



University of Queensland Medical Society Inc.

Position Description

M-Card Officer



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 the Role

The M-Card Officer is responsible for overseeing the development and enhancement of the UQMS M-Card, which provides students with exclusive discounts and benefits. In this role, you will secure sponsorship deals and negotiate discounts for students, working closely with the UQMS Sponsorship Team to establish and maintain partnerships throughout the year. Your efforts will directly contribute to enriching the student experience by expanding the range of benefits available through the M-Card program.



Roles and Responsibilities

1. M Card

- You are responsible for the expansion and growth of the M Card, including maintaining existing relationships, investigating in-kind sponsorship deals with relevant businesses and vendors and negotiating deals with the aforementioned businesses/vendors during the calendar year, on behalf of UQMS
- Facilitates the ordering and receipt of M Cards at the start of the calendar year (in time for First Year Orientation) with support from the Sponsorship Officer and Treasurer
- Ensures that the UQMS website is current with regards to active deals and works with the IT Officer to keep the M Card page up to date with changes, updates and new deals
- Works with the Sponsorship Officer and Treasurer to communicate and finalise these agreements

Desirable Candidate Qualities

The prospective candidate should consider the following desirable candidate attributes:

- Ability to commit to the role for a full calendar year
- Strong interpersonal skills
- An interest in partnerships, networking and business
- Well organised and good time management
- Professionalism
- Suggestions for, or potential connections to, new sponsorship opportunities are desirable
- Prior experience with the UQMS is desirable, but not necessary

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 should preferably be in Phase 1 for the duration of their role.
3. Potential candidates are **strongly advised to contact the junior sponsorship officer (juniorsponsorship@uqms.org)** to discuss the role.
4. Fill out [Form 1: Single Nomination for Election](#) with an **(optional) 100-word candidate statement** and submit to **Elections Officer** at elections@uqms.org.



University of Queensland Medical Society Inc.

- a. Form 1 will require details of a Nominator and a Secunder both of which must also be Full Ordinary UQMS members.
- b. The Electoral Officer will reply to confirm that they have received your nomination. If you do not receive this confirmation within 3 days, please contact the Electoral Officer again.
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.

General Enquiries

For more information, please contact UQMS Secretary at secretary@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 August, 2024.