



OTAGO UNIVERSITY
MEDICAL STUDENTS' ASSOCIATION
OUMSA

Exec and Council Positions

2015- 2016

All Positions

- President
- Vice President
- Treasurer
- Secretary
- Education Officer/ALM Education Officer
- Social Officer/ALM Social Officer
- Welfare Officer/ ALM Social Officer
- Sports Officer
- Sponsorship Officer



- Communications Officer
- Web Store Administrator
- 3rd, 4th, 5th and 6th Year Reps
- MECA Convenor
- Ball Rep
- NZMSA Dunedin General Rep

To be eligible for the positions you must be a member of OUMSA

Positions for ALM Students

- ALM Education Officer
- ALM Social Officer
- ALM Social Officer
- 4th Year Rep
- 5th Year Rep
- TI Rep
- NZMSA ALM Rep

All positions (previous slide) are open to ALM students as well as ELM students. The positions on this slide are open to just ALM students and make up the ALM committee



To be eligible for the positions you must be a member of OUMSA

What you have to Do

- ◆ Applications for these positions open 28th July
- ◆ Email secretary@oumsa.org with your:
 - Name
 - Year
 - Position you're going for
 - Blurb explaining why people should vote for you - including relevant experience, qualities. (Less than 100 words!)
 - A photo
 - Also get **two people** to nominate you. They have to email secretary@oumsa.org, saying your full name and nominating you for whatever position. You can apply first and then get people to nominate you

What you have to Do

Applications close 6pm Friday 7th August

NOTE:

- PLEASE NO DEROGATORY CAMPAIGNS OR PERSONAL PUTDOWNS
- NO CAMPAIGNING ON THE DAY OF VOTING = 11th & 12th August

Voting
Date: 11th & 12th
August

♦ Email secretary@oumsa.org
with any questions about
positions

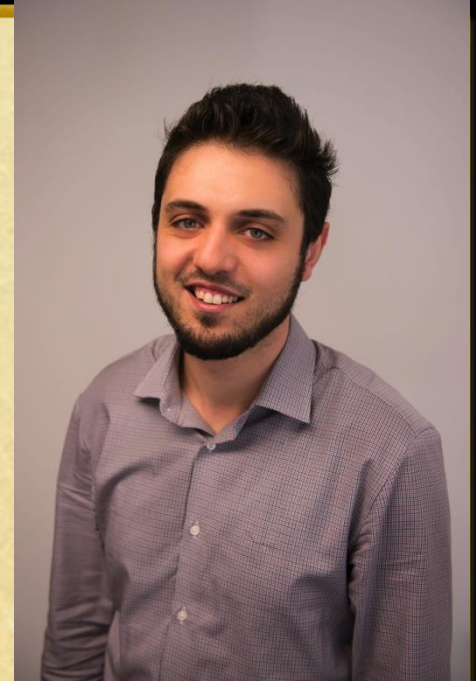
**AGM: 12th of August
Hunter Centre
Room 120/121**

The AGM will have the Announcement of
election results

ALM Education Officer

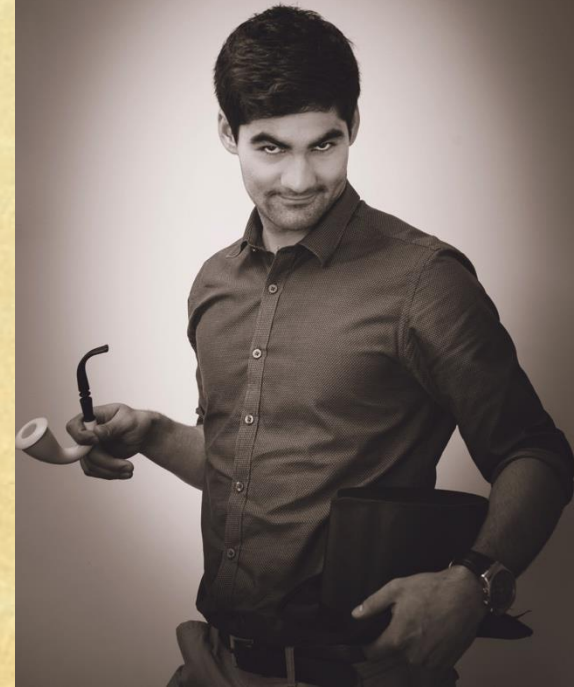
- Sits on the education committee
- Oversees the ALM education reps
- Works closely with the faculty on a number of committees including SSLiC
- One of the first to know if something is going to change in the curriculum
- Gathers feedback from students and acts on it
- Coordinates any reviews on the curriculum

