University of Queensland Medical Society Inc.

Position Description

Trephine Editorial Team
(Applications open to teams of 5-6)

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

Trephine is the annual journal, and flagship publication, of the University of Queensland Medical Society. Established in 1941, Trephine aims to provide readers with a vibrant, topical and informative insight into life as a medical student with all the year's highs and lows. Trephine enjoys a broad readership that includes current UQ medical students and

staff, in addition to practicing medical professionals who form the alumni of the UQ Faculty of Medicine. Furthermore, graduating students retain their copy as an important memento of their journey through medical school. The diverse readership of Trephine represents a substantial proportion of the current and future medical professionals in Queensland.

Roles and Responsibilities

1. **Sourcing reports from current UQMS executive members**, representatives and conveners
2. **Creating the traditional features of Trephine** including the Trephine Awards, quotes, interviews and Lecture Map
3. **Creating new articles and content** for Trephine
4. Organising **second year profiles** and photos
5. **Sourcing sponsorship** for the journal
6. **Liaising with the graphics designer**
7. **Organising printing** of the magazine

Desirable Candidate Qualities

The prospective candidate should consider the following desirable candidate attributes:

- Vision for Trephine
- Excitement and enthusiasm for the publication as well as new ideas and vision for the future is essential for this role.
- Previous involvement in publications is helpful but not essential.
- Strong interpersonal skills
- Good communication skills
- Professional and dependable
- Good delegation skills
- Time management and organisation skills
- Commitment to fulfil the requirement of the role
- Seeks constructive feedback to improve processes

Process for Nomination for Election

If you wish to apply, please complete the following:

1. **Ensure you are all Full Ordinary members of the UQMS** before applying. If you are unsure, email secretary@uqms.org to check your membership.
2. Trephine Editorial Team should be in their **second year** of study and team should have a **minimum of 5** and a **maximum of 6** members.

3. Potential candidates are **strongly advised to contact** the **Trephine Editorial Team** at trephine@uqms.org to discuss the role. You may also wish to contact the **Engagement Officer** at engagement@uqms.org.
4. Fill out the Google Form for applying for elected roles, as linked on the Elections Page.
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. For election specific enquiries, please contact the Electoral Officer at elections@uqms.org.

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

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