



## **PsySOM 2026 Committee Applications**

### **Outline**

PsySOM (Psychiatry Society of Monash) is a new subcommittee of MUMUS, created in 2021. We strive towards building a student-led community that supports Psychiatry education, encourages career development, creates networking opportunities and supports community involvement.

### **Objectives**

The objectives of PsySOM are to:

1. Supplement the Monash curriculum in Psychiatry through educational resources including OSCE practice sessions, summary sheets and practice exams;
2. Increase psychiatry exposure and awareness, and decrease medical professional stigma towards the field;
3. Create a platform for medical students to actively engage in clinical discussions and learning in the field of psychiatry;
4. Highlight research opportunities with practising psychiatrists and researchers;
5. Foster engagement of students with career development opportunities with external agencies (including Monash Health and RANZCP Psychiatry Interest Forum (PIF)) and volunteer organisations;
6. Support rurally placed students through education, support and events.

# Application Guide

## Timeline

Chair Applications:

- Applications Open: 27 September
- Applications Close: 11 October
- Application Outcome: Late October

Committee Applications:

- Applications Open: TBD
- Applications Close: TBD
- Interviews: TBD

## Application

Interested students should submit their application via the following google form link:

**Chair:** <https://forms.gle/PR6yCFL8LopBDgwQ7>

**Committee:** TBC

On your online application, you will be required to submit the following:

- A 1-2 page CV\*
- Answer the following questions (maximum 200 words each)
  1. Why would you like to be a part of PsySOM?
  2. Why do you feel you are suitable for the role(s) you have selected?
- A portfolio\* (IT & Media Officer role only)

Students may apply for up to two positions and nominate their most preferred position.

## Selection Process

- Students will be appointed by an internal selection by the existing PsySOM committee body based on CV and application (+/- Portfolio).
- In the event of exceptional quality and calibre of online applications, a shortlist of applicants will be invited for an interview.
- This interview will be approximately 10-15 minutes long via Zoom.

All applicants will be notified of the outcome of their application (successful or unsuccessful) before the announcement of the full 2025 PsySOM Committee is made on the [PsySOM Facebook Page](#).

## Disclaimer

All MUMUS members will be eligible for nomination, unless stated otherwise. We encourage all students of all year levels to apply.

*If you have any questions or concerns about how to submit an application or about the application process, please contact [Grace Wang \(current PsySOM co-chair\)](mailto:gwan0029@student.monash.edu) at [gwan0029@student.monash.edu](mailto:gwan0029@student.monash.edu)*

*Please also feel free to contact current committee members (via contact details below) if you have any questions or would like to know more about their specific role!*

# Roles & Descriptions

## General Responsibilities of Subcommittee

- Attend all required subcommittee meetings.
- Promote events amongst their respective year levels through word of mouth and on social media
- Assist with moderating the Facebook page and ensure that all posts are screened

All committee members who have completed Year 4C (i.e., BMedSc(Hons) and Year 5D students) are expected to contribute to the development of regular academic content (e.g. practice exams, practice OSCEs, summary sheets) as required.

## Chair (x1)/Co-Chair (x2)

<b>Position description</b>	<ul style="list-style-type: none"><li>• Chair committee meetings</li><li>• Outline a feasible and clear timeline for the upcoming year to ensure aims of the committee are met</li><li>• Coordinate and oversee subcommittee events, activities and tasks; assisting with organisation and facilitating as required</li><li>• Communicate effectively with the team and support committee members</li><li>• Liaise with relevant MUMUS executive committee, subcommittees and any external stakeholders (e.g. Psychiatry Interest Forum, Monash Health, Monash Rural Health)</li><li>• Seek out opportunities for collaboration with other MUMUS subcommittees and other relevant external groups</li><li>• Represent PsySOM on behalf of the committee at external events or meetings as required</li><li>• Organise the election process of the sequential 2025 committee</li><li>• Happy to be contacted (only as necessary) in the subsequent year to assist with handover and guidance of incoming 2026 committee</li></ul>
<b>Hours per week</b>	4-5 hours/week
<b>Reporting to</b>	MUMUS Academic VP as required