For more info please email: alm-education@oumsa.org



ALM Social officer

- Responsible for running all OUMSA ALM social events with the help of a social committee
 - End of run drinks
 - Class BYOs
 - Wine and Cheese
 - TI/Grad ball
 - Med Performance Night
- Ensures both alcoholic and non-alcoholic events occur



For more info please email: alm-social@oumsa.org

ALM Welfare officer

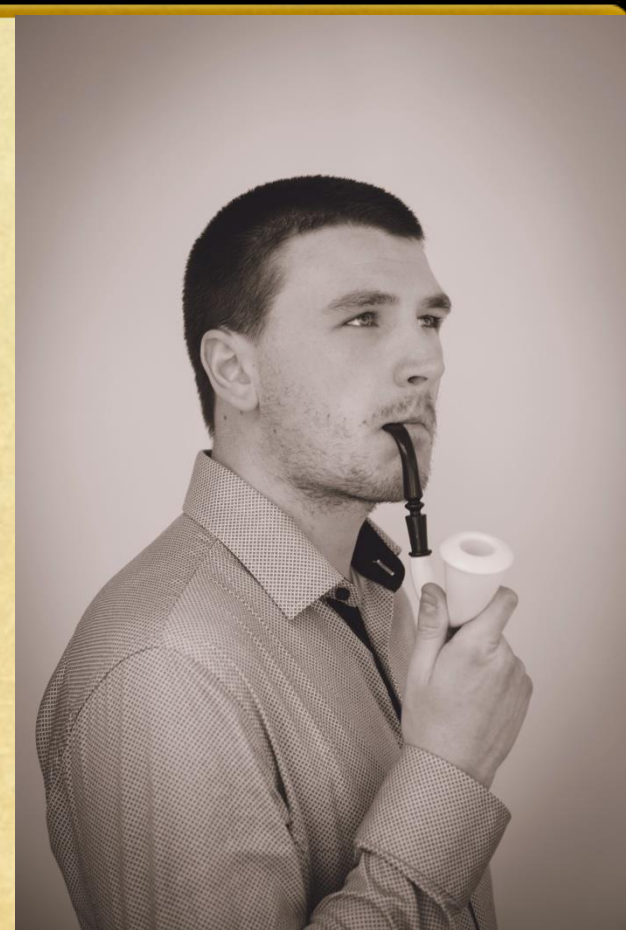
- Advocates for Student Health and wellbeing
- Sits on the faculty Welfare Committee
- Organises Wellbeing Week events for ALM students and assists ELMs where needed
- Assists in the coordination of OUMSA Charity Events e.g. Interfaculty Quiz Evening, Blood Drive
- Creates and oversees wellbeing initiatives e.g. Wellbeing panel and documentary screenings



For more info please email: alm-welfare@oumsa.org

4th year Rep

- **Contact between the exec and the 4th year class**
- **Gives class notices**
- **Organises:**
 - End of run feedback and documents
 - Assists with ALM social events
- **Assists with support during Specials exams**



For more info please email: 4thyear@oumsa.org

5th year Rep

- Contact between the exec and the 5th year class
- Gives class notices
- Organises:
 - End of run feedback and documents
 - Assists with ALM social events
- Assists with support during Specials exams



For more info please email: 5thyear@oumsa.org

TI Rep

- **Contact between the exec and the 5th year class**
- **Gives class notices**
- **Organises:**
 - End of run feedback and documents
 - Assists with ALM social and welfare events
 - Sits on SSLiC and other faculty committees
- **Assists with support during Specials exams**



For more info please email: ti@oumsa.org

NZMSA ALM Representative

NZMSA General Representative

- ◆ This election there are TWO positions up for grabs on NZMSA
- ◆ Represent and advocate on behalf of medical students at a national level.
- ◆ Help with organisation of local and national events (e.g seminar series).
- ◆ Provide a link between the NZMSA executive and OUMSA and attend relevant meetings - including skype meetings and face to face meetings around New Zealand.
- ◆ Work alongside the NZMSA ELM and ALM representatives and provide a link between the two.
- ◆ Please note, this position is held for a 2 year term.

