



# University of Queensland Medical Society Inc.

## **Position Description**

*Deputy AMSA Representative*



## 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 Representatives of the UQMS**

Representatives serve to voice the collective opinion of their student body within the UQMS. Across different phases, years, and clinical sites, representatives consistently gather feedback to convey them to the Management Committee and/or to the Faculty of Medicine in their respective committees. Representatives belong to UQMS subcommittees corresponding to a Management Committee portfolio and can be elected or appointed for one year terms.

As a UQMS Representative, the office bearer is expected to:

- Actively gather feedback day-to-day through open and transparent discourse with the wider student body;
- Maintain respectful communication with all external stakeholders;
- Dedicate themselves and remain committed to effective teamwork and the success of their advocacy for the duration of their term, including handover;
- Adhere to all UQMS Rules, Bylaws and Policies, and comply with all plans enacted at a portfolio level; and
- Provide regular reports and updates to their corresponding Management Committee member, and be advised by them where appropriate to effectively coordinate UQMS advocacy.



## About the Role

The Deputy AMSA Representative role was developed from one of the previous Junior AMSA Representative positions. This promotion was made to recognise the increased responsibility of this more senior representative in providing direct support to the AMSA Representative and to more appropriately delineate responsibility.

The Australian Medical Students' Association (AMSA) is the peak representative body for Australian medical students and engages in important advocacy, training, and engagement. UQMS AMSA representatives act as advocates for their peers on the national stage and as important contacts for AMSA at the local level – providing the crucial link between the national student population and its representatives.

AMSA representatives also liaise with external state-level organisations such as the Queensland branch of the Australian Medical Association (AMAQ) and the Queensland Medical Students' Council (QLDMSC).

### Roles and Responsibilities

1. **Act as a deputy to the AMSA Representative** in official duties.
2. **Aid in engagement of the Phase 1 cohort**, and act as a point of contact.
3. **Effectively represent AMSA** at UQ and UQ medical students at AMSA.
4. **Aid in the organisation and preparation of the UQMS delegation** to AMSA Councils (held three times per year), including hosting policy discussions and helping to coordinate AMSA ThinkTanks at UQ. It is an expectation that the Deputy AMSA Rep attends all councils, if possible, and will be granted a partial UQMS bursary towards rego fees.
5. **Acting as the default proxy AMSA Representative** when required.
6. **Aid** in the organisation and preparation of **the UQMS delegation to AMSA Convention**. It is highly recommended that the Deputy AMSA Rep attends Convention, if possible, and will be granted a partial UQMS bursary towards rego fees.
7. **Aid** in the organisation and preparation of **the UQMS delegation to the National Leadership Development Seminar**
8. **Aid** in the organisation and preparation of **the UQMS delegation to the Global Health Conference**



## **Desirable Candidate Qualities**

The prospective candidate should consider the following desirable candidate attributes:

- Interest in AMSA
- Any previous experience with AMSA
- Passionate about upskilling students through exposure to the wide range of opportunities AMSA presents
- Passionate about advocacy and representing their fellow medical students
- Strong interpersonal and communication skills
- Professional and dependable
- Good communication skills and ability to engage students in policy
- Good judgement
- Good conflict resolution and mediation ability
- Time management and organisation skills

## **Process for Nomination for Election**

If you wish to apply, please complete the following:

1. **Ensure you are a Full Ordinary member of the UQMS** before applying. If you are unsure, email [secretary@uqms.org](mailto:secretary@uqms.org) to check your membership.
2. **This position is intended for people who will be in their second year of study in 2020, but is not exclusive to this group.**
3. Potential candidates are **strongly advised to contact** the **current Deputy AMSA Representative** at [deputy.amsa@uqms.org](mailto:deputy.amsa@uqms.org) to discuss the role. You may also wish to contact the **current AMSA Representative** at [amsa@uqms.org](mailto:amsa@uqms.org).
4. Fill out [Form 1: Single Nomination for Election](#) with an **(optional) 100-word candidate statement** and submit to **Elections Officer** at [elections@uqms.org](mailto:elections@uqms.org).
  - a. Form 1 will require details of a Nominator and a Secunder both of which must also be Full Ordinary UQMS members.
  - b. The Electoral Officer will reply to confirm that they have received your nomination. If you do not receive this confirmation within 3 days, please contact the Electoral Officer again.
5. Please see our [Elections Page](#) for more information including the **election timeline**. No late submissions will be accepted.
6. 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 3) and the Campaigning Social Media Policy to ensure you comply with the rules of the Association.
- 7.



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## General Enquiries

For more information, please contact UQMS Secretary at [secretary@uqms.org](mailto:secretary@uqms.org). For election specific enquiries, please contact the Electoral Officer at [elections@uqms.org](mailto:elections@uqms.org).

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This document was last updated August, 2021