

# University of Queensland Medical Society Inc.



## Position Description

*UQMind Events Convenor: Blue Week*

## About the UQMS

The University of Queensland Medical Society, established in 1936, represents over 2200 medical students and is one of the largest and most successful student organisations in Australia. The UQMS is a student-run, not for profit, incorporated association that operates independently of the UQ Union, administered by a Management Committee. Each member of the Management Committee is elected for one calendar year and oversees the administration of the Society, receiving crucial support from dozens of volunteer social and community convenors, academic representatives, subcommittee members, and overseeing officers.

## About the UQMS Management Committee

The Management Committee is the core operational body of the UQMS. It facilitates the day-to-day functioning of all aspects of the society, including the running of academic and social events, communication, sponsorship, subgroup support and advocacy. It is comprised of ten appointed members as well as the five elected members of the Executive Committee. All members serve a one-year term, and share responsibility for the ongoing operation of the society.

## About the UQMind Phase 1 Events Convenor: Blue Week

Event coordination of Blue Week, a week long event run in Semester 2 (week starting 9th September). Convening and overseeing of the organisation of Blue Week requires coordination of affiliates and working closely with the Symposium and Engagement Convenors to produce a week of events focused on broadening awareness around mental health of doctors, in practise and in the community. Events Convenors are tasked with organizing and facilitating events (Wellbeing Festival in particular) as well as participating as an active and enthusiastic member of the UQMind committee and playing a role in determining the direction and sustainability of UQMind, with a focus on building a sense of community and developing the UQMind vision. This role mainly becomes time-intensive in Semester 2; however, will be strongly supported by the other Events Convenors and the rest of the UQMind Team. This position is **elected**.



## Responsibilities

- Planning and facilitating an exciting, meaningful and innovative Blue Week that is consistent with the vision of UQMind.
- Incorporating the needs, interests and feedback of the UQMS community regarding wellbeing and mental health into the program for the week.
- Communicating closely with UQMS affiliates (eg SWIM, TROHPIQ, TIME, etc), wellbeing groups and members of the community involved in Blue Week events.
- Leading the development of new events and projects in relation to Blue Week.
- Working with other members of the UQMind committee, in particular working closely with Symposium and Engagement Convenors.

## Desirable Candidate Qualities

- An interest and/or passion for improving medical student mental health and wellbeing.
- The successful candidate will show creativity, ingenuity and foresight for creating and continuing a Blue Week that meets the wellbeing needs of UQ medical students.
- Skills in time management, event planning and organisation.
- Ability to work as part of a committed and passionate team.
- Experience in events management and logistics is preferred; however, is not required.

## Applications

1. You must be a UQMS member in order to apply. If you are unsure, email [secretary@uqms.org](mailto:secretary@uqms.org) to check your membership.
  2. Potential candidates are strongly advised to contact the UQMind Chair at [uqmind.chair@uqms.org](mailto:uqmind.chair@uqms.org) and/or the UQMind Facebook page. Please do not hesitate to contact us if you have any questions or concerns regarding the role.
  3. Fill out a nomination form, [Form 1: Single Nomination for Election](#).
  4. Complete a candidate statement that is no more than 100-words in length.
  5. Submit your completed form and statement to [secretary@uqms.org](mailto:secretary@uqms.org) by **Tuesday 5th March 2019**.
  6. Please see [www.uqms.org/elections/](http://www.uqms.org/elections/) for Appointment Process timeline. Submissions after 5th March 2019 will not be accepted.
- + Successful candidates may only hold one position in the UQMind committee, unless there are insufficient applicants to fill all positions.

## General Enquiries

For more information, please contact UQMS Secretary at [secretary@uqms.org](mailto:secretary@uqms.org).

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

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