<b>Eligibility criteria</b>	Good leadership, organisational, time management and interpersonal skills. Highly engaged and motivated, able to work within and support a team effectively. Experience in a leadership, mentoring or committee capacity is desirable but not necessary. Post-4C students may be preferred but positions open to students of all year levels.
<b>Current position holder &amp; contact</b>	Grace Wang (gwan0029@student.monash.edu) Yeonwoo Kang (ykan0026@student.monash.edu)

### Secretary (x1)

<b>Position description</b>	<ul style="list-style-type: none"> <li>● Arrange monthly meetings of the subcommittee (including meeting invitations and agenda)</li> <li>● Write and distribute minutes for subcommittee meetings</li> <li>● Communicate with members of the subcommittee to ensure required tasks are completed</li> <li>● Assist in any activities of the subcommittee as required</li> <li>● Assist with the election process of the sequential committee</li> <li>● Coordinate with committee members for the development of handover documents</li> </ul>
<b>Hours per week</b>	2 hours/week
<b>Reporting to</b>	Co-Chairs
<b>Eligibility criteria</b>	Good organisational, time management and interpersonal skills. Attention to detail and ability to support and enable work between team members is desirable.
<b>Current position holder &amp; contact</b>	Sandewni Liyanage Don (sliy0008@student.monash.edu)

### Treasurer (x1)

<b>Position description</b>	<ul style="list-style-type: none"> <li>● Obtain a detailed description of budgets from each team within the subcommittee i.e. how they plan to use funds</li> <li>● Develop a detailed budget to our subsidiaries such as PIF and MUMUS</li> <li>● Liaise closely with MUMUS Treasurer</li> <li>● Keep a detailed record of cash flow in and out of the subcommittee</li> <li>● Organise any reimbursement of committee members for expenses</li> </ul>
<b>Hours per week</b>	2 hours/week

<b>Reporting to</b>	Co-Chairs
<b>Eligibility criteria</b>	No prior experience required. A good understanding of finances and budgeting is desirable.
<b>Current position holder &amp; contact</b>	Anthony Tran (atra0035@student.monash.edu)

### Sponsorship Director (x1)

<b>Position description</b>	<ul style="list-style-type: none"> <li>● Liaise closely with MUMUS Sponsorship Officer</li> <li>● Aid Treasurer in developing a detailed budget to our subsidiaries such as PIF and MUMUS</li> <li>● Liaise closely with PIF contact for sponsoring and partnerships</li> <li>● Apply for sponsorships and partnerships for events (primarily fundraiser)</li> </ul>
<b>Hours per week</b>	2 hours/week
<b>Reporting to</b>	Co-Chairs
<b>Eligibility criteria</b>	No prior experience required. A good understanding of finances and budgeting is desirable.
<b>Current position holder &amp; contact</b>	Pamali Hewage (phew0002@student.monash.edu)

### Events & External Relations Director (x1)

<b>Position description</b>	<ul style="list-style-type: none"> <li>● Develop and coordinate PsySOM's initiatives to increase student engagement in Psychiatry careers and in community involvement</li> <li>● Liaise with MUMUS Careers, PsySOM IT &amp; Media Officer, MUMUS Community &amp; Wellbeing (C&amp;W)</li> <li>● Assist the Co-Chairs with strategic direction of all year level and rural representatives</li> <li>● Oversee and assist the events team in the coordination and facilitation of events throughout the year (events may include fundraisers/community engagement, educational events, podcasts and others that are developed)</li> </ul>
<b>Hours per week</b>	3 hours/week
<b>Reporting to</b>	Co-Chairs

<b>Eligibility criteria</b>	No prior experience required although experience in organisation or co-ordination of events is desirable. An excellent interpersonal skill is desirable.
<b>Current position holder &amp; contact</b>	Shruthikah Satheesan (ssat0015@student.monash.edu)

