



NSWMSC Executive Election 2026

Join the 2026 Executive Committee Now

The New South Wales Medical Students' Council (NSWMSC) is the peak representative body for over 6000 medical students across all 10 medical schools in NSW and the ACT.

NSWMSC aims to:

- Promote and address issues pertinent to medical students in NSW
- Represent, protect and advocate for the wellbeing of all medical students in NSW
- Promote cooperation between the NSW medical schools in order to maintain optimal medical education.

NSWMSC performs a multitude of functions key to the daily lives of medical students, thus requiring motivated, skilled and dedicated individuals to direct its course. The role of Chair, Vice Chair, Secretary and Treasurer in the NSWMSC are open for election for 2026, you can apply for a maximum of 2 positions.

Available Roles

- Chair
- Vice Chair** (new role)
- Secretary
- Treasurer

Election information

Each position has a specific application process, and will be outlined in the respective sections below. However, common to all applications are the following;

1. Personal statement (300 words for Chair, 250 words for all other positions) outlining interest and vision
2. Relevant curriculum vitae (CV)
 - 2 pages maximum, 12pt font - prior experience and other factors influencing eligibility should be highlighted
3. Filling out the relevant online form with contact and other details
4. Attendance at NSWMSC Council Interview for roles
5. You will be notified of the results in 3-5 weeks time

Applications close at 11:59pm on 26 October 2025. After applying, you will receive a confirmation email from secretary@nswmsc.org.au within due time.

If for any reason the personal statement and CV cannot be attached to the relevant point in the form, please email it (along with your name and position being applied for) to Monika Manoharan at secretary@nswmsc.org.au by 11:59pm on 26 October 2025. If there are multiple applications being submitted and the personal statement and CV cannot be attached to any of the forms, then each position and its relevant documents must be sent in a separate email.

Applicants for particular roles (Chair, Vice Chair, Secretary and Treasurer) are required to be available on 2 November 2025 via Zoom for a speech. While it is strongly encouraged to attend, if you are unable to, please notify us and we will try our best to accommodate you. Other positions are only required to submit a written response as well as the other components outlined in the relevant section below.

Election results are voted on by Council, each university will place a single vote per Executive position. In the case of a tie, the current Executive will place a deciding vote.

Contact information

Please read the role descriptions below and feel free to contact the current 2025 NSWMSC executive member for more information:

Ian Burton (Chair) president@nswmsc.org.au

Natalie Silberg and Sarah Chong (Vice Chair) vicepresident@nswmsc.org.au

- Vice Chair Internal and Vice Chair External have been combined into a single role of Vice Chair from 2026 onwards

Monika Manoharan (Secretary) secretary@nswmsc.org.au

Zoe Vlahos (Treasurer) treasurer@nswmsc.org.au

Link to apply

<https://forms.gle/32rpb99ZDKU1joze7>

Deadline: 26 October 2025 (For Chair, Vice Chair, Secretary and Treasurer)

Elections for other roles will occur at a later period. Please follow our page for updates

Roles and description

Chair

Roles and responsibilities:

- Internal responsibilities
 - Determines the strategic direction and progress of the organisation throughout the year and in subsequent years.
 - Act as an impartial chair to all NSWMSC council meetings and executive meetings
 - Liaise with the NSWMSC Council and inform them of developments, changes or news relating to NSWMSC
 - Maintain and update the NSWMSC Constitution
 - Coordinate the internship support forum with Vice Chair, Secretary and IT Officer
 - Present NSWMSC reports at official meetings throughout the year
 - Work closely with all members of the NSWMSC executive to ensure that they are able to thrive in their corresponding portfolios and promote collaboration and engagement of others with these portfolios
- External responsibilities
 - Spokesperson for the organisation, representing the views of all medical students in NSW on issues relevant to medical students
 - Officially represent the Council at relevant forums, meetings and conferences throughout the year and proactively engages with relevant NSW health bodies (e.g. NSW Health, HETI, Medical School Deans) to pursue the interests of NSW medical students on a state-wide basis
 - Seek new ways to have the voice of NSWMSC heard throughout the state, via reaching out to new organisations, key figureheads and the media.
 - Coordinate advocacy on behalf of the Council and its constituent medical students
 - Attend AMA NSW Doctors in Training (DIT) Committee Meetings when possible, and relay information back to the Committee.
 - Legal Public Officer of the organisation for taxation purposes
 - Oversee coordination with other medical student bodies
 - Retain a position as the AMA (NSW) Student Councillor
 - Review MoUs with external organisations at least every three years

