



# University of Queensland Medical Society Inc.

## **Position Description**

*Secretary (Central Qld)*



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 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 Secretary manages administrative duties and communications within the rural arms as well as abidance by the UQMS policies. The Secretary also coordinates meetings and facilitates communication among the society's members and external partners, ensuring



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that the society operates efficiently and effectively.

### **Roles and Responsibilities**

This is a new role for 2025 so you will work with the rural arms to further develop this role throughout the year. Some general duties include:

- Ensuring communications with the students in the form of maintaining Facebook groups, social media accounts etc.
- Attending meetings with the wider rural arm
- Maintaining good legal standing with UQMS policies and procedures.

### **Desirable Candidate Qualities**

The prospective candidate should consider the following desirable candidate attributes:

- **Strong organisational skills**
- **Good management skills**
- **Good time management 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. 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 UQMS secretary ([secretary@uqms.org](mailto:secretary@uqms.org))**
5. Fill out the Google Form for applying for elected roles, as linked on the [Elections Page](#).
6. Please see our [Elections Page](#) for more information including the **election timeline**. No late submissions will be accepted.
7. 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](mailto:secretary@uqms.org) for any general election enquires.



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## General Enquiries

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

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