

# POSITION DESCRIPTION

EDUCATION REPRESENTATIVES

OUMSA



## RESPONSIBILITIES

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- Collecting feedback from class about concerns brought up by students.
- Collating this feedback as a team with the other education representatives from the year group to have feedback that is in a form able to be presented to faculty.
- Keeping the education officer informed as to action points - completed and incomplete.

## OTHER JOBS

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- Be available for communication at various points in the week for follow-through of urgent action points

## MEETINGS ATTENDED

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- Monthly Council meetings
- Education Student Committee meetings
- Meetings with course conveners as required

## LONG TERM FOCUSES

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- Advocate for changes in the curriculum which benefit all students
- Maintain positive ties with faculty for continued constructive communication

## OFFICERS RESPONSIBLE FOR:

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- None



## **REPORTS TO:**

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- Education Officer



# POSITION DESCRIPTION

BALL REPRESENTATIVE

OUMSA



## RESPONSIBILITIES

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- To organise and promote the Medical Ball
- Establish a Ball Committee to help with these responsibilities
- To hold regular meetings with the ball committee to ensure all delegated tasks are completed on time
- To write up and stick to a budget with the help of the Ball Treasurer and the OUMSA treasurer
- Arrange sponsorship for the event and any prizes
- Book venue, photographer, bands, caterer etc.

## OTHER JOBS

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- Write a handover document so the organisers the following year can learn from your experience
- After the ball liaise with the companies involved to ensure they are happy, this is in order to secure their use in future years

## MEETINGS ATTENDED

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- Quarterly Council meetings
- Ball Committee meetings

## LONG TERM FOCUSES

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- To provide a high quality ball for the medical students



## **OFFICERS RESPONSIBLE FOR:**

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- Ball Committee

## **REPORTS TO:**

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- Social Officer



# POSITION DESCRIPTION

VICE-PRESIDENT

OUMSA



## RESPONSIBILITIES

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- Represent the President in their absence
- Co-signatory for OUMSA finances
- Convenor of Peer Mentoring program
  - To oversee the Peer Mentoring Committee
  - To liaise with faculty and OUMSA Executive
- Assist members of the Executive with organisation/running of their events where required

## OTHER JOBS

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- Peer mentoring
  - Advertise and collect interest from students
  - Run mentor training day
  - Run speed dating night
  - Pair up mentors and mentees
  - Organise and run mentor/mentee social events throughout the year
  - Follow up on feedback about the program
  - Be available as an upline for peer mentors
- Liaise with Alumni Representatives
  - Provide information about events/projects
  - Address avenues for funding
  - Sales of med rings

## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly Council meetings
- Peer Mentoring Committee meetings





## **LONG TERM FOCUSES**

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- Greater student participation/representation
- To oversee projects and ensure Executive members have the support they need

## **OFFICERS RESPONSIBLE FOR:**

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- Year-level Representatives

## **REPORTS TO:**

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- President



# POSITION DESCRIPTION

TREASURER

OUMSA



## RESPONSIBILITIES

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- Signing authority on OUMSA account
- Calculating and paying GST for OUMSA every 2 months
- Maintaining and reapplying for OUMSA charity status
- Recording all income and expenditure in spreadsheet format in preparation for potential annual audit
  - Assisting student groups in writing their event budgets
  - Assisting executive members in writing their event budgets
- Writing invoices, receipts, cheques
- Processing OUMSA memberships at the start of the year
  - Liaising with CMSA and WMSA to ensure they are paid for membership
- Liaising with the accountant and IRD
- Designing our budget for the year and helping the Executive stick to it
- Filing bank statements, receipts and all correspondence for audit
- Making deposits
- Updating budget throughout year

## OTHER JOBS

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- To work with the Communications/Web Officer, following up on payments of web sales
- To keep training documents up to date for treasury processes

## MEETINGS ATTENDED

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- Weekly Exec meetings
- Quarterly Council meetings
- Meeting with accountant when required
- Meeting with auditors if required



## LONG TERM FOCUSES

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- To ensure efficient use of student membership fees
- Transparent accountancy of OUMSA
- To return the year without a deficit

## OFFICERS RESPONSIBLE FOR:

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- MECA Convenor
- Finance officers of student interest groups

## REPORTS TO:

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- President



# POSITION DESCRIPTION

MED REVUE REP

OUMSA



## RESPONSIBILITIES

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- The producer is in charge of every aspect of the show, everything is your job until you delegate it to someone else. It's up to you how you want to run the show and rehearsal process, there is no one way you have to do it.
- Ensure Med Revue goes ahead and breaks even/makes a profit
- Booking tcol and rehearsal space
- Co-ordinate your directing team
- Organise lighting and sound
- Manage the budget
- Appoint band directors and the stage manager & backstage crew.