### Events Officers (x4)

<b>Position description</b>	<ul style="list-style-type: none"> <li>● Develop and coordinate PsySOM's initiatives to increase student engagement in Psychiatry careers and in community involvement</li> <li>● Work with Events Director to organise, set-up and run PsySOM events ranging from social events to fundraisers and academic days</li> <li>● Enact events through various means including liaising with MUMUS, venues, IT &amp; Media and sponsors/speakers</li> <li>● Rural Events Officers are required to oversee and organise rural events in their area <ul style="list-style-type: none"> <li>○ Note: Rural Reps do not have to be at their site all year but, they just need to be willing/able to travel to that site for events.</li> </ul> </li> </ul>
<b>Hours per week</b>	3 hours/week
<b>Reporting to</b>	Events Director
<b>Eligibility criteria</b>	No prior experience required although experience in organisation or co-ordination of events is desirable. An excellent interpersonal skill is desirable.
<b>Current position holder &amp; contact</b>	Sasini Vidanagama - Rural rep (svid0004@student.monash.edu) Charles Lin (clin0038@student.monash.edu) Anusha Hassan (ahas0023@student.monash.edu) Lisa Wang (lwan0183@student.monash.edu)

### IT & Media Director (x1)

<b>Position description</b>	<ul style="list-style-type: none"> <li>● Oversee and assist IT &amp; Media team in facilitating social media accounts and promotions</li> <li>● Help manage PsySOM Instagram and Facebook pages</li> <li>● Liase with sponsorships and treasury to organise speaker gift funding</li> <li>● Collaborate with internal and external subcommittee members to promote PsySOM initiatives and external collaborative events</li> <li>● Coordinate and produce material (including formatting and graphics) for educational resources and promotional events</li> </ul>
-----------------------------	--

	<ul style="list-style-type: none"> <li>• Upload all materials &amp; resources to the website &amp; PsySOM google drive</li> <li>• Set up any live-streaming and/or recording of online events as required</li> <li>• Facilitate podcast-related activities as directed by Events &amp; External Relations Officer, including assisting with the recording, editing &amp; uploading of podcast</li> </ul>
<b>Hours per week</b>	2-3 hours/week
<b>Reporting to</b>	Co-Chairs, Academic Officers, Events Team
<b>Eligibility criteria</b>	Experience in IT, communications, marketing/promotions or a similar role is desirable. A relevant portfolio should be submitted with your application.
<b>Current position holder &amp; contact</b>	Anne Thong (htho0020@student.monash.edu)

### IT & Media Officer/Podcast Officer (x3)

<b>Position description</b>	<ul style="list-style-type: none"> <li>• Manage PsySOM Facebook page and website, with the possible startup and management of other online platforms (e.g. Instagram)</li> <li>• Collaborate with internal and external subcommittee members to promote PsySOM initiatives and external collaborative events</li> <li>• Coordinate and produce material (including formatting and graphics) for educational resources and promotional events</li> <li>• Upload all materials &amp; resources to the website &amp; PsySOM google drive</li> <li>• Set up any live-streaming and/or recording of online events as required</li> <li>• Facilitate podcast-related activities as directed by Events &amp; External Relations Officer, including assisting with the recording, editing &amp; uploading of podcast</li> </ul>
<b>Hours per week</b>	2-3 hours/week
<b>Reporting to</b>	IT & Media Director
<b>Eligibility criteria</b>	Experience in IT, communications, marketing/promotions or a similar role is desirable. A relevant portfolio should be submitted with your application.
<b>Current position holder &amp; contact</b>	Yenuli Amarasinghe (yama0004@student.monash.edu) Yenuli Atapattu (yata0002@student.monash.edu) Nisuli Manamperi (nman0026@student.monash.edu)

### Advocacy Officer (x1)

<b>Position description</b>	<ul style="list-style-type: none"> <li>• Develop and coordinate PsySOM's initiatives to reduce medical professional stigma towards Psychiatry careers and mental health</li> </ul>
-----------------------------	--

