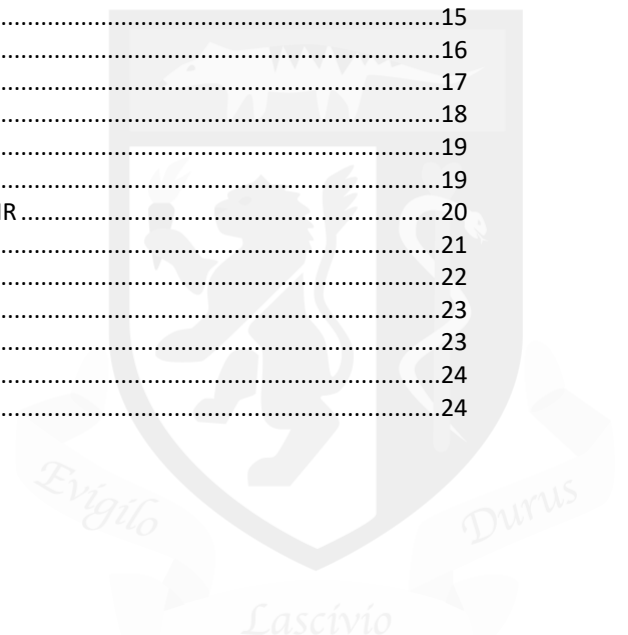




TABLE OF CONTENTS

ELECTION OF THE COMMITTEE	2
NOMINATIONS	2
VOTING	2
UNFILLED POSITIONS	2
TENURE	3
STRUCTURE OF THE COMMITTEE	3
EXECUTIVE COMMITTEE	3
GENERAL (MANAGEMENT) COMMITTEE	3
AMENDMENT TO THE CONSTITUTION	4
ELIGIBILITY TO STAND FOR ELECTION	4
ROLE RESPONSIBILITIES	5
PRESIDENT	5
VICE PRESIDENT (ACADEMIC)	6
VICE PRESIDENT (SOCIAL)	7
HONORARY SECRETARY	8
HONORARY TREASURER	9
AUSTRALIAN MEDICAL STUDENTS' ASSOCIATION REPRESENTATIVE	10
STUDENT WELFARE OFFICER	11
SPONSORSHIP OFFICER	12
IT OFFICER	13
PUBLICATIONS OFFICER	14
INTERNATIONAL STUDENT OFFICER	15
SPORTS OFFICER	16
PHILANTHROPY OFFICER	17
JUNIOR AMSA REPRESENTATIVE	18
RESEARCH ENGAGEMENT OFFICER	19
THE RESEARCH ENGAGEMENT OFFICER WILL-	19
TASMANIAN ANATOMY AND SURGICAL INTEREST NETWORK CHAIR	20
TASMANIAN STUDENT PATHOLOGY SOCIETY (TSPS) CHAIR	21
GRADUATION COMMITTEE CHAIR	22
QUEER OFFICER	23
THE QUEER ENGAGEMENT OFFICER WILL:	23
INDIGENOUS ENGAGEMENT OFFICER	24
THE INDIGENOUS ENGAGEMENT OFFICER WILL:	24



ELECTION OF THE COMMITTEE

NOMINATIONS

- All positions shall be self-nominated;
- Nominations shall be forwarded in writing to the Returning Officer (**Sunny Hari**: Vice-President Academic - vpacademic@tumss.org.au) before 17:00 on the **25th of September** 2020;
- Nominations shall include a standardised photo and an abstract of no more than 300 words outlining why the nominee would like to take on the position, and why they believe they are suited to the position;
- A maximum of 3 positions may be applied for. If someone nominates for more than 1 position they need to notify the returning officer preference for the different roles.
- Once nominations have closed, nomination details as well as a voting link will be forwarded to medical students via email;
- Nominations for Indigenous Engagement Officer and Queer Officer are to reviewed and selected by the executive committee.
- Election of Year 1-5 Representatives shall take place at the beginning of each academic year.

