

ALFRED RESIDENT DOCTORS' SOCIETY

ABN 98 529 853 741
Registration A0109429M



ARDS ELECTIONS 2026

COMMITTEE STRUCTURE

Directors	JMS Portfolio	Financial Portfolio	Social Portfolio	Education Portfolio	Communications Portfolio
President	JMS Officer	Treasurer (Finance Chair)	Social Chair	Education Chair	Sponsorship Chair
Vice President	JMS Officer		Social Officer	Education Officer	Marketing and Promotions Chair
Secretary			Social Officer		
Treasurer (Finance Chair)			Social Officer		

ALFRED RESIDENT DOCTORS' SOCIETY

ABN 98 529 853 741
Registration A0109429M



POSITION DESCRIPTIONS

President

- ARDS Director position
- Overall responsibility for ARDS and its activities
- Chair monthly ARDS committee meetings
- Represent ARDS at JMS, SMS, Workforce, Education, JMSAC and other hospital meetings
- Assist portfolio chairs as required
- Eligibility: Previous ARDS committee member
- Selection: Member vote

Vice President

- ARDS Director position
- Assist President in running of ARDS and step in for President when required
- Assist portfolio chairs as required
- Attend monthly ARDS committee meetings
- Eligibility: Previous ARDS committee member
- Selection: Member vote

Secretary

- ARDS Director position
- Facilitate communication between ARDS committee and members
- Ensure legal requirements of association are met
- Monitor committee inbox, instagram dm's and mail to ensure timely responses
- Attend monthly ARDS committee meetings and document proceedings
- Eligibility: All ARDS members
- Selection: Member vote

Treasurer (Finance Chair)

- ARDS Director position
- Overall responsibility for ARDS finances and budgeting
- Ensure long-term financial viability of ARDS
- Ensure timely processing of incoming and outgoing invoices
- Attend monthly ARDS committee meetings
- Eligibility: Previous ARDS committee member
- Selection: Member vote

Junior Medical Staff (JMS) Officers

- Advocate on behalf of members with hospital, medical workforce and other relevant parties
- Point of contact for members with suggestions or concerns
- Attend PMCV meetings x4 throughout the year
- Organise weekly meals/lunches for members (making you the most important person on committee)
- Upkeep of Residents' Lounge (Ressies)
- Attend monthly ARDS committee meetings
- Eligibility: All ARDS members. Previous experience at Alfred Health is preferable, but not required.
- Selection: Member vote

ALFRED RESIDENT DOCTORS' SOCIETY

ABN 98 529 853 741

Registration A0109429M



Socials Chair

- Creating and promoting fun, engaging social events for ARDS members, including the Annual Ball and end of rotation events
- Develop new ideas for ARDS members (non alcoholic) which foster further engagement eg pickleball, tai chi, golf driving range
- Overall responsibility for socials portfolio
- Attend monthly ARDS committee meetings
- Eligibility: All ARDS members
- Selection: Member vote

Socials Officers

- Assist Events Chair with creating and promoting fun, engaging social events for ARDS members
- Develop new ideas for ARDS members (non alcoholic) which foster further engagement eg pickleball, tai chi, golf driving range
- Attend monthly ARDS committee meetings
- Eligibility: All ARDS members
- Selection: Member vote

Education Chair

- Organise and deliver education events for members, particularly GSSE workshop
- Liaise with the Medical Education Unit about events and education opportunities
- Attend monthly ARDS committee meetings
- Eligibility: All ARDS members

- Selection: Member vote

Education Officer

- Assist Education Chair with organisation and delivery of education events
- Attend monthly ARDS committee meetings
- Eligibility: All ARDS members
- Selection: Member vote

Sponsorship Chair

- Liaise with committee and sponsors and ensure sponsorship agreements are met
- Maintain and seek out relationships with sponsors
- Attend monthly ARDS committee meetings
- Eligibility: All ARDS members
- Selection: Member vote

Marketing Chair

- Coordinate and deliver ARDS committee communications
- Oversee advertising and promotion of ARDS events and campaigns
- Attend monthly ARDS committee meetings
- Eligibility: All ARDS members
- Selection: Member vote

ALFRED RESIDENT DOCTORS' SOCIETY

ABN 98 529 853 741

Registration A0109429M



General information

- *In order to nominate for a position on the ARDS committee (other than Executive Advisor), individuals must be current fee-paying members of ARDS.*
- *If there is only a single candidate for any position, they will be deemed successful in their application (no member vote required).*
- *All positions will be held for a period of 12 months until the next ARDS committee election.*
- *Any vacant positions at the conclusion of the election period will be subsequently appointed by the ARDS committee.*
- *The returning officer will be appointed by the ARDS committee.*