## OTHER JOBS

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- Generally making sure everyone is on track, and help your directing team out where needed. You're also often the first point of contact for the cast to talk to about any problems they've got
- A few other little jobs behind the scenes

## MEETINGS ATTENDED

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- Monthly Council meetings
- Activities Committee meetings

## LONG TERM FOCUSES

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- Keep the show having a positive reputation
- Continue to donate profits to charity



## OFFICERS RESPONSIBLE FOR:

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- Need there be any?

## REPORTS TO:

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- Need there be anyone?



# POSITION DESCRIPTION

INTERNATIONAL REPRESENTATIVE

OUMSA





## RESPONSIBILITIES

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- Ensure all international students have the sufficient support required to help them pass end of year exams
- Organise:
  - Med Potluck Dinner at beginning of year (non-alcoholic function)
  - Facilitate Med Choir
  - Med Chinese Chess
  - Other cultural events
  - Med Cultural Night
- Represent OUMSA at the International Students' Council

## OTHER JOBS

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- Work with the Welfare Officer to set up the Coffee Buddies program
- Collaborate with MSGA to give international students the chance to talk about the medical systems and major health problems in their home countries

## MEETINGS ATTENDED

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- Quarterly Council meetings
- Activities Committee meetings
- International Students' Council meetings
- Welfare Committee meetings



## LONG TERM FOCUSES

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- Ensure international students integrate well into the kiwi culture
- Provide opportunities for the international students to share their culture with the rest of the medical students

## OFFICERS RESPONSIBLE FOR:

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- International Students' Council
- Any activity helpers

## REPORTS TO:

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- Welfare Officer



# POSITION DESCRIPTION

SECRETARY

OUMSA



## RESPONSIBILITIES

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- Prepare and publish a Google Docs agenda before each OUMSA Executive meeting
- Prepare agenda and take detailed minutes at:
  - OUMSA Executive meetings
  - OUMSA Council meetings
  - SGMs and AGMs
- Type up the minutes, print and have this copy certified at the following meeting and keep a file of all minutes to be bound at the end of the year
- Post the minutes on Google Docs weekly
- To collect information from the council and executives and produce a newsletter for distribution to the ELM classes
- Send Council report sheets out to Council members before each quarterly meeting
- To liaise between the OUMSA Executive and the OUMSA Council
  - To liaise between the student special interest groups and the OUMSA Executive
  - To promote the formation of new, and expansion of existing, student interest groups
- Prepare a contact list of all Council members, keeping it regularly updated
- To organise:
  - Elections of 2<sup>nd</sup> years at the start of the year
  - Election of new Executive at the end of the year
  - Strategic Planning Meetings
- Liaise with OUSA for graphics, photocopying etc
- Check email from [oumsa@otago.ac.nz](mailto:oumsa@otago.ac.nz) account, and forward to appropriate people

## OTHER JOBS

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- Any other odd jobs – photocopying, booklets etc
- Proof read any outgoing items for publication as required
- Meet with OUSA at the start of the year about our affiliation status
- Assist Executive with any events or projects as required
- Hold a key to OUMSA office if people need access to this area



## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly Council meetings
- AGM/SGM etc

## LONG TERM FOCUSES

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- To ensure the OUMSA Executive runs smoothly on a day-to-day basis
- To liaise with OUSA

## OFFICERS RESPONSIBLE FOR:

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- Student special interest group leaders
- Liaise with the appropriate reps on TOKO and PIHPSA

