



University of Queensland Medical Society Inc.

Position Description

Indigenous Chair

UQMS Management Committee



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 Convenors of the UQMS

Convenors are the event organisers and initiative coordinators of the UQMS. Be it as an individual or in a team capacity, convenors plan, prepare, and execute a wide array of academic, social, wellbeing, professional development, and community events and initiatives. Convenors belong to UQMS subcommittees corresponding to a Management Committee portfolio and can be elected or appointed, individually or in teams, generally for one year terms.

As a UQMS Convenor, the office bearer is expected to:

- Actively contribute to the day-to-day planning and implementation of their event and/or initiative;
- Dedicate themselves and remain committed to effective teamwork and the success of their event and/or initiative 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 through open communication channels.

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



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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.

Role Description

The UQMS Indigenous Chair will oversee the entire UQMS Indigenous committee. They will further ensure the committee is structured, organised and operating in a sustainable and collaborative way.

- The Chair will be the point of call for the wider UQMS organisation to make initial contact with UQMS Indigenous internally. The Chair will further support the wider UQMS organisation in becoming a more culturally safe and reflexive organisation that is free from racism, bullying and harassment of Aboriginal and Torres Strait Islander students. In particular this role will be required to attend meetings with the executives and other management committees, as discussed between the UQMS Indigenous Chair and the wider UQMS.
- The chair will further act as the voice for all Aboriginal and Torres Strait Islander MD Students when liaising with the Faculty of Medicine or other departments within the university.
- The Chair will liaise with the Aboriginal and Torres Strait Islander Studies Unit to run the necessary Indigenous Pre-Orientation Day in January. The Chair will also sit on the UQ Indigenous MD Student Funding Line as a UQMS Representative.
- Most importantly will work with UQMS Executives to ensure that the UQMS Cultural Safety Internal Policy is maintained, reviewed and implemented appropriately.
- **This is an Aboriginal and Torres Strait Islander Identified Position.**

Time Commitment

- 4 hrs/wk (normal periods), 5-6hrs/wk (busy periods)



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Busy Time Periods

- At the start of the year when new Aboriginal and Torres Strait Islander MD Students are enrolled for year 1 (January Period)
- During NAIDOC Week, when we run the UQMS NAIDOC Event and possible other collaborations/resource development
- During the end of the year, to liaise with Faculty to provide social night/celebration evening for Aboriginal and Torres Strait Islander MD Students.
- Official Handover/Report Writing towards the end of the year for the incoming team.

Desirable Candidate Qualities

The prospective candidate should consider the following desirable candidate attributes:

- Interest, vision and knowledge of Indigenous Culture
- A strong desire to improve cultural awareness of Indigenous Culture
- Leadership Experience
- Communication Skills
- Time Management

Gained Skills

- Gain Governance skills for a student led-organisation
- Gain insight into how a committee operates and runs
- Gain insight into how to continually improve a committee and how it fits within a wider organisation
- Gain communication and time management skills

Space to Innovate

- Building on what UQMS Indigenous already is, and continuously improving it for the future.
- Advocating for Change/Improvement in the way the rest of the UQMS wider organisation operates and co-designs with UQMS Indigenous.



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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 **must contact** the **Indigenous Officer** at indigenous@uqms.org. It is strongly recommended you also contact the **Vice-President External** at vpe@uqms.org.
3. Fill out the Google Form for applying for appointed roles, as linked on the [Elections Page](#), where you will submit the nomination form +/- **a 300-word candidate statement**. You may also attach an (optional) **one page CV** to accompany your candidate statement.
4. Please note, candidate names must be removed from both the candidate statement and CV before submission. Both the candidate statement and CV must be submitted as a word document. Failure to do so will disqualify your application. Please see UQMS By-Law Section 16.4 for more information.
5. Please see our [Elections Page](#) for more information including the **appointment timeline**. No late submissions will be accepted.
6. 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 2) to ensure you comply with the rules of the Association.

General Enquiries

For more information, please contact UQMS Secretary at secretary@uqms.org. For election specific enquiries, please contact the Electoral Officer at elections@uqms.org.

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

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