VOTING

- All UTAS medical students will be entitled to one ordinary vote, except for the President who shall hold an ordinary and a casting vote.
- The online voting link will be circulated by email on the 28th of September;
- Voting shall be open for the 2 ½ days in the lead up to the AGM and will close on the **30th of September at 12:00pm**;
- Voting shall be by preference vote, and be anonymous;
- Voting for the position of Graduation Committee Representative will be limited to those in the final year of the course.

UNFILLED POSITIONS

- Positions that are unfilled shall remain open to nominations until midnight prior to the AGM, during which a decision shall be made by means of a physical secret ballot of those members present at the AGM
 - Nominations for unfilled positions need to be forwarded to the Returning Officer (**Sunny Hari**: Vice-President Academic - vpacademic@tumss.org.au) by 11:59pm on the 29th of September

TENURE

- The Committee-elect will hold their positions for the duration of the following calendar year and are appointed from January the 1st of each year.

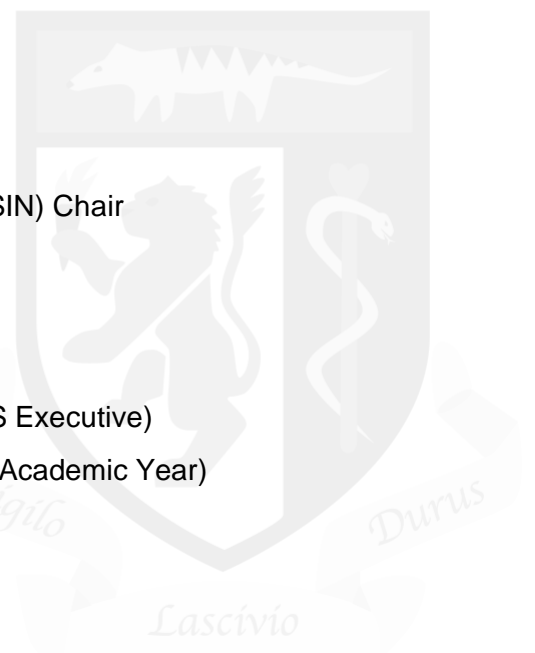
STRUCTURE OF THE COMMITTEE

EXECUTIVE COMMITTEE

- President
- Vice President (Academic)
- Vice President (Social)
- Honorary Secretary
- Honorary Treasurer
- Australian Medical Students' Association (AMSA) Representative

GENERAL (MANAGEMENT) COMMITTEE

- Student Welfare Officer
- Sponsorship Officer
- IT Officer
- Publications Officer
- International Student Officer
- Sports Officer
- Philanthropy Officer
- Junior AMSA Representative
- Research Engagement Officer
- Tasmanian Anatomy and Surgical Interest Network (TASIN) Chair
- Tasmanian Student Pathology Society (TSPS) Chair
- Graduation Committee Chair
- Queer Officer (selected by the TUMSS Executive)
- Indigenous Engagement Officer (selected by the TUMSS Executive)
- Year 1-5 Representatives (to be elected at start of 2020 Academic Year)

