

Griffith University Medicine Society



President

- Oversee operations of the society
- Ensure that the society remains beneficial to students through continual evaluation and planning
- Chair executive meetings
- Chair Annual General Meeting
- Attend:
 - School of Medicine Committee meetings (monthly); and
 - Queensland Medical School Council meetings (3-monthly)
- Report back to executive and act on relevant issues from committee meetings
- Attend AMSA council meetings interstate three times a year
- First point of contact for School of Medicine staff for issues and events
- Participate in formal Griffith University reviews upon invitation
- Speak at events when requested e.g., first year orientation
- Organise the GUMS stand at Orientation Day and at the School of Medicine Open Day
- Provide regular updates and an end of year report to the Head of School
- Write regular reports for Fistula and MRSA
- Provide support to other executive members

Treasurer

The treasurer is responsible for any matter that has involvement with membership or financial affairs of the GUMS. This is a very rewarding position particularly suitable for someone who enjoys numbers and money.

- Management of the financial account including:
 - Maintenance of an updated record of the financial account;
 - Liaising with the bank where necessary including depositing of funds;
 - Developing a budget and providing financial monitoring in partnership with the sponsorship officer;
 - Payment and management of any invoices;
 - Planning and facilitating an annual audit; and
 - Maintaining financial records to a high standard particularly with regards to proof of expenses and revenue.
- Management of the membership database including:
 - Promoting and advertising membership;
 - Maintaining an accurate membership database; and

- Providing receipts for members who join online.

Secretary

The secretary is responsible for overseeing meetings, general administrative tasks, merchandising and duties falling outside of other roles.

- Organise meetings (including timing, venue, agenda and contacting the executive)
- Maintaining accurate minutes from each meeting
- Perform miscellaneous tasks not related to any other roles
- Perform general administrative duties (for example maintaining office stock, assisting with elections etc)
- Organise, design and manage production and sale of merchandise with assistance from other executive members

Academic Representative

This position represents the voice of Griffith University Medical Students.

This position has a dynamic nature due to the changing needs of each year. For example, different advocacy issues, academic support within different area etc, as well as constructing new ideas and programs. The Academic Representative role typically works very closely with other executive roles, particularly Sponsorship Officer and Secretary.

The role of academic representative is underpinned by three principles:

- I. Provide / facilitate academic and career support for all Griffith University medical students
- II. Provide communication channels between the academic and administrative staff of the School of Medicine and the student body
- III. Maintain a major role in student advocacy through Griffith University Medicine Society and Year Representatives

The Academic Representative role co-ordinates many programs that should continue in the future. These include:

- Peer Mentoring Program
- Peer Tutorial Program
- Professional Speaker Series
- Organising and maintain regular communication with Student representatives from each year to sit on the years 1/2; years 3/4; and Education committees
- Ensuring that year level and hospital representatives provide feedback from Committee meetings to the relevant cohort. This includes what feedback was taken to the meeting, what was discussed and what actions were taken by academic and administration staff
- Organise and maintain regular communication with student representatives from each hospital
- Academic events including Electives and Selectives evening; the GUMS vs. Bond Debate; and Futures Evening
- Oversee the GUMS Conference Subsidy Scheme

Sponsorship Officer

The sponsorship officer is a vital part of funding. It provides an opportunity to explore stakeholders in the field of medicine.

Roles of the Sponsorship Officer include:

- Securing financial sponsorship of GUMS to support the activities and initiatives of GUMS, including approaching potential new sponsors
- Maintaining relationships with our sponsors and community contacts through the use of phone calls, emails and regular meetings
- Marketing and public relations in order to support and raise the profile of GUMS and their activities
- Securing support from local business in the provision of discounted rates and deals for the members of GUMS
- Ensuring that GUMS meets the commitments agreed upon with sponsors, and as such, should ensure the provision of publications, and the sponsors advertising on the website, as well as representation at sponsored events
- It is also necessary to provide news and updates to sponsors as well as occasionally reports for their student publications
- Provide news updates to the GUMS executive and the student body through reports for the website and the MRSA
- Assist other members of the executive at GUMS events whilst liaising with the sponsors
- Plan sponsorship-related events, such as 'Opportunities Expo', 'Electives and Selectives Evening' and 'Futures Evening' (in conjunction with the Academic Representative)

Community Liaison Officer

- Provide services and events to assist the student community financially, socially and physically (e.g. second hand book sale, GC marathon)
- Provide events/services for students to assist and give back to the general community (e.g. Clean Up Australia day, Salvation Army clothes drive)
- Run charity events throughout the year so that Griffith University medical students can get behind these causes and practice some philanthropy (e.g. Jeans for Genes day, Red Nose day)
- Contact sponsors to help out with raffles and events (e.g. STA travel for Pink Party prize, Dencorub for Gold Coast marathon, in conjunction with the Sponsorship Officer)

Social Representative

This role maintains the face and style of GUMS.

- Organise and attend the Orientation Camp
- Organise End-Of-Exam Parties
- Head the Med-Ball Committee
- Organise other various social functions of the year, including:
 - Scrub Crawl;
 - Bare Foot Bowls;
 - Trivia Night; and
 - Liaise with the Medical Society organising Tri-Uni Cocktails
- Liaise with Night Club and Event managers
- Writing articles for Fistula

Publications Officer

This role maintains the image and voice of GUMS

- Produce a quarterly GUMS newsletter "Fistula"
- Compile the GUMS annual yearbook "MRSA"
- Write articles for various other publications when invited to do so (e.g. G-Sport magazine by the Student Guild)
- Manage and run the website and forum (the site has recently been rebuilt with its own incredibly easy content management system, that anybody should be able to use with ease. No website experience required at all)
- Participate and assist with other GUMS related activities, not directly related to publications

Liasion Officer

The GUMS liasion officer is the main communication point between GUMS, Griffith University School of Medicine and all the external medical representative and advocacy bodies (AMSA, AMAQ, QMSC, CoRR). You are expected to be familiar with all the procedures, problems and formats of all aspects of the medical school and course, as well as, be aware of issues affecting medical students and doctors in general (particularly issues attracting media coverage).

For your role within AMSA, you are expected to:

- Attend 3 AMSA Councils per year (either locally or interstate, 3-4 days duration) as well as participate in various teleconferences
- Distribute AMSA Exposed, Panacea, Intern and Residents guide, and other publications
- Promote AMSA events and competitions such as Convention, Blood Drive and Leadership Seminars
- Write Griffith reports for each Panacea
- Write and present a Griffith report at each Council
- Attend as many AMSA events as possible, help with organisation, and generally take responsibility for any Griffith attendees (LOTS of organisation and a level head required). PLEASE NOTE! You pay for all events out of your own pocket – there are no discounts or subsidies from AMSA.

In addition, you are to:

- Attend AMAQ meetings as the student representative (Herston, Brisbane)
- Write and present a report for each AMAQ meeting
- Attend Council of Residents and Registrars meetings as Griffith representative (Herston, Brisbane)
- Write and present a report for each CoRR meeting
- Attend QLD Medical Students Council meeting every 2 months (Gold Coast, Brisbane, or teleconference)

Abbreviations:

- AMSA: Australian Medical Students Association
- AMAQ: Australian Medical Association of Queensland
- QMSC: Queensland Medical Students Council
- CoRR: Council of Residents and Registrars

Immediate Past President

This role involves nurturing and advising the next president and executive