinkedIn.

The Publications subcommittee will assist with collating, producing, marketing, and distributing publications for WAMSS throughout the year, including but not limited to the Reflex, a reflection of the year's events.

The responsibilities of the Marketing Officers include:

1. Designing, ordering, selling at least one new item of WAMSS merchandise.
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. Producing Reflex Magazine
5. 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 Jun-Ting Yeung and Alexander Lawrie at marketing@wamss.org.au.

SPORTS PORTFOLIO

The Sports Portfolio is composed 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. The role of Sports representatives involves:

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 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 holds the deliberative vote for this portfolio and is responsible for attending all committee meetings.

For more information on this role, please contact Layaal Mikhael, Helen Abbott, Remy Spring and Rhys Landwehr at sport@wamss.org.au.

UNDERGRADUATE COMMUNICATIONS OFFICER (WAMSS CONNECT)

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 2022. For more information on this role, please contact Akanksha Das at uco@wamss.org.au.

INDIGENOUS CHAIR/S (1-2 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 Georgia-Rose Gosling at indigenous@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 2022. 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 Rudra Bhatt at weeo@wamss.org.au.

QUEER CHAIR/S (1-2 PEOPLE)

The Queer chair position/s will be comprised of up to two medical students, with the aim to have at least one Queer identifying medical student. This role will be established to represent the interests of Queer medical students, liaise with the School of Medicine and the executive to support Queer medical students, and to encourage all students to engage with Queer education.

The responsibilities of this position are as follows:

1. Representing Queer medical students' interests at all committee meetings
2. Organising educational events for all UWA medical students and providing inclusive event materials to existing WAMSS events
3. Advocating for Queer health issues
4. Liaising with the AMSA Queer project to raise awareness of available opportunities for Queer identifying students

This role will be elected by medical students who self-identify as part of the Queer community. For more information about this role, please contact Uma Nair and Dulasi Amarasingha at queer.chair@wamss.org.au

MATURE CHAIR/S (1-2 PEOPLE)

The Mature chair position/s will be comprised of up to two medical students, with the aim to have at least one Mature-age identifying medical student. This role will be established to represent the interests of Mature Age medical students, liaise with the School of Medicine and the executive to support Mature Age medical students.

The responsibilities of this position are as follows:

1. Representing Mature Age medical students' interests at all committee meetings
2. Organising educational events for all UWA medical students and providing inclusive event materials to existing WAMSS events
3. Advocating for Mature Age issues

This role will be elected by medical students who self-identify as part of the Mature Age community.

For more information about this role, please contact Brendan Selby and Evangelyn Sim at mature.chair@wamss.org.au

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

This position is open to any student. For more information, please contact Britt Suann at mentalhealth@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 Emily Barrett and Kriti Sharma at coordinator.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, Lookout and Yira.

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 Alex Armanios and Aidan Lewins at interhealth@wamss.org.au.

WAMSS FOUNDATION

The WAMSS Foundation is an advisory body comprising 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
1. Being the primary contact liaison for the WAMSS Executive
2. Ensuring the Foundation meets at least four times during the year
3. 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 2021 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 Ayesha Thevar at 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
 - Birthing Kits
 - Institute for Indian Mother and Child
 - Code Green
 - Lookout
 - Yira
- 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
- WAMSS Connect Subcommittee
- Second Year Halfway Dinner Subcommittee
- Fourth Year Subcommittee
- WAMSS Foundation Committee
- Marketing Subcommittee

Interhealth Project Coordinators will be appointed later this year. All other roles will be advertised early 2022.

Questions? Please contact Olivia Tan at secretary@wamss.org.au