

2026 EDITION



UNSW MEDICAL SOCIETY

Elections Guide

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Why join MedSoc?

My past three years in MedSoc will be a period that is truly unforgettable, as cliché as that sounds, let me try to explain the wonderful chaos that comes with the choice of joining this society. In life, we always discuss “what ifs”, the butterfly effect or the potential that time holds but the truth is we will never know what life has in store for us and I would’ve never known I’d meet some of my closest friends, developed so much as a person and found a place I thought I truly belonged to.

To anyone who is reading this and on the fence of whether they can balance or complete or whether they should take on a role, I, like many before me, will tell you to just do it! You’ll never know how much fun you’ll have, friends you’ll make and personal development you’ll go through until you have the unique opportunity to explore the available roles.

The goal of MedSoc, since its establishment in 1959 has always been and always will be to advocate for, support and bring the life part of work-life balance into UNSW medical student’s lives. While a lot of the work done in this society is silent, the effects of your work will always be appreciated in the joy and experiences it results in!

My heart is heavy as my time leading this society comes to an end but remembering all that the MedSoc 2025 team has achieved brings warmth to my heart again. So to whoever is reading this, just do it, there is a role for everyone but there’s also a whole lotta love for everyone too! Just apply! <3

Minnie Ning

A handwritten signature in black ink, appearing to read 'Minnie Ning'.

President
UNSW Medical Society 2025

Welcome to the Team!

Welcome and congratulations for stepping up to see how you can get involved in the student community. There are so many ways you can get involved with MedSoc, there is a place for everyone! Whether you love organising events, standing up for the students or just want to help MedSoc continue making a difference to your student life, this guide comes to the rescue.

The Right Role for the Right Person

There are a **huge number of MedSoc roles**, so think about the available time that you have, the skills you want to learn and what areas you're really passionate about.

Once you've identified the roles you think you may be interested in, it's really important to contact the current office bearer to see what the role is like for them, and bounce around some ideas.

It is also important that by running for a MedSoc position, you are fully aware of the mandatory responsibilities. These include attendance at regular meetings- Council meetings alongside other meetings as directed by their Team leader, and the Executive usually meet every week.

Aside from these meetings there is also the requirement to spend hours of your own time turning your ideas into real initiatives. Depending on the role this can range from a few hours to many, and this is really important to think about when considering how busy you will be!

