

# Call for expressions of interest for NSWMSC Executive 2016

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NSW Medical Students' Council (NSWMSC) is the peak representative body for over 4,500 medical students across 7 medical schools and 43 teaching sites within NSW. The NSWMSC aims to promote and address issues pertinent to medical students in NSW, to represent and protect the wellbeing of all medical students in NSW and to promote cooperation between the NSW medical schools in order to maintain optimal medical education.

We are looking for motivated and enthusiastic individuals to lead NSWMSC in the following Executive positions in 2016:

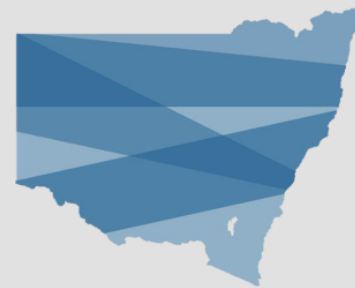
- Chair
- Secretary
- Treasurer
- Sponsorship Officer
- Events Director
- Public Relations Officer
- Information Technology Officer

Applicants should email a copy of their **curriculum vitae** with a **personal statement** (max 200 words) detailing why they are interested in the position and any relevant experience or skills that they have to [secretary@nswmsc.org.au](mailto:secretary@nswmsc.org.au) by **8pm Friday 18<sup>th</sup> September 2015**.

You may apply for a maximum of two positions. If you are submitting multiple applications please specify your first preference. You may submit individual statements for each position.

NB. Please ensure that you receive a confirmation email following your application. If you do not hear from us within 3 days, please email again.

Please read the **position descriptions below** and feel free to contact the relevant Executive member for more information.



New South Wales  
Medical Students' Council

NSWMSC Office,  
69 Christie Street,  
St Leonards NSW2065

E: [secretary@nswmsc.org.au](mailto:secretary@nswmsc.org.au)  
W: [nswmsc.org.au](http://nswmsc.org.au)

## 1. Chair

### Roles and responsibilities

- Spokesperson for the organisation – representing medical students and relevant issues via public statements & press releases
- Officially represent the Council at relevant forums, meetings or conferences
- Coordinate advocacy on behalf of the Council and its constituent medical students
- Draft policy positions in consultation with the Council and help promote them to various stakeholders with the Public Relations Officer
- Proactively engage with relevant bodies (e.g. NSW Health, HETI, Medical School Deans) to pursue the interests of NSW medical students on a state-wide basis
- Attend AMA NSW Doctors in Training (DIT) Committee Meetings when possible, and relay information back to the Committee.
- Act as an impartial chair of all NSWMSC meetings
- Submit an annual report to the Secretary and provide assistance/guidance to members of the Executive when needed
- Work closely with members of the Executive and NSWMSC Reps to ensure adequate publicity of all functions
- Present the NSWMSC reports at official meetings throughout the year (e.g. HETI meetings, AMSA National Council)
- Public Officer of the organisation for taxation purposes

### Desirable attributes

- Strong leadership background/experience
- Good communication skills
- Enthusiastic and passionate
- Able to think "outside the box" and be innovative
- Engage with students and key stakeholders
- Be original and creative

## 2. Secretary

### Roles and responsibilities

- Organise regular Executive meetings including videoconferencing
- Organise Council Meetings and an Annual General Meeting at AMA House in Sydney
- Arrange elections of incoming Executive and other positions throughout the year
- Ensure correspondence with Medical Student Council Representatives from each of the NSW universities
- Send introductory letters to Medical Deans at each NSW university

### Desirable attributes

- Strong organizational skills and planning
- Effective time management
- Good communication skills & attention to detail
- Multitasking
- Motivation and enthusiasm
- Competence using Microsoft Office, Google Drive and Google Hangouts or other videoconferencing services

### **3. 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 IT Officer 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

#### Desirable attributes

- Background in financial studies
- Understands the process of incorporation
- Meticulous with record keeping
- Have long term vision for financial situation of NSWMSC

### **4. Sponsorship Officer**

#### Roles and responsibilities

- Develop and distribute the NSWMSC Partnership Prospectus
- Proactively engage with sponsors. Establish relationships with new sponsors while maintaining relationships with existing sponsors
- Work with the other NSWMSC executives to develop/improve partnership opportunities for sponsors
- Work together with the NSWMSC Executive members to collaboratively organise, promote and run NSWMSC initiatives

#### Desirable attributes

- Effective marketing skills
- Sound communication and social skills
- Innovative - should be able to create new partnership opportunities
- Flexible and adaptable to sudden changes in circumstances
- Good time management skills/ability to multitask - must be able to promptly respond to contact from sponsors throughout the year

### **5. Events Director**

#### Roles and responsibilities

- Oversee NSWMSC core events, including but not limited to: Cocktail Party, Leadership in Medicine Symposium, Sports Day & a PRINT event
- Play a major role with regards to event organisation, including venue booking, sourcing speakers, equipment hire, advertising, financial planning (with Treasurer), logistical planning & volunteer coordination
- Work in conjunction with the other NSWMSC executives (adhoc)

#### Desirable attributes

- Work well under stress
- Adaptable to sudden changes in circumstances
- Ability to multitask and delegate
- Ability to function effectively in teams
- Be able to have fun!

## 6. Public Relations (PR) Officer

### Role and Responsibilities

- Work closely with the Chair in coordinating development & distribution of NSWMSC media releases
- Manage & maintain relationships between NSWMSC & its stakeholders
- Guide development of policy positions and publications such as RUBIX
- Work with other NSWMSC Executive officers to help promote NSWMSC events and opportunities for medical students

### Desirable attributes

- Diverse management skill
- Ability to lead on multiple projects
- Ability to coordinate policy developments and communicate on behalf of the Executive with the public

## 7. Information Technology (IT) Officer

### Roles and responsibilities

- Maintain and oversee the NSWMSC website and social media page, domain name and hosting accounts
- Create functioning email addresses for Executive and/or Council
- Liaise with the Chair and Secretary to ensure content posted online such as AMSA reports and policy updates are relevant and current
- Liaise with the Secretary to ensure that Council meeting minutes are obtained for inclusion on the website
- Liaise with the Sponsorship Officer to ensure that sponsors' logo, links and descriptions are updated on the website
- Create online ticket payment forms for events

### Desirable attributes

- Experience using website builders
- Experience with online form builders
- Familiarity with social media and ways to maximise user engagement

**For more information about these roles please contact the 2015 NSWMSC Executive:**

- Neel Gobin, Chair – [chair@nswmsc.org.au](mailto:chair@nswmsc.org.au)
- Sarah Lewis, Secretary – [secretary@nswmsc.org.au](mailto:secretary@nswmsc.org.au)
- Sam Ng, Treasurer – [treasurer@nswmsc.org.au](mailto:treasurer@nswmsc.org.au)
- Jessica Tay, Sponsorship Officer – [sponsorship@nswmsc.org.au](mailto:sponsorship@nswmsc.org.au)
- Esther Zhou, Events Director – [events@nswmsc.org.au](mailto:events@nswmsc.org.au)
- Christopher Lemon, PR Officer – [publicrelations@nswmsc.org.au](mailto:publicrelations@nswmsc.org.au)
- Rafael Ekmejian, IT Officer – [it@nswmsc.org.au](mailto:it@nswmsc.org.au)