## REPORTS TO:

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- President



# POSITION DESCRIPTION

3RD YEAR REP

OUMSA



## RESPONSIBILITIES

---

- To be a communication channel between 3<sup>rd</sup> year students and Exec/Council in order to keep the students well informed about OUMSA and vice versa
- Providing support to the Executive for events and projects
- Helping out on committees where needed
- Events and projects
  - 3<sup>rd</sup> year end of year dinner
  - 3<sup>rd</sup> year photo
- Specials support
  - To recruit tutors for the specials support program, both in Dunedin and in students' own cities
  - To timetable tutorials as required
  - Liaise with faculty to arrange extra support
- Remediation
  - To recruit tutors and students for the Study Buddy program
  - To liaise with faculty
  - To head the Study Buddy Committee and recruit 2 ex-officio officers for the committee

## OTHER JOBS

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- Assist with surveys and newsletters for the third year class

## MEETINGS ATTENDED

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- Weekly Executive meetings
- Quarterly Council meetings
- Meetings with faculty regarding specials support and remediation programs
- Attend various other meetings as required



## **LONG TERM FOCUSES**

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- To ensure the ongoing support of students in the medical program

## **OFFICERS RESPONSIBLE FOR:**

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- Tutors in the specials support program
- Study Buddy Committee Officers

## **REPORTS TO:**

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- Vice President





# POSITION DESCRIPTION

MECA CONVENOR

OUMSA



## RESPONSIBILITIES

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- The lead organiser of the MECA event and facilitator of the MECA Committee and their meetings
- Directing the overall vision for the conference
- To recruit and train the ex-officio officers that make up the MECA Committee
  - Assign and communicate tasks
  - Following up officers to ensure they completed tasks in a timely matter
  - Assisting the officers in their tasks
- To lead the MECA Committee in:
  - Booking a venue
  - Raising sponsorship and creating a budget
  - Recruitment of speakers and the discussion panel as well as booking their accommodation and travel
  - Organizing workshops
  - Organization of the evening event
  - Setting up a website and ticket sales
  - Producing and printing advertising, tickets and conference material
  - Organizing stalls for the MECA fair
  - Running logistics on the day
- Mediating interaction between MECA and OUMSA Executive

## OTHER JOBS

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- Liaising with the OUMSA Sponsorship Officer and Treasurer
- Networking with potential sponsors, workshop leaders and speakers

## MEETINGS ATTENDED

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- Quarterly OUMSA Council Meetings



- MECA Committee meetings
- Any meetings with sponsors

## **LONG TERM FOCUSES**

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- To provide a high quality medical education conference to the medical students of Dunedin

## **OFFICERS RESPONSIBLE FOR:**

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- MECA Committee members

## **REPORTS TO:**

---

- OUMSA Treasurer
- President



# POSITION DESCRIPTION

COMMUNICATIONS OFFICER

OUMSA



## RESPONSIBILITIES

---

- Oversee the Communications Team
- Maintain social media presence
  - Create the class pages following the current format
  - Check and approve new members
  - Moderate content including photos
  - Post on behalf of OUMSA, NZMSA and other groups
- Maintain the YouTube channel
  - Assist with live streaming of seminars and presentation by student groups (ie NZMSA seminar series)
- Website
  - Run a personal development seminar for student groups and executive members on how to upload content to the website
  - Monitor website content
  - Add any OUMSA Executive content
  - Upload content from Executive interviews and class bloggers
- Liaise with faculty over communication and E-Learning issues
- Maintain the membership lists and communicate these to the treasurer

## OTHER JOBS

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- Assist OUMSA Executive on projects and events as required

## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings
- Meetings with Faculty of Medicine E-Learning Administrator
- ELICT (E-Learning and Information Communication Technologies)



## LONG TERM FOCUSES

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- To sustain and improve the technologies available to medical students as a method of facilitating education and learning
- To assist the OUMSA Executive in improving their reach to members, through technology

## OFFICERS RESPONSIBLE FOR:

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- Web Administrator
- IT class reps
- Graphic Designers

## REPORTS TO:

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- President



# POSITION DESCRIPTION

COMMUNITY OUTREACH OFFICER

OUMSA



## RESPONSIBILITIES

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The Community Outreach Officer is a role that we hope will keep medical students connected with the community through co-coordinating volunteering events and opportunities. Part of the job is figuring out what medical students want to do, and how best to get them involved; i.e. what works and what doesn't.