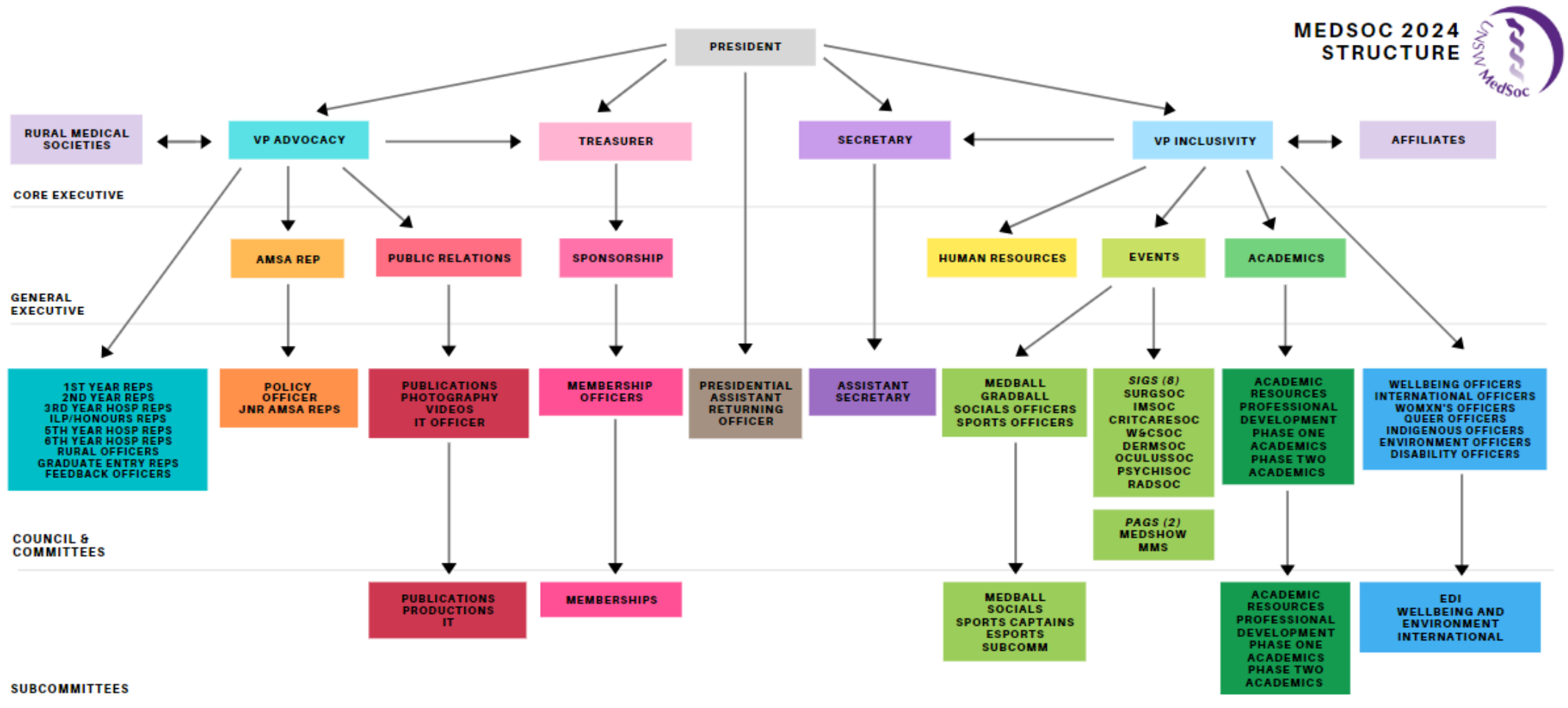
The MedSoc Structure

The **Executive** are the team leaders of the Council teams and oversee the overall organisation and direction of the Society. They have a large time and work commitment and we'd generally recommend nominees have at least one year of experience in a MedSoc or similarly skilled role before.

Council members are the on-the-ground and action people of the society. With the direction of their relevant Executive member and the support of their teams, they plan and run events, projects and initiatives for the society. The workload can be variable, but you'll always get out what you put in.

Subcommittees also exist which allow you to get a taste of the different arms of MedSoc. Involvement in Subcommittees allows you to see what a particular MedSoc role is all about, with a lesser workload. Subcommittees are not appointed during the general elections period.

The 2025 UNSW Medical Society Organisational Structure



SUBCOMMITTEES

Executive Team

The Executive are in charge of managing MedSoc – performing the key functions behind the scenes to support the operations of all the other sections of the society. As a small unit, they will need to work very closely to ensure everything runs smoothly, safely, and with the best outcomes for both MedSoc and its members. Most roles also have a Council team which they will lead.

Executives, in addition to their portfolio specific requirements as outlined below, must also fulfil responsibilities general society management. This includes:

- Taking on welfare roles for social events
- Upholding the image of MedSoc at all times.
- Supporting other members of the Executive part of your team where applicable
- Designing, implementing and reviewing the MedSoc Strategy on a regular basis

Experience:

Core Executives: prior experience on MedSoc Council or Executive is **NECESSARY** to be able to fulfil the responsibilities of the role.

General Executives: prior experience **RECOMMENDED** (can be MedSoc or in another related role).

Office-bearers of President, Vice President Internal, Vice President External, Treasurer, Secretary, Events Director and Sponsorship positions are **not permitted to simultaneously hold office** in any other MedSoc Executive, Council position (as per the usual election protocol) or **specific positions of Special Interest Groups and Performing Arts Groups**.

- Specific positions are inclusive of Presidents, Vice-Presidents and Treasurers of Special Interest Groups, Co-Chairs of MMS, and Producers of MedShow

Human Resources Executive (HR)

Prerequisites: Previous experience in MedSoc is necessary to fulfil this role well. MedSoc Executive is highly recommended.

