



University of Queensland Medical Society Inc.

Position Description

Treasurer (Wide Bay)



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 Wide Bay Learning Community

The communities of Wide Bay have supported UQ's medical training for many years, and even more so since the establishment of the Rural Medical Pathway (RMP) in 2024. To address the changes to studying medicine regionally, UQMS (Wide Bay) has been established as a dedicated arm of the UQ Medical Society (UQMS) from 2025. UQMS (Wide Bay) has been designed to enhance the student experience in Wide Bay through tailored support and stronger connections to UQMS. Recognising the importance of local engagement, UQMS (Wide Bay) aims to offer medical students in the region equitable access to resources, events, and professional opportunities. This initiative reflects our commitment to ensuring that all students, regardless of their location, feel supported and included within the broader UQMS community. The vision of UQMS (Wide Bay) is to create a supportive and inclusive environment where students in the Wide Bay region can thrive academically and socially, while maintaining strong ties to UQMS and the wider medical community.

About Representatives of the UQMS



University of Queensland Medical Society Inc.

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 Treasurer manages the financial operations of UQMS (Wide Bay), including budget approvals for all events and oversight of the society's bank accounts and funding sources. The Treasurer works closely with other executive members to ensure financial transparency and accountability, contributing to the effective allocation of resources across UQMS (Wide Bay) activities. This is a new role for 2025 so you will work with UQMS (Wide Bay) to further develop this role throughout the year.

Roles and Responsibilities

1. Oversee and approve budgets for local events ran by UQMS (Wide Bay)
2. Manage and take responsibility for the finances and bank account of UQMS (Wide Bay)
3. Attend Wide Bay T7 Meetings (6 per year)
4. Attend Wide Bay T3 Meetings (4 per year)

Desirable Candidate Qualities

The prospective candidate should consider the following desirable candidate attributes:



University of Queensland
Medical Society Inc.

- **Strong organisational skills**
- **Good leadership skills**
- **Good understanding of finances and banking**

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 to check your membership.
2. Potential candidates should preferably be in year 3 or 4 for the duration of their role.
3. Potential candidates should be based primarily in Wide Bay (Bundaberg **OR** Hervey Bay) in 2025.
4. Potential candidates are **strongly advised to contact the current Wide Bay officers:** Sai Pabbati s.pabbati@student.uq.edu.au, Evie McVicar e.mcvicar@student.uq.edu.au and Noah Steel n.steel@student.uq.edu.au to discuss the role further.
5. Potential candidates are strongly encouraged to contact the UQMS treasurer (treasurer@uqms.org) for more information about the role.
6. Fill out the Google Form for applying for elected roles, as linked on the [Elections Page](#).
7. Please see our [Elections Page](#) for more information including the **election 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 3) and the Campaigning Social Media Policy to ensure you comply with the rules of the Association.

Please contact the secretary@uqms.org for any general election enquires.

General Enquiries

University of Queensland Medical Society

Level 3, Health Sciences Building

RBWH, Herston QLD Australia 4006

Telephone: (+61) 7 3365 5261

Fax: (+61) 7 3365 5595

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



University of Queensland
Medical Society Inc.

This document was last updated 10/09/2025