- Be passionate about getting students involved in volunteer activities and use strong interpersonal and organisational skills to ensure this comes about.
- Being knowledgeable on, and advocating the importance of, volunteering for medical students
  - Some specialisations are competitive and volunteer experience will add points to your application
  - It is important for a career in Medicine to exercise people-skills and humanitarian values
- Assisting with group events for medical students to attend e.g. Relay for Life
- Listening to individuals about their passions, and matching them with volunteering opportunities out in the community
  - Includes co-ordinating with OUSA volunteering services and other such agencies
- Writing or overseeing the writing of articles in the ENEMA + ODT, getting photos and keeping track of our volunteers to promote a positive public image of medical students

## OTHER JOBS

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- Co-ordinate and assist any student volunteer group which may form
- Write and adapt handover documents to make sure the process is as easy as possible

## MEETINGS ATTENDED

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- Quarterly Council meetings
- Volunteer Committee meetings
- Welfare Committee meetings
- Liaise with MSGA, Ignite, and other student-run organisations on campus





## **LONG TERM FOCUSES**

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- Keeping aware of the immediate social/political/economic issues, and consider the ways medical students can be involved in tackling these issues
- Establish a framework for community outreach within the medical school, which can be utilised for successive cohorts
- Cultivate ties between the medical school and local organisations

## **OFFICERS RESPONSIBLE FOR:**

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- Various medical student volunteers

## **REPORTS TO:**

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- Welfare Officer
- Liaises with Sponsorship Officer



# POSITION DESCRIPTION

**PRESIDENT**

OUMSA



## RESPONSIBILITIES

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A role of leadership, representation, diplomacy and support. The President advocates for all Dunedin medical students, and provides a strong tie with the Faculty and wider University community. They are to ensure the general wellbeing of OUMSA and maintain an efficient and cohesive executive and council. The President must overlook all activities undertaken by the association, and make certain that they are completed in a professional manner. They must also follow national issues with great understanding, and communicate these issues to the executive and students.

## OTHER JOBS

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- Chair Council and Executive meetings
- Plan the strategic planning meeting
- To plan and run the Personal Development Program
- Work closely with Vice-President
- Work closely with committee leaders
- Speak on behalf of OUMSA to the media
- Lay casting vote where required
- Provide emotional and physical support for other executive members
- To hold and be responsible for the petty cash card

## MEETINGS ATTENDED

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- OUMSA Executive & Council meetings
- Subcommittee meetings (eg CSC)
- Student Education Group Meetings (eg SLLiC)
- NZMA monthly meetings
- NZMSA teleconference and Face to face meetings
- Faculty Curriculum Meetings
- Heath Science Academic Board meetings
- OUSA meetings of importance
- Meetings with sponsors
- Meetings with WMSA and CMSA presidents as required



## LONG TERM FOCUSES

---

- To follow closing the OUMSA focus for the year as decided upon at the strategic planning meeting
- To work with members interested in being involved in the executive for the following year to ensure they understand how the association runs and that they have the tools for success

## OFFICERS RESPONSIBLE FOR:

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- Directly responsible for those members reporting to the president as per the OUMSA uplining flow chart
- Generally responsible for all OUMSA executive and council meetings

## REPORTS TO:

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- To the OUMSA executive



# POSITION DESCRIPTION

SPONSORSHIP REPRESENTATIVE

OUMSA



## RESPONSIBILITIES

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- Organise bulk buying of equipment for med students
  - Medical equipment
  - Textbook bundles
  - Med rings
  - Med clothing (summer and winter range)
- Organise deals for OUMSA Med card
- Obtain sponsorship for OUMSA, either seeking out new sponsorship or working at maintaining existing sponsorship deals
  - Writing grant applications for Executive projects
  - Assisting student interest groups in writing their grant applications
- Attend meetings with major sponsors and act as their contact person
  - Liaising with the Treasurer to ensure invoices are sent at the correct time to each sponsor
- Promote sponsors through advertising etc.
- Keep record of products/prizes donated and the companies donating them.
- Introduce the incoming Sponsorship Officer to key sponsors in person

## OTHER JOBS

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- Assist the OUMSA Executive with any events or projects as required
- Prepare sponsorship packs (different tiers with different rewards) for potential sponsors
- To work with the Community Outreach Officer to increase the visibility of OUMSA within the community
- Recruit and oversee the ENEMA Committee

## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings



- Quarterly OUMSA Council meetings
- Meetings with potential/current sponsors
- Meetings with student interest groups to direct funding efforts

## **LONG TERM FOCUSES**

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- To increase and improve the exposure of OUMSA within the community
- To attract new sponsors for OUMSA

## **OFFICERS RESPONSIBLE FOR:**

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- ENEMA team

## **REPORTS TO:**

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- President



# POSITION DESCRIPTION

WELFARE OFFICER

OUMSA





## RESPONSIBILITIES

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- Provide and promote information about support services available
- Organise non-alcoholic events
- To Organise:
  - What I Wish I Knew in Med2 panels for HSFY, grad and other entry pathways
  - Welfare Week
  - Relay for Life teams
  - Welfare Panel – Life as a clinical student
  - ALM Welfare Panel in conjunction with ALM Welfare Rep – Clinical life as a graduate
  - Gap Year Panel
  - Interfaculty Quiz
- To sit on the Peer Mentoring Committee
- To provide information on and collect applications for the Student Hardship Fund
  - To review applications with the President
  - To give details to the Web Officer and Treasurer about payment of hardship funds/payment plans for sales

## OTHER JOBS

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- Assist other OUMSA Representatives in the organisation of events to incorporate welfare themes
- To assist NZMSA with the blood drive in Dunedin
- To liaise with the NZMSA Welfare Representative

## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings
- Welfare Committee meetings



- Faculty wellbeing working group
- Peer Mentoring Committee meetings

## LONG TERM FOCUSES

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- Promote balance and healthy lifestyles for students and the OUMSA Executive
- Promote class bonding and relations between the classes, including clinical students
- To improve the support of international students in Medicine

## OFFICERS RESPONSIBLE FOR:

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- Welfare Committee
  - To recruit and delegate roles for ex-officio welfare events team, advocacy roles and Community Outreach Officer
- Coffee Buddies

## REPORTS TO:

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- President



# POSITION DESCRIPTION

2ND YEAR REP

OUMSA



## RESPONSIBILITIES

---

- To be a communication channel between 2<sup>nd</sup> year students and the exec/council in order to keep the students well informed about OUMSA and vice versa
- Providing support to the executive for events and projects
- Helping out on committees where needed
- Events and projects
  - Orientation week
  - Combined BYO dinner for OUMSA, TOKO and PIHPSA
  - Talent quest/performance night
  - ELM2 end of year event

## OTHER JOBS

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- Assist with surveys and newsletters for the second year class
- Recruit a 2<sup>nd</sup> year blogger for the OUMSA website

## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings
- Other committees as required

## LONG TERM FOCUSES

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- To promote the participation of 2<sup>nd</sup> year students in OUMSA activities and projects
- To communicate any issues 2<sup>nd</sup> year students have to OUMSA



## **OFFICERS RESPONSIBLE FOR:**

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- Orientation week group leaders

## **REPORTS TO:**

---

- Vice President



# POSITION DESCRIPTION

4TH YEAR REPRESENTATIVE

OUMSA



## RESPONSIBILITIES

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- Organise social events for 4<sup>th</sup> years
- Oversee the ELM/ALM OSCE tutoring scheme along with the ALM Ed Rep
  - For ALM: ELM students participate as actors for ALM students
  - For ELM: ALM students participate as markers for ELM students
- Together with the ALM Ed Rep, collect and prepare feedback on each run ready for the next group of students on that run

## OTHER JOBS

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- To assist the ALM Committee with any events or projects as required
- To assist the OUMSA Executive with any events or projects as required

## MEETINGS ATTENDED

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- SSLiC
- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings

## LONG TERM FOCUSES

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- To provide welfare and educational support to the 4<sup>th</sup> year class



## **OFFICERS RESPONSIBLE FOR:**

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- Any ex-officio ALM event helpers

## **REPORTS TO:**

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- ALM Committee Chair
- Vice President





# POSITION DESCRIPTION

ALM EDUCATION REPRESENTATIVE

OUMSA



## RESPONSIBILITIES

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- Act as a liaison between teaching staff and students on educational issues
- Listen to students' educational issues and concerns, ensuring that they are followed up through appropriate channels, with the appropriate individuals to achieve satisfactory outcomes
- Deal with everyday issues such as meeting with module convenors, following up on the availability of lecture notes via moodle, distribution and collection of feedback forms in lectures and passing on education notices to the class
- To run online feedback forms for each module and provide feedback to faculty
- To assist in the creation and ongoing development of end of run documents and to ensure these are distributed to the group of students next on the run
- Oversee the ELM/ALM OSCE tutoring scheme
  - For ALM: ELM students participate as actors for ALM students
  - For ELM: ALM students participate as markers for ELM students

## OTHER JOBS

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- Attend the various meetings listed below and provide useful and productive insight to the ALM Committee and OUMSA Executive.