People and community are at the heart of what we do as a society. MedSoc is privileged to have a team of amazing individuals (on our Subcommittee, Council and Executive teams) doing their bit to better the experiences of all in our UNSW Medicine family.

A good team serves their community and gets things done, but a great team is made up of happy, fulfilled and passionate people backed up by strong culture and identity. As HR Director, one of your key priorities is the wellbeing and fulfilment of MedSoc volunteers. You'll ask and try to answer some big picture questions like: How can we encourage and empower volunteers to get the most out of their roles? How can we protect our volunteers from burnout? How can we bolster a strong sense of community within MedSoc?

Additionally, the HR Director will also be key in building on the MedSoc culture and identity. This is a task that will require a lot of communication and collaboration with other MedSoc portfolios..

The ideal candidate is a people-person, a good listener and a problem solver. We're looking for someone who is passionate about helping MedSoc be its best.

Key Tasks:

- **Volunteer Welfare:**
 - Take on and develop the role of *Grievance Director*
 - Mediating in the event of any conflict/tension between volunteers and at MedSoc events
 - Overseeing the Volunteers Disengagement and Burnout (DAB) pathway
 - Coordinate with ARC and/or Medical Faculty in regards to student issues where relevant
 - Developing strategies to prevent burnout on the Medsoc Executive and Council level.
 - Promoting volunteer wellbeing and fulfilment (e.g by conducting Team Development Plans, finding and creating opportunities to show gratitude for volunteers)
 - Facilitate team building and bonding within Medsoc including, but not limited to:
 - Facilitating bonding activities with Exec, Council andSubcommittees (e.g. dinners, rock climbing etc.)

- Organising Council Retreat – a getaway for the MedSoc Council and Executive on the Friday - Sunday just over a week before O Week
 - Organise tickets for this prior to Council Induction night to ensure early notice (Start planning November)
- Organising Subcomm Retreat - a getaway for the MedSoc subcommittees, Council and Executive on the Friday - Sunday during T3 of the Phase 1 Calendar
- **Oversee the culture and identity of MedSoc:**
 - Inspire and encourage the creation of traditions that strengthen community and connection between students and with the Medicine faculty.
 - To coordinate the content of the MedSoc Website to curate a history of Medsoc, build community and centralise resources.
 - This will involve working closely with the IT & Creatives Director and PRD
 - To coordinate and run a themed week for every term (Love Week, Student vs Faculty Week etc)
 - Create and develop opportunities to connect with our UNSW Medicine alumni network.
 - Organise thank yous/awards/recognition to our Faculty and students throughout the year
- **Assist with Internal functioning of MedSoc**
 - Internal management of MedSoc (ensuring communication pathways are adequate, devising/enforcing protocols etc.)
 - Develop, implement and review an internal management policies
- **Help foster student community culture**
 - Help bolster in-person student community spaces such as Wallace Wurth and clinical schools, to give a sense of community, history, culture, inclusivity, positivity and fun
 - Run Physicians' Thursdays events at the start of each Teaching Period to connect the community
 - Other creative ideas to foster positive Medicine community culture

Reporting to: President, Vice President Internal

Overseeing: HR Subcommittee

Key Dates

- The role spans from the 2025 AGM (17 September 2025) until the end of 2026 (31 December 2026), including handover periods where the role is shared from the AGM until the end of the year