	<ul style="list-style-type: none"> <li>Oversee coordination and facilitation of relevant events and resources throughout the year - i.e. support social media campaign to reduce stigma and engage students (e.g. World Suicide Prevention Day), develop communication materials (e.g. podcast, educational material), organisation of relevant events.</li> <li>Liaise with members, other subcommittees and external stakeholders as required.</li> </ul>
<b>Hours per week</b>	2 hours/week
<b>Reporting to</b>	IT & Media Director
<b>Eligibility criteria</b>	No prior experience required although experience in organisation or co-ordination of events is desirable. An excellent interpersonal skill is desirable. Exceptional interest and desire to advocate for mental health stigma and psychiatry is highly desirable.
<b>Current position holder &amp; contact</b>	Archie Musafir (aarc0005@student.monash.edu)

### Academic Director (x1)

<b>Position description</b>	<ul style="list-style-type: none"> <li>Oversee the academic team, assign roles and create academic content calendar/timeline for the year</li> <li>Ensure consistent stream of academic content is shared across the year</li> <li>Assist Academic Team in developing academic resources including summary sheets, OSCE stations, exam/s and Year 4C revision lecture.</li> <li>Vet/Review academic resources before student access is provided</li> <li>Vet/Review Year 4C psychiatry revision lectures before event (in conjunction with Academic Team)</li> <li>Organise and facilitate PsySOM Revision OSCE Night (with support from Academic Team in facilitating event and assessing students on the night)</li> <li>Liaise with IT &amp; Media Officer/s for formatting and design input on academic resources and timely uploading to social media platforms</li> <li>Liaise with other subcommittees in regards to creating collaborative academic initiatives and/or resources</li> </ul>
<b>Hours per week</b>	3 hours/week
<b>Reporting to</b>	Co-Chairs
<b>Eligibility criteria</b>	Position only available to students who have successfully completed Year 4C. Experience in roles of similar capacity are desirable however not required. An interest in developing academic content, meticulousness, good time management and interpersonal skills is desirable.

<b>Current position holders &amp; contact</b>	Jonathan Nguyen (jngu0063@student.monash.edu)
---	---

### Academic Officers (x3)

<b>Position description</b>	<ul style="list-style-type: none"> <li>● Develop academic resources (not limited to): <ul style="list-style-type: none"> <li>○ Summary sheets of key psychiatry topics</li> <li>○ OSCE/MONSCE practice stations</li> <li>○ Practice exams (MCQs and EMQs)</li> <li>○ 1 x Year 4C revision lecture (Past Exam Qs and Buzzwords topic)</li> </ul> </li> <li>● Liaise with Academic Officers and other team members in planning, organisation and running of academic events (i.e. MUMUS revision lectures or OSCE night)</li> <li>● Assist with the organisation of and assessing/facilitator role during OSCE/MONSCE nights</li> <li>● Assist with vetting/reviewing Year 4C psychiatry revision lectures before event</li> <li>● Assist in liaison with other subcommittees in regards to creating collaborative academic initiatives and/or resources</li> <li>● Volunteer as desired for other PsySOM events and activities (e.g. interviewing for podcast, support at events)</li> </ul>
<b>Hours per week</b>	2-3 hours/week
<b>Reporting to</b>	Academic Director
<b>Eligibility criteria</b>	Position only available to students who have successfully completed Year 4C. An interest in developing academic content, meticulousness, good time management and interpersonal skills is desirable.
<b>Current position holders &amp; contact</b>	Angela Lin (alin0025@student.monash.edu) Emma Zheng (zzhe0032@student.monash.edu) Branavan Thevashangar (bthe0001@student.monash.edu)

### Research Officer (x1)

<b>Position description</b>	<ul style="list-style-type: none"> <li>● Maintain a database of research opportunities</li> <li>● Liaise with researchers to obtain information on relevant and available research opportunities.</li> <li>● Find and share psychiatry-related research news/updates (i.e. research articles) to students via facebook</li> <li>● Liaise with Medical Research Students' Society (MRSS) and PsySOM IT &amp; Media Officers</li> </ul>
-----------------------------	---

<b>Hours per week</b>	1-2 hours/week
<b>Reporting to</b>	Academic Director
<b>Eligibility criteria</b>	No prior experience required. An interest in research and good interpersonal skills are desirable.
<b>Current position holder &amp; contact</b>	Johnson Chen (jche0225@student.monash.edu)

