



# University of Queensland Medical Society Inc.

## **Position Description**

*President*

*UQMS Executive Committee*

*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 the Executive Committee

The Executive Committee (EC) is the peak representative body for the UQMS. Comprised of five elected members, the EC has full oversight of the UQMS. The EC guides the MC, their subcommittees and the volunteer base of the UQMS. All members serve a one year term and are elected by a vote of ordinary members of the UQMS at the Annual General Meeting. The President and Treasurer will serve a corresponding Immediate Past role for one year at the end of their tenure, in an advisory capacity.

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

- Actively contribute to and lead the strategic direction, governance, legal obligations, financial and risk management, advocacy, volunteer management, and membership engagement of the UQMS;
- Dedicate themselves in accordance with the UQMS Vision, Mission, and Values;
- Closely engage, support, and guide the MC and their own portfolio, along with the other events, activities, and portfolios of the UQMS;
- Consider and contribute to discussions and plans for the UQMS at a portfolio level, at an MC level, and at an EC level;
- Provide regular reports to and attend all EC and MC meetings as well as consider all messages and emails addressed to the EC; and
- Uphold full accountability and responsibility for the actions, events, and activities of the UQMS.



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## **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 EC in conjunction with the incoming EC. 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;
- 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;
- Consider and contribute to discussions and plans for the UQMS at a portfolio and MC level; and
- Provide regular reports to and attend all MC meetings as well as consider all messages and emails addressed to the MC.



## About the Role

The President is the formal representative of the UQMS on all public occasions. The scope of this role is three-fold:

1. External representation of the UQMS;
2. Internal management of the UQMS Executive and Management Committees;
3. Strategic planning for all aspects of the UQMS.

Finally, it is expected that the UQMS President will be available the next year as the Immediate-Past Present to assist the incoming President and Executive Committee in an advisory capacity.

## Roles and Responsibilities

The President is the elected leader of the UQMS and has a broad range of responsibilities, including but not limited to:

### 1. External Representation of the Association

- Represent the Association as the public face of the UQ medical student body;
- Speak on formal occasions and represent the UQMS at various occasions throughout the year;
- Chair general meetings of the UQMS;
- Ensure that all UQ medical students are well represented to external stakeholders:

#### ○ UQ Faculty of Medicine

- Meet regularly with the Medical Dean and senior staff of the Faculty of Medicine to facilitate effective communication channels and preserve positive relationships with the Faculty;
- Advocate for issues faced by UQ medical students surrounding their medical program and their medical student experience;
- Sit on Faculty of Medicine Committees in conjunction with other members of the UQMS;
- Sit on Faculty of Medicine interview panels as the student representative for staff appointments.



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### o **Queensland Medical Student's Council & Australian Medical Students' Association**

- Ensure that the interests of the UQMS are represented at a state and national level;
- Sit on the QLDMSA in conjunction with the UQMS AMSA Representative;
- Attend AMSA National Council as a formal observer and direct the vote of the UQMS in policy and AMSA elections.

### o **Ashintosh Board**

- Sit on the Ashintosh Foundation Board of Directors;
- Assist in setting the strategic direction of the Foundation, and ensure that the activities of the Foundation are representative of the charity aims of the UQMS.

## **2. Internal Management of the Executive & Management Committee**

- Foster a positive team dynamic within the Executive and Management Committee;
- Ensure that the Executive and Management Committee works effectively and efficiently towards their goals;
- Mitigate and resolve conflict that may arise within the Executive and Management Committee;
- Maintain a professional standard of conduct within the Executive and Management Committee;
- Represent the opinion and decisions of the Executive and Management Committee to external bodies;
- Chair Executive and Management Committee meeting;
- Work with the Executive Committee to support the broader Management Committee in all areas;

## **3. Strategic Direction of the Association**

- Ensure that the UQMS, its Committees, and its activities are always conducted in accordance with the Rules, By-Laws, and Policies as well as the Vision, Mission, and Values of the UQMS;
- With the Executive Committee, encourage and direct changes and improvements to the function, actions, activities, and events of the UQMS;
- Ensure the Society sets, works towards, and meets its Strategic Plan;
- Maintain significant oversight to ensure that the Society remains representative, sustainable, and viable into the future.



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### **Desirable Candidate Qualities**

The prospective candidate should consider the following desirable attributes:

- **Leadership** – the President is the public face of the UQMS, and is required to demonstrate leadership and professional conduct in all settings, as a representative of UQ medical students.
- **Communication** – the President is responsible for liaising with a number of external stakeholders, as well as working with and communicating with the UQMS internally. High quality communication skills are imperative.
- **Teamwork** – the President is responsible for collaborating with and managing the Executive and Management Committee. Decisions are made following collaboration and discussion with both Committees. Teamwork and team management are essential attributes.
- **Time management** – the President role on average requires 15-30 hours of work per week, with many weeks requiring time commitments in addition to that. This needs to be considered in the context of one's clinical and other personal commitments.



## 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. **Ensure you are eligible for a position on the Executive Committee**, as per the Associations Incorporation Act 1981 Section 61. Specifically, you must:
  - a. Be at least eighteen (18) years of age;
  - b. Not have been convicted either:
    - i. on indictment; or
    - ii. summarily and sentenced to imprisonment, other than in default of a payment of fine; andThe rehabilitation period in relation to the conviction having not expired;
  - c. Not be an undischarged bankrupt under the the *Bankruptcy Act 1966* (Cth) or the law of an external territory or another country;
  - d. Not have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cth), part X or a corresponding law of an external territory or another country with the terms of the deed having not been fully complied with; and
  - e. Not have creditors that have accepted a composition under the *Bankruptcy Act 1966* (Cth), part X or a corresponding law of an external territory or another country with a final payment having not been made under the composition.
3. Potential candidates **must contact the President** at [president@uqms.org](mailto:president@uqms.org) to discuss the role.
4. Fill out the Google Form for applying for elected roles, as linked on the [Elections Page](#).
5. Attach **an (optional) single page summary detailing your personal statement, vision, and/or list relevant previous experience, skills and involvement** to support your nomination, to be made available on the UQMS website during the UQMS elections. The summary page must be size 12, Calibri font, with standard (2.54cm) margins and single line spacing. You may include one photo of yourself. This should be emailed with ~~Form 1 (above)~~ to the **Elections Officer** at [elections@uqms.org](mailto:elections@uqms.org). *It is recommended that you list experience and skills, and include only those that are relevant to the position. A personal statement could include some information about yourself, why you are nominating for the position, and/or why you would be a good fit for the position. A vision statement could include what you would like to change throughout your tenure, and/or any long term goals for the role/portfolio.*
6. **Attend the Annual General Meeting (AGM)**, at which positions are elected.



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7. Please see our [Elections Page](#) for more information including the **election timeline**. No late submissions will be accepted.
8. The [Elections Page](#) also contains links to relevant UQMS Governing Documents and FAQs. Please familiarise yourself with these, particularly the UQMS Rules, UQMS By-Laws (Part 1) and the Campaigning Social Media Policy to ensure you comply with the rules of the Association.

## General Enquiries

For more information, please contact UQMS Secretary at [secretary@uqms.org](mailto:secretary@uqms.org). For election specific enquiries, please contact the Electoral Officer at [elections@uqms.org](mailto:elections@uqms.org).

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