



University of Queensland Medical Society Inc.

Position Descriptions

Year 1 International

Representative

Year 2 International

Representative

Year 3 International

Representative

Year 4 International

Representative

Phase 1 International

Representative

Phase 2 International

Representative



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



University of Queensland Medical Society Inc.

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.

About the Roles

The International Student Committee is crucial within the student body and Faculty of Medicine. This committee is the largest interest group within the Faculty of Medicine, representing over 600 international students. A number of important specific issues face the international cohort. Most prominently, international students require guidance regarding procedure to practice in Australia or return home or another country. Moreover, issues such as examinations (e.g. USMLE) and residency are of high importance. Additionally, the committee will continue to advocate for students wishing to pursue overseas rotations and elective, extending their platform to domestic students in this area as well in conjunction with the relevant Education committee members.

NOTE: These positions do not encompass just North American interests. Any and all international students regardless of origin are under the catchment of this role. This role will voice the concerns of all international students.

Roles and Responsibilities

International Representatives carry significant responsibility each representing the views of a large body of students

1. Compulsory attendance at the following meetings:
 - Monthly official meetings will be held with the FoM International Team at the Mayne Medical School at Herston. Attendance at these meetings are critical and compulsory. Skype and Google Hangout can be arranged for reps who are on overseas rotations.



University of Queensland Medical Society Inc.

2. Representation/Advocacy:

- Represent UQ international students and domestic students interested in going overseas at the Australian Medical Students Association - International Student Network.
- Promote any surveys that are conducted within UQMS or external organisations such as AMSA or CaRMs, as this information will be directly used for advocacy purposes, to identify the needs and goals of Australia's international students.
- Communication: Please make yourself accessible to other UQMS representatives and students.
- Social media: Students are increasingly relying on Facebook as a discussion board and have both a high regard and expectation of the UQMS representatives to address situations as they come up. Make sure you have access and check posts regularly.

3. Events/Projects:

- The committee representatives will be responsible for running all committee events and any events done in conjunction with the FoM international team. In the past few years, these included 3-4 International information evenings on International Electives and Licensing, The CaRMs Match Results and the MOC-NAC-OSCE. The Singapore Medical Association of Queensland has been independently running information evenings on residency in Singapore.
- Initiatives included the International Buddy Program, USMLE tutorials for 2nd year students, workshops for 2nd year students preparing for the OSCEs, the International Intern Guide, Webinars for Incoming International Students and the International Student Guide for UQMS. In the past, the committee has also liaised with other medical clubs and societies to jointly produce successful events.

Specific Duties and Responsibilities:

These will be done to ensure efficacy of the International Student Committee, by assigning key tasks to representatives. This is also done to appropriately train you within the organisation and offer you leadership skills in future endeavours. Successful events will go on possible reference letters at the end of the year.

Year 1 International Representative:

1. Advocate for first year international students and assist the first-year academic representative in their duties, as required. Familiarize yourself with the concerns of your peers, requirements at the school etc. Liaise with other Committee members to help respond to student queries. Collect information to present to the FoM international team.
2. Support the other representatives who put on events. For example, lecture bash to students at lecture. Put up posters near PBL rooms.



University of Queensland Medical Society Inc.

3. First year electives: Liaise with the first year electives officer, to voice any concerns students may have on the first year electives process (usually opens between March - June) with respect to applying for observerships overseas at the end of the year.
4. The International Buddy Mentorship Program - (both pre-departure and on arrival programs) - seeks to match first year international students with current international students. The year 1 international rep will be key in overseeing and organizing this program at the end of the year, starting in Sept-October and extending to March of the following year.
5. Organize and run the incoming international student webinar held in August. This webinar is held in conjunction with OzTREKK student services.

Year 2 International Representative:

1. USMLE Step 1 Practice Exams
2. Liaise with Medical Education Corporations: Students in Phase I frequently ask about discounts. This may also require sharing some data on the needs and interests of your peers and promoting a good relationship. Additionally, you may be asked to make Facebook posts and request UQMS newsletter postings in mass emails to all UQMS members.
3. Assist the Year 3 International Representative in updating the UQMS guides for overseas rotations.
4. Assist in the CaRMs Match results event in April of each year
5. Assist in the International Electives and Licensing Night in July of each year

Year 3 International Representative:

1. Advocate for Year 3 international students and domestic students on overseas rotations. 1. Be able to answer queries your peers may have, as they will expect you to be knowledgeable and trustworthy on this topic. So, familiarize yourself with the guidelines pertaining to clinical year students, in particular to Stream B - International students' rules and guidelines. Work closely with the FoM international team, the Year 4 international representative and Year 3 academic representative and the Committee Chair on this.
2. Logistics & marketing of the following UQMS International Information evenings: The first international information evening - introducing the UQMS international student committee and FoM international team to students. Usually takes place a week after elections in March. Duties including room booking, creating a poster for year 1 and year 2 international representatives to lecture bash with and post in PBL rooms. Assist the Year 3 academic representative in organizing and/or tutoring the Mock OSCEs for 2nd year students from Sept-October.
3. Update the International Intern Guide in March of each year.