- Compulsory dates include to:
 - Attend Exec Meetings on Mondays at 5:30pm at Wallace Wurth throughout most of the year
 - Attend and help run Council Induction at 5:30pm on the Thursday of Week 5, Teaching Period 4 (Thursday 12th October) and help welfare and integrate the Council team at the Council social night afterwards
 - Organise and run Exec Getaway on the Thursday - Sunday just over two weeks before O Week (19 - 22 January)
 - Organise and run Council Retreat on the Friday - Sunday just over a week before O Week (26 - 28 January)
 - Organise and run Subcomm Retreat on the Friday - Sunday in wk2 or 3 of Term 3 (18 - 20 July)
 - Help run activities during O Week (10 - 14 February) including Orientation Day, O Week Scavenger Hunt and other activities to introduce First Years to their peers and Faculty
 - Attend and help run in-person Council Meetings at 5:30pm on the first Thursday of each Teaching Period (TP1 - Thursday 15 February, TP2 - Thursday 25 April, TP3 - Thursday 4 July)
 - Attend and run online Team Check-Ins where needed at 5:30pm on the fifth Thursday of each Teaching Period (TP1 - Thursday 14 March, TP2 - Thursday 23 May, TP3 - Thursday 1 August)
 - Attend and help run the MedSoc AGM at 5:30pm on Monday of Week 2, Teaching Period 4 (Monday 23 September)
- Perform the responsibilities of your role until 31 December 2026, including providing a thorough handover to the next role holder

Interested in this role? Contact:

Laurence Lancaster - humanresources@medsoc.org.au

Public Relations Executive (PRE) - Tentative Availability

Communication, communication, communication! As the PRE, your role is to manage the 'face' of MedSoc to both its members and the wider community – ensuring the professionalism of the society in all its communication, managing the channels by which students find out about MedSoc events and news, and defining MedSoc's overall 'look' and 'style'. You're also in charge of the Public Relations Team which includes the Photography Directors, Videos Directors, IT & Creatives Director and the Publications Directors who create regular original content for 'The Jugular'.

Key Tasks:

- Oversee and manage all MedSoc social media platforms
 - Review and post photos from events
 - Create all MedSoc events on the UNSW Medical Society Facebook page
 - Respond to all messages/enquiries
 - Update Instagram regularly with events
 - Take photos and videos to be posted on Instagram/FB stories
- Oversee MedSoc Class groups and Noticeboard
 - Update the cover photos on a regular basis
 - Review all posts and ensure they fit within the Social Media Policy
- Uphold the UNSWMS Social Media Policy across all social media platforms
- Assist Executive and Council members with graphic design where required
- Work closely with the IT & Creatives Director and HR Director in overseeing the MedSoc website
- Oversee the Publications team in creating content for The Jugular and the photographer and Subcommittee
- Oversee the Photography and Videos team in regularly capturing MedSoc events
- Coordinate the creation of Umbilical in partnership with the First Year Representatives and Professional Development Directors
- Send Faculty content regularly to be included in their Social Media and events (particularly ones involving Faculty) to be sent out through avenues such as the Dean's monthly newsletter so all Faculty, Alumni and Medicine and Health students are aware of them
- Ensure the branding of MedSoc remains professional and consistent and publications are updated as appropriate
- Organise, sell and distribute MedSoc merchandise
 - MedSoc College Singlets
 - UNSW Medicine Jerseys
 - MedSoc Hoodies/Sweatshirts
 - UNSW Medicine Scrubs
 - And other creative ideas!

Reporting to: President, Vice President External

Overseeing:

- Publications Directors
- Photography Directors
- Videos Directors
- IT & Creatives Directors

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 - Help run activities during O Week (10 - 14 February) including Orientation Day, O Week Scavenger Hunt and other activities to introduce First Years to their peers and Faculty
 - Attend and help run in-person Council Meetings at 5:30pm on the first Thursday of each Teaching Period (TP1 - Thursday 15 February, TP2 - Thursday 25 April, TP3 - Thursday 4 July) and help welfare and integrate the Medicine community at Physicians' Thursdays following this
 - Attend and run online Team Check-Ins where needed at 5:30pm on the fifth Thursday of each Teaching Period (TP1 - Thursday 14 March, TP2 - Thursday 23 May, TP3 - Thursday 1 August)
 - Attend and help run the MedSoc AGM at 5:30pm on Monday of Week 2, Teaching Period 4 (Monday 23 September)
- Perform the responsibilities of your role until 31 December 2025, including providing a thorough handover to the next role holder

Interested in this role? Contact:

First Narupaves – pre@medsoc.org.au



THE UNIVERSITY OF NEW SOUTH WALES
MEDICAL SOCIETY