## MEETINGS ATTENDED

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- SSLiC
- Meetings with module convenors
- Meetings with students to discuss their concerns
- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings



## LONG TERM FOCUSES

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- Represent the interests of the current ALM classes to the faculty particularly in regards to seeing positive changes within the curriculum

## OFFICERS RESPONSIBLE FOR:

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- Education Representatives from 4th-6th year

## REPORTS TO:

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- ALM Committee Chairperson
- President



# POSITION DESCRIPTION

EDUCATION OFFICER

OUMSA



## RESPONSIBILITIES

---

- Act as a liaison between teaching staff and students on educational issues
- Listen to students' educational issues and concerns, ensuring that they are followed up through appropriate channels, with the appropriate individuals to achieve satisfactory outcomes.
- Meet with module convenors
- Follow up on the availability of lecture notes via Moodle
- Assist with the distribution and collection of feedback forms in lectures
- To pass on education notices to the class.
- Attend the various meetings listed below and provide useful and productive insight
- To liaise with the ALM Education Representative on education issues affecting the whole class

## OTHER JOBS

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- To be OUMSA's voice to faculty on educational issues
- Lead the delegation of Education Representatives to the NZMSA Medical Education Summit

## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings
- OUMSA Education Student Committee Meetings (with Education Reps)
- Assessment liaison meeting
- Individual Module Convenors Feedback sessions
- Medical Library liaison
- Meetings with students to discuss their concerns
- Faculty Curriculum Committee
- Faculty Assessment Sub-Committee



- ELM Curriculum Sub-Committee

## LONG TERM FOCUSES

---

- Represent the interests of the current ELM classes to the faculty, particularly in regards to seeing positive changes within our course

## OFFICERS RESPONSIBLE FOR:

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- 4 ex-officio ELM2 Education Representatives
- 3 ex-officio ELM3 Education Representatives

## REPORTS TO:

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- President



# POSITION DESCRIPTION

SOCIAL REPRESENTATIVE

OUMSA



## RESPONSIBILITIES

---

- Organise social events for med students so they have a chance to hang out outside of class and interact with other year groups
- To organise:
  - Orientation week parties (with 2<sup>nd</sup> Year Rep)
  - Flat Crawl
  - 4 Steins
  - Wine and Cheese Evening
  - Quiz Nights
  - Cultural evening
  - Interfaculty events with Dentistry, Pharmacy, Physiotherapy and Med Lab Science
  - Beer pong competition and social competitions
  - To assist the 2<sup>nd</sup> Year Rep in organising the end of year ELM2 event

## OTHER JOBS

---

- Oversee with Ball committee in conjunction with the Secretary
  - To tentatively book potential locations for the ball in January as soon as Med Revue dates are obtained and to pass this information on to the Ball Committee once set up in March
  - To advertise and recruit a Ball Committee with specific roles
  - To set up the Ball Convenor with handover documents and the [ball@oumsa.org](mailto:ball@oumsa.org) email account
  - To report back the Ball Committee's progress to OUMSA Executive
- Communicate between the Med Revue Committee and OUMSA
- To assist the Sports Representative with organising social events for the NZMSA Sports Exchange should Dunedin be the host city
- To assist on other committees as required
- Communicate with faculty students associations (eg Law) to promote joint social events
- Work with the Sports Officer to oversee the organising committee for Med Camp
- To produce well written Gig Guides for each social event to ensure they run smoothly in future years





## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings
- Social Committee meetings
- Committee meetings as required
- Interfaculty Students Association meetings

## LONG TERM FOCUSES

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- To improve the communication between faculties and set up ongoing annual events between the different students associations
- To ensure the existing events remain in place and strive to improve on previous years
- To introduce new events or projects catered to the interest of the current class