For more information email: andy@nzmsa.org.nz (Dunedin ELM Rep)

All Positions



To be eligible for the positions you must be a member of OUMSA

President

- Oversees the day to day running of OUMSA
- Ensures OUMSA acts in line with the views of its members
- Chairs exec meetings
- Works closely with Faculty and sits on a number of committees
- First point of contact for external organisations
- Has to be flexible, not phased by small problems popping up, good at working with others



For more info please email: president@oumsa.org

Vice President

- Supervises internal affairs –
- looks after the exec, makes sure everyone is doing their job, ensures that events run smoothly
- Acting-President when President is away
- Aids other exec. members to ensure they fulfil their portfolio
- Works closely with and supports the President
- Uses initiative and willing to take things as they come
- Works on a project of their choice

For more info please email: vicepresident@oumsa.org



Treasurer

- In charge of the OUMSA accounts
- Manages the accounts, writes cheques, invoices, receipts, online banking system
- Keeps in contact with key sponsors and accountants
- Watches the budget (very carefully)
- Passes event budgets through the exec for approval
- Ensures money is distributed fairly
- Manages the EFTPOS system and online payment forms



**For more info please email:
treasurer@oumsa.org**

Secretary

- Takes weekly minutes at exec. meetings
- Sends out emails to students
- Co-ordinates elections
- Organises meetings
- Point of contact with outside organisations
- General administration – keeping the office stocked and tidy



For more info please email: secretary@oumsa.org

Education Officer

- Chairs the education committee
- Oversees the education reps (ELM and ALM)
- Works closely with the faculty on a number of committees
- One of the first to know if something is going to change in the curriculum
- Gathers feedback from students and acts on it
- Coordinates any reviews on the curriculum



For more info please email: education@oumsa.org

Social officer

- Responsible for running all OUMSA social events with the help of a social committee
 - Med Steins
 - Flat Crawl
 - Wine and Cheese
 - Med Ball
 - Med Performance Night
 - ENEMA Magazine
- Ensures both alcoholic and non-alcoholic events occur



For more info please email: social@oumsa.org

Welfare officer

- Advocates for Student Health and wellbeing
- Oversees the Welfare Committee and
- liaises with Te Oranga, PIHPSA, Matagouri and International Rep etc.
- Organises Wellbeing Week
- Coordinates OUMSA Charity Events e.g. Interfaculty Quiz Evening, Blood Drive
- Creates and oversees wellbeing initiatives e.g. Coffee Buddies



For more info please email: welfare@oumsa.org

Sports Officer

- Organise sporting events
 - Med O Week Sports day
 - Interfaculty sports
 - NZMSA Sports Exchange
 - Unipol team competitions
- Liaises with other faculties



**For more info please email:
sports@oumsa.org**

Sponsorship Officer

- Liaises with external organisations to get OUMSA deals
- Organises med clothing
- Works closely with major sponsors to keep them updates
- Must be an outgoing person who is able to approach businesses/ sponsors



For more info please email: sponsorship@oumsa.org

Communications officer

- Chair of the communications team
- Works with the med school to provide feedback about current technology and possible improvements
- Overseeing the continuing development of the website, moodle and use of social media for communication to members
- Providing advice and support for the IT requirements of the OUMSA exec
- Ensuring that lectures are podcasted (either you or someone else)

EMAIL
communications@oumsa.org



Web Store Administrator

- ◆ Oversees the content of the OUMSA Web Store
- ◆ Reconciles Payments
- ◆ Reports back to appropriate groups on how sales are going
- ◆ Assists with ticketing at events



3rd year Rep

- Contact between the exec and the 3rd year class
- Gives class notices
- Organises:
 - 3rd Year Class Dinner
 - 3rd Year Photo
 - 3rd Year Class Division Lunch
- Support during Specials exams



For more info please email:
3rdyear@oumsa.org

MECA Convenor

- Responsible for the annual Medical Education Conference Aotearoa (MECA) and chair the MECA committee
- Medical Education Conference Aotearoa is an annual conference run by Dunedin medical students for Dunedin medical students. Delegates can look forward to hearing from a range of excellent speakers on a wide range of topics plus interactive workshops and discussions.



**For more info please email:
meca@oumsa.org**

BALL Rep

- Responsible for the annual Medical Students Ball and chair the Ball committee
- One of the highlights of the OUMSA social calendar the ball rep gets to run their own mini executive with treasurer and sponsorship roles among others. They also get the hugely rewarding position of pulling off our biggest event for the year!



**For more info please email:
ball@oumsa.org**