University of Queensland Medical Society Inc.

Position Description

Affiliates Council Chair
UQMS Management Committee

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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 the Management Committee

The Management Committee (MC) is the core operational body of the UQMS. It facilitates and supports the day-to-day functioning of all aspects of the UQMS, including events, activities, and volunteers. All members are appointed by the outgoing MC and Executive Committee in conjunction with the incoming Executive Committee. Members of the MC serve a one year term, and share responsibility for the ongoing operation of the society.

As a member of the MC, the office bearer is expected to:

- Actively contribute to the day-to-day operation and management of the UQMS including:
    - Volunteering at UQMS events as needed and a high level of participation in UQMS running.
    - Responding to emails and messages addressed to MC promptly.
    - Attending monthly management committee meetings (regularly held at Mayne Medical School) to provide portfolio reports to MC.
- Dedicate themselves in accordance with the UQMS Vision, Mission, and Values;
- Closely engage, support, and guide their own portfolio and maintain commitment to the other events, activities, and portfolios of the UQMS and;
- Consider and contribute to discussions and plans for the UQMS at a portfolio and MC level.

About the Role

The UQMS is affiliated with a number of special interest groups. These groups are financially, logistically and organisationally separate and independent from the UQMS. The role of the Affiliates Council Chair is to liaise between the UQMS, the affiliate groups and the representatives from the UQU medical board. The chair is also expected to run the affiliates meetings, encourage joint events, develop a working calendar and promote affiliate events. The role also involves chairing the medical student board meetings, which allocate funding to worthy resources and events to benefit medical students.

Roles and Responsibilities

1. **Encourage and facilitate joint initiatives** between the UQMS and the affiliate groups:
    - DEA (Doctors for the Environment)
    - SWIM (Supporting Women in Medicine)
    - GPSN (GP Student Network)
    - TROHPIQ (Towards Rural and Outback Professions in Queensland)
    - TIME (Towards International Medical Equality)
    - UQ O&G (Obstetrics and Gynaecology)
    - UQPaeds (Paediatrics)
    - UQCrit (Critical Care)
    - UQDerm (Dermatology)
    - UQRIG (Radiology Interest Group)
    - UQOnc (Oncology)
2. Work with the affiliate groups to **create a comprehensive working calendar**
3. **Chair affiliates council meetings**
    - Work with the affiliates on joint events
    - Support affiliate groups to provide quality events for medical student
4. **Organise First Year Tradeshow**
    - Work with the Secretary, First Year Orientation Convenors and Sponsorship Officer to organise the logistics of the tradeshow
5. **Chair Medical Student Board meetings**
    - Allocate funding to medical student initiative and resources
6. **Support other special interest groups** for UQ medical student and provide options for groups to become affiliated with UQMS
7. **Manage Sport Convenor portfolio**
    - Ensure Social Sports are organised in a timely manner
    - Support convenors adequately, answering questions they may have and escalating any issues
8. Collaborate with other UQMS portfolios, including Advocacy and Engagement, to ensure that any concerns voiced by Affiliate groups or its members are addressed.

Desirable Candidate Qualities

The prospective candidate should consider the following desirable attributes:

- Time management and organisation skills
- Interpersonal skills
- Commitment to fulfil the requirement of the role
- Seeks constructive feedback to improve processes
- Good conflict resolution and mediation ability

- Respectful and valuing the contribution of all members and stakeholders

Process for Nomination for Appointment

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 **current Affiliates Council Chair** at affiliates@uqms.org. You may also wish to contact the **Secretary** at secretary@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.

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