## OFFICERS RESPONSIBLE FOR:

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- Social Events Committee
  - To recruit and train 2 ex-officio events officers
- Ball Committee (in conjunction with the Secretary)

## REPORTS TO:

---

- President



# POSITION DESCRIPTION

WEB STORE ADMINISTRATOR

OUMSA



OUMSA

OTAGO UNIVERSITY

MEDICAL STUDENTS' ASSOCIATION

## RESPONSIBILITIES

---

- **Oversee the content on the OUMSA web store**
  - Liaise with student groups and Executive to obtain information on goods and services to put in the web store
  - Liaise with sponsors/companies/graphic designers to get the appropriate content (eg logos)
  - Obtain approval from each group and the Communications Officer before making the product/service live on the website
- **Reconcile payments**
  - Manual invoicing as required
  - Match incoming payments to web orders through Xero
  - Organise refunds/overpayments/underpayments with the affected student and the treasurer
  - Send activity reports to the Treasurer
- **Reporting**
  - Report back to the appropriate groups on sales
  - Provide lists of students involved etc
- **Ticketing**
  - Assist with scanning of ID cards at events (or organise and train the person who will do this)
- **Welfare**
  - Maintain confidentiality when dealing with welfare issues

## OTHER JOBS

---

- Assist OUMSA Executive on projects and events as required
- Assist the Communications Officer with projects as required

## MEETINGS ATTENDED

---

- Communications Team meetings
- Quarterly OUMSA Council meetings



## LONG TERM FOCUSES

---

- To maintain the web store to ensure students have an easy means of purchasing tickets and equipment
- To assist the OUMSA Executive to improve their reach to members through technology

## OFFICERS RESPONSIBLE FOR:

---

- None

## REPORTS TO:

---

- Communications Officer
- Liaises with Treasurer



# POSITION DESCRIPTION

TI REPRESENTATIVE

OUMSA



OUMSA

OTAGO UNIVERSITY

MEDICAL STUDENTS' ASSOCIATION

## RESPONSIBILITIES

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- Recognise and advocate TI issues to OUMSA and faculty
- To promote OUMSA events to TIs
- To organise:
  - Class events for the TIs
  - Graduation Ball
- To assist with Specials Support for those resitting 5<sup>th</sup> year exams

## OTHER JOBS

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- To ensure that contact is maintained with and within the class post-graduation
- To assist with other events and projects as required
- To identify a TI class blogger for the OUMSA website

## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings
- ALM Committee meetings
- SSLiC

## LONG TERM FOCUSES

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- Improved promotion and support of ALM special interest groups
- To promote increased participation in ALM social events



## OFFICERS RESPONSIBLE FOR:

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- Graduation Ball Committee

## REPORTS TO:

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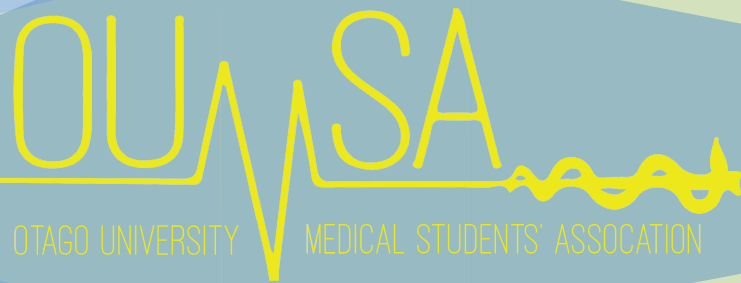
- ALM Committee Chair
- President



# POSITION DESCRIPTION

ALM SOCIAL REPRESENTATIVE

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## RESPONSIBILITIES

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- Organise social events for med students so they have a chance to hang out outside of class and interact with other year groups
- To organise:
  - ALM Wine and Cheese
  - ALM Quiz Night or a regular team to an existing quiz
  - ALM Class BYOs (in conjunction with the year reps)
  - ALM end of year class dinners
- To assist the ELM Social Representative with organisation of events
- To assist the sponsorship officer by researching equipment companies for funding
- To promote and recruit ALM members for the inter-year social sports teams
- Med golf tournament to be run for doctors and ALM students

## OTHER JOBS

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- Oversee the Graduate Ball Committee in conjunction with the TI rep
- To assist on other committees as required
- To produce well written Gig Guides for social events to ensure they run smoothly in future years

## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings
- Social Committee meetings
- Committee meetings as required
- ALM Committee meetings



## LONG TERM FOCUSES

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- To ensure communication between OUMSA and the ALM students for the promotion of social events
- To ensure the existing events remain in place and strive to improve upon previous years
- To introduce new events or projects catered to the interest of the current class

## OFFICERS RESPONSIBLE FOR:

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- Any ALM social event ex-officio officers

## REPORTS TO:

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- ALM Committee Chair
- President



# POSITION DESCRIPTION

ALM WELFARE REPRESENTATIVE

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## RESPONSIBILITIES

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- Provide information about support services available and actively promote them
- Organise non-alcoholic events
- To Organise:
  - ALM welfare events during Welfare Week
  - ALM Relay for Life teams
  - ALM Welfare Panel in conjunction with ELM Welfare rep – Clinical life as a graduate
  - To assist with the ELM Welfare Panel – Life as a clinical student
  - To assist the ELM Welfare Rep with the Gap Year Panel
- To liaise between the student special interest groups and the OUMSA Executive
  - Dunedin Society of Aspiring Surgeons
  - O and G group
- To promote the Student Hardship Fund among ALM students
- To prepare goodie bags for the 5<sup>th</sup> year students before exams

## OTHER JOBS

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- Assist other OUMSA Representatives in the organisation of events to incorporate welfare themes
- To assist NZMSA with the blood drive in Dunedin
- To liaise with the NZMSA Welfare Representative

## MEETINGS ATTENDED

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- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings
- Welfare Committee meetings
- Faculty Wellbeing Working Group
- Student Interest Group Meetings as required



## **LONG TERM FOCUSES**

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- Promote balanced and healthy lifestyles for students and the OUMSA Executive
- Promote class bonding and relations between the classes, including pre-clinical students
- To improve the support of international students in Medicine
- To promote the formation of new, and expansion of, existing student interest groups

## **OFFICERS RESPONSIBLE FOR:**

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- Ex-officio Welfare event officers

## **REPORTS TO:**

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- ALM Committee Chair
- President



# POSITION DESCRIPTION

5TH YEAR REP

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## RESPONSIBILITIES

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- Organise social events for the 5<sup>th</sup> year class
- Oversee the ELM/ALM OSCE tutoring scheme along with the ALM Ed Rep
  - For ALM: ELM students participate as actors for ALM students
  - For ELM: ALM students participate as markers for ELM students
- Together with the ALM Ed Rep and 4<sup>th</sup> Year Rep, collect and prepare feedback on each run ready for the next group of students on that run

## OTHER JOBS

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- To assist the ALM Committee with any events or projects as required
- To assist the OUMSA Executive with any events or projects as required

## MEETINGS ATTENDED

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- SSLiC
- Weekly OUMSA Executive meetings
- Quarterly OUMSA Council meetings
- ALM Committee meetings

## LONG TERM FOCUSES

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- To provide welfare and educational support to the 5<sup>th</sup> year class



## OFFICERS RESPONSIBLE FOR:

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- Any ex-officio ALM event helpers

## REPORTS TO:

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- ALM Committee Chair
- President





# POSITION DESCRIPTION

SPORTS REPRESENTATIVE

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## RESPONSIBILITIES

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- Increase the sporting opportunities for the med class
- Organise:
  - Social sports teams: rugby, soccer, netball and others as required
  - Ski Trip
  - Med Tramp
  - Med Camp
  - Orientation week Sports Day
  - Med social runners, swimmers and other student-led sports groups
- Interfaculty sporting relationship
- Place a bid for the NZMSA sports exchange

## OTHER JOBS

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- Form a Sports Committee to help with the planning and execution of events
- If successful, run the NZMSA Sports Exchange

## MEETINGS ATTENDED

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- Quarterly OUMSA Council meetings
- Weekly OUMSA Executive meetings
- Sports Committee meetings
- Interfaculty students' association meetings as required



## **LONG TERM FOCUSES**

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- Improve the wellbeing of medical students through participation in sporting activities

## **OFFICERS RESPONSIBLE FOR:**

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- Sports Committee ex-officio officers

## **REPORTS TO:**

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- President