Desirable attributes:

- Strong leadership background/experience
- Exceptional communication skills
- Comprehensive understanding of the workings of the NSWMSC
- In-depth understanding of current issues affecting medical students, the data surrounding these issues and the direction of advocacy medical students seek to improve these issues
- Strong time-management skills and good availability for the year
- Passion, enthusiasm and charisma for working with diverse bodies of medical students and medical leaders.

Prerequisites:

- Must have attended a NSWMSC Council in any capacity throughout the duration thus far of their medical degree – including but not limited to NSWMSC Rep, MedSoc Chair, proxy role, NSWMSC executive

Vice Chair

Roles and responsibilities:

- **Internal responsibilities**
 - Liaise with the NSWMSC Council and inform them of developments, changes or news relating to NSWMSC
 - Draft submissions or statements on relevant law reform when required
 - Attend meetings and events with the Chair at e.g. AMA, HETI, MDANZ and so forth as invited.
 - Assist the Chair in managing the Internship Applicant Support Page and answering any internship-related queries
 - To at all times strive to ensure advocacy is representative of the students NSWMSC represents and informed by the insights of NSWMSC council
 - Act as Chair or take on responsibilities of the Chair where they are absent or otherwise unable.
- **Student Engagement responsibilities**
 - Spokesperson for the organisation
 - Provocatively seek new ways to have the voice of NSWMSC heard throughout the state, via reaching out to key figureheads and the media.
 - Coordinate advocacy on behalf of the Council and its constituent medical students

Desirable attributes:

- Strong leadership background/experience
- Ability to lead on multiple projects and acquire new skills quickly
- Experience with advocacy, professional meetings and/or working with representative bodies and stakeholders
- Comprehensive understanding of the workings of the NSWMSC
- Strong time-management skills and good availability for the year
- Passion, enthusiasm and charisma for working with diverse bodies of medical students and medical leaders.

Secretary

Roles and responsibilities:

- Organise regular Executive meetings both in-person and via videoconference (fortnightly)
- Organise logistics and minute NSWMSC Council Meetings, including content and discussion
- Arrange elections of incoming Executive and other positions throughout the year
- Ensure correspondence with Medical Student Council Representatives from each of the NSW universities via email or Facebook
- Organise the selection and ordering of all society merchandise
- Keeping records of all Meeting Minutes
- Email enquiry overseeing with IT Officer

Desirable attributes:

- Strong organizational skills and planning
- Effective time management
- Good communication skills & attention to detail
- Multitasking and self-direction
- Motivation and enthusiasm
- Competence using Microsoft Office, Google Drive and video-conference software

Treasurer

Roles and responsibilities:

- Keep financial records of all transactions made by NSWMSC
- Issue invoices for all revenue raised
- Ensure insurance of NSWMSC is up to date
- Work together with relevant portfolios to ensure that ticket sales run smoothly
- Ensure that all refund transactions are done in due time
- Create a budget at the start of the year to forecast revenue spent/made
- Work to set target revenue with Sponsorship Officer
- Submit a financial report according to Fair Trading NSW
- Coordinate prompt refunds for any spending on Council Meetings, events or other such allocated expenditures
- Manage merchandise, including spending and inventory
- Liaise with legislative bodies on business listing details (Australian Business Registry, Australia Securities & Investments Commission, Fair Trading NSW)

Desirable attributes:

- Understands the process of incorporation
- Good with budgeting

- Meticulous with record keeping
- Have long term vision for financial situation of NSWMSC