

## EVENTS TEAM

Main role: set up events, zoom links, book rooms and communicate back to the team

## SOCIAL MEDIA LEAD

Main role: post about new events on all forms of social media and to let everyone know when, where and how to sign up to said events

## 4) BASE REPS

Main role: represent base hospitals. Help out other members and provide feedback, ideas and participate in running the events. The rep should also advertise events to their year group via group chats/pages and lecture announcements if possible.

## Treasurer

### Description:

The treasurer is responsible for handling the finances of the society and also any financial dealings. The applicant must be willing to learn the financial system used by the Student's Union, if unfamiliar, in order to make the most of this position.

## General Secretary

### Description:

The secretary is responsible for keeping the minutes in meetings and ensuring the shared Google drive is kept organised. They will also need to reply to emails and queries.

## Pre-Clinical Year Representative

Should be fulfilled by a student who will be in year two by the time the position starts.

### Description:

The Pre-Clinical Year Rep will facilitate the lectures and events for preclinical students by contributing knowledge of the current curriculum, i.e. what the timetable and content is for PBL sessions and exams pertaining to year 2. The rep should also advertise events to their year group via group chats/pages and lecture announcements if possible.