Year 4 International Representative:

1. Advocacy: familiarize himself/herself with requirements and postgraduate training application pathways to Australia, USA and Canada. Alert students when deadlines approach for writing board exams and when applications open for the Australian internships.



University of Queensland Medical Society Inc.

2. Advisory Role to the Representatives on the Committee as a student in their final year. You are the expert on clinical rotations - particularly overseas, Board Exams and putting together job applications. Update the UQMS international student guide.
3. This role will also help run the CaRMs Match Event in April of each year.

Phase 1 Representative:

1. Update the ISC on any Ochsner Medical Students Association (OMSA) topics or queries that they want clarified
2. Point of contact for the Phase 1 International Cohort
3. Support the ISC during appropriate events. For larger events attendance is expected unless dismissed by the ISC Chair.
4. This position will coordinate with UQMS social events and OMSA to coordinate international specific social events.
5. Position holder has the opportunity to expand and develop this role in the coming years.

Phase 2 Representative:

1. Advocate for the concerns of traditional onshore North American Students in Australia and Australians interested in North America for studies and work. Represent the voice of traditional MD students who are of a North American origin. Advise all students on rotations/electives in North America, North American Board exams and Residency.
2. Organize the following information evenings (may be overseen by the Committee Chair): Canada & USA Residency Information Evening (The Match): In charge of logistics - booking a room, budget for catering, RSVPs via a Facebook group and creating posters for fellow representatives to use and promoting the event to students. Arrange guest speakers with the Committee Chair and introduce the guest speaker to students during the event.
3. Liaise with external groups: OMSA's representatives, work together to improve relationships between UQMS and OMSA, coordinate events etc. Regulatory bodies in the USA or Canada: ECFMG (the body that oversees the USMLE steps), CARMS etc., SMAQ (Singapore Medical Association of Queensland)
4. Update/Produce a database of hospitals and schools that UQ students (Ochsner and non-Ochsner) students have completed rotations and electives in the past in Canada and the USA.
5. Position holder has the opportunity to expand and develop this role in the coming years.

Desirable Candidate Qualities

The prospective candidate should consider the following desirable attributes:

- **Interest, Knowledge and Vision:** A strong desire to improve the Academic experience and course for current and future Medical Students is essential. You will be the key UQMS person that identifies and facilitates solving international issues pertaining to your year. *N.B: It is crucial that the International representatives



University of Queensland Medical Society Inc.

consider ALL subsets of international students, as well as international issues pertinent to domestic students.

- **Previous Leadership experience:** Experience is always helpful, but not essential. In fact, many successful representatives have not previously been involved in high-level leadership or UQMS positions. Passion, enthusiasm and reliability are key. We will train you to be a high functioning member of a volunteer organization and medical society.
- **Time:** Time management is crucial in this role. It is a busy position. While your academic studies take priority and precedence, remember that this is a serious commitment. In this role, you should expect to do 1-2 hours per week of work at minimum. Some weeks may require additional hours, particularly during event weeks, clinical allocations, OSCEs etc. With appropriate foresight, try to gauge ahead of time the busiest times of your calendar and schedule around it. For instance, clinical year reps on surgical rotations or away rotations overseas should consider scheduling events they're in charge of to times that work for them, or delegate to other representatives.
- **Professionalism:** At the core of every success of the UQMS is the professionalism of the Academic Representatives. Our credibility within the Faculty of Medicine depends on the thoughtful, timely, insightful and professional approach we take to solving problems. Moreover, your peers expect your respect, that you listen and respond to their concerns. They also value your opinion and advice as someone with ties to UQMS, alumni, the FoM and organisations outside the UQ.
- **Communication skills:** Please be prompt and offer appropriate responses to staff and student emails.
- **Involvement in the UQMS:** All representatives act within their portfolio, but also represent the UQMS at large. Committee representatives will often have to work in conjunction with several other representatives or subcommittees to achieve the desired outcomes. Please offer support to the relevant academic representative in your year, as you are their international counterpart.

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. Year level roles are limited to applicants entering the relevant year. Phase level roles are limited to those in the relevant phase.
3. Potential candidates are **strongly advised to contact** the **past role holder** to discuss the role. You may also wish to contact the **International Student Chair** at international@uqms.org.
4. Fill out the Google Form for applying for elected roles, as linked on the [Elections Page](#).



University of Queensland Medical Society Inc.

5. Please see our [Elections Page](#) for more information including the **election 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 3) and the Campaigning Social Media Policy to ensure you comply with the rules of the Association.
7. For Year 1 International Representative, attend the Ordinary General Meeting (OGM), at which your position is elected.

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.

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

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

This document was last updated 10/09/2025