



University of Queensland Medical Society Inc.

Position Description

Rural Learning Community Chair

- *Wide Bay Chair*
- *Central Qld Chair*
- *Darling Downs and South West Qld Chair*

UQMS Management Committee



University of Queensland
Medical Society Inc.

About the UQMS

Established in 1936, the UQMS is a not-for-profit, incorporated association which strives to support and enrich the UQ medical school experience. Through a significant range of academic, social, wellbeing, philanthropic, cultural, advocacy, and leadership opportunities, the UQMS aims to inspire and develop well-rounded medical students. Comprised of over 100 volunteers, it is one of the largest and most successful student organisations in Australia. The UQMS works closely with the UQ Faculty of Medicine as well as local, state, and national bodies to ensure that all UQ medical students benefit from a student built community like no other. Above all, the UQMS values inclusivity, diversity, integrity, connectivity, fulfilment, and excellence throughout their actions, events, and activities.

About the Management Committee

The Management Committee (MC) is the core operational body of the UQMS. It facilitates and supports the day-to-day functioning of all aspects of the UQMS, including events, activities, and volunteers. All members are appointed by the outgoing MC and Executive Committee in conjunction with the incoming Executive Committee. Members of the MC serve a one year term, and share responsibility for the ongoing operation of the society.

As a member of the MC, the office bearer is expected to:

- Actively contribute to the day-to-day operation and management of the UQMS including:
 - Volunteering at UQMS events as needed and a high level of participation in UQMS running.
 - Responding to emails and messages addressed to MC promptly.
 - Attending monthly management committee meetings (regularly held at Mayne Medical School) to provide portfolio reports to MC.
- Dedicate themselves in accordance with the UQMS Vision, Mission, and Values;
- Closely engage, support, and guide their own portfolio and maintain commitment to the other events, activities, and portfolios of the UQMS and;
- Consider and contribute to discussions and plans for the UQMS at a portfolio and MC level.

About the Role

The Rural Learning Community Chair will oversee the rural arms of the University of Queensland Medical Society (UQMS) at designated rural sites. The Chair will serve as the



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primary representative for students at these sites, ensuring their voices are heard and their needs are met. Additionally, the Chair will sit on the UQMS Management Committee, contributing to broader organizational decisions and strategies.

Roles and Responsibilities

Since this is a new role in 2025, the specific responsibilities will be further defined over the course of the year. The primary duties include:

- 1) leading the UQMS rural arm and overseeing site-specific events and initiatives, and
 - 2) serving on the UQMS Management Committee as the representative for each rural learning community
- This includes attending monthly management committee meetings remotely with the wider UQMS management team.

Desirable Candidate Qualities

The prospective candidate should consider the following desirable candidate attributes:

- **Time management:** You should expect to commit **~7 hrs per week** in this role across the semester, although this will often increase around events.
- **Organisation:** You will be managing multiple different events and issues simultaneously
- **Leadership and event management experience:** Past experience with event coordination/planning and/or leadership is crucial. Experience within the UQMS is ideal but not essential.
- **Team communication and people management skills:** You will be working closely with a number of time-poor people with differing leadership and event management experience in potentially stressful situations
- **Enthusiasm and Vision:** A strong desire and commitment to improving education and learning in the MD course is essential.
- **Professionalism:** It is expected that all UQMS representatives are able to maintain professional relationships whilst advocating for ideal student outcomes, in accordance with the rules and guidelines of the UQMS.
- **Involvement in the UQMS:** All representatives act within their portfolio, but also represent the UQMS at large. Attendance and involvement in events, large-scale issues and other UQMS initiatives is expected.

Process for Nomination for Appointment

If you wish to apply, please complete the following:



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1. **Ensure you are a Full Ordinary member of the UQMS** before applying. If you are unsure, email secretary@uqms.org to check your membership.
2. Potential candidates **can contact** the president@uqms.org for more information.
3. Fill out the Google Form for applying for Appointed roles, as linked on the [Elections Page](#).
4. Write a **500-word total candidate statement** to address the role criteria.
Please note, candidate names will be removed before applications are marked. Please see UQMS By-Law Section 16.4 for more information.
5. You may also submit an (optional) **one page CV** to accompany your candidate statement.
6. Submit your completed form and statement to the **Secretary** at secretary@uqms.org.
 - a. If you are nominating for more than one position on the Management Committee, please specify your order of preference on the nomination form. You will have to write separate candidate statements for each position using the template provided in its position description document.
 - b. The Secretary will reply to confirm that they have received your nomination. If you do not receive this confirmation within 3 days, please contact the Secretary again.
7. Please see our [Elections Page](#) for more information including the **appointment timeline**. No late submissions will be accepted.
8. The [Elections Page](#) also contains links to relevant UQMS Governing Documents, FAQs and Nomination Forms. Please familiarise yourself with these, particularly the UQMS By-Laws (Part 1 and 2) to ensure you comply with the rules of the Association.

General Enquiries

For more information, please contact UQMS Secretary at secretary@uqms.org.

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For office hours see: <http://uqms.org/contact/>

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