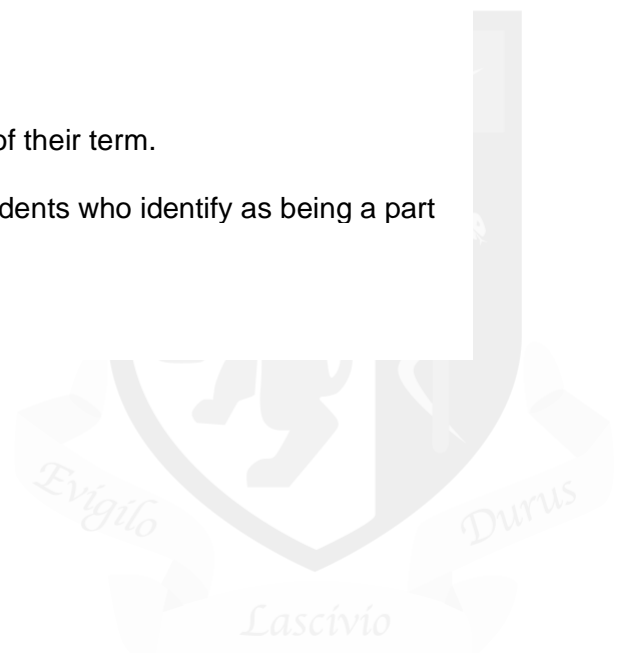


AMENDMENT TO THE CONSTITUTION

- Please note that as part of the Annual General Meeting the current constitution will be reviewed prior to the elections.
- This means that there may be some changes to the role responsibilities for each of the positions if a resolution to amend the constitution passes. Note that this isn't likely this to change how the roles operate to any major degree.

ELIGIBILITY TO STAND FOR ELECTION

- 1) In order to stand for election or re-election, all officers of the Society will be:
 - a) a member of the Society;
 - b) a medical student; and
 - c) if elected, will not be holding the office for which they have nominated for more than two (2) consecutive years.
- 2) the President must
 - a) have been an Officer of the Association for a minimum of one year prior to taking office; and
 - b) have completed the first year of the course prior to taking office; and
 - c) be based in Hobart for the duration of their term.
- 3) the Vice President Academic must
 - a) have completed the first year of the course prior to taking office.
- 4) the AMSA Representative must
 - a) have attended at least one AMSA Council prior to taking office.
- 5) the Student Welfare Officer must
 - a) have completed the first year of the course prior to taking office; and
 - b) be based in Hobart for the duration of their term.
- 6) the International Student Officer must
 - a) be based in Hobart for the duration of their term.
- 7) the Graduation Committee Representative must
 - a) be in the final year of the course for the duration of their term.
- 8) The following roles are encouraged to be filled by students who identify as being a part of the group the role represents:
 - a) International Student Officer
 - b) Indigenous Engagement Officer
 - c) Queer Officer



ROLE RESPONSIBILITIES

PRESIDENT

Current: Brit Kay- president@tumss.org.au

The President will –

- 1) Call and chair meetings pertaining to the Association;
- 2) Have an ordinary and a casting vote at all meetings pertaining to the Association;
- 3) Be the official spokesperson of the Association;
- 4) Meet with the Head of the School, and other University officials as required;
- 5) Liaise and engage with medical students and School staff;
- 6) Oversee and coordinate the activities and the administration of the Association;
- 7) Ensure that the elected representatives of the Association perform their prescribed duties;
- 8) Dismiss any elected representatives of the Association whose conduct is negligent with respect to their prescribed duties and/or the objects of the Association;
- 9) Assist and advise other committee members with their duties;
- 10) Work with the Treasurer to ensure the budget of the Association is maintained;
- 11) Be the countersigner to financial transactions over one thousand (1000) Australian dollars, unless otherwise delegated;
- 12) Organise a formal handover process to the succeeding committee members;
- 13) Report to and gain approval from the Vice President (Academic) as necessary; and
- 14) Take the role of immediate Past President following their term as President, receiving the minutes of meetings of the succeeding committee and advising the new committee.



VICE PRESIDENT (ACADEMIC)

Current: Sunny Hari - vpacademic@tumss.org.au

The Vice President (Academic) will –

- 1) Exercise the duties and powers of the President in their absence;
- 2) Be responsible for student advocacy through liaising with medical students and School staff;
- 3) Facilitate student representation on academic issues to the School;
- 4) Formally report relevant issues to the committee or medical student body as appropriate;
- 5) Coordinate extra-curricular academic activities including –
 - a. Careers Night; and
 - b. The OSCE tutoring program
- 6) Facilitate and coordinate the conference support application process;
- 7) Organise and run the annual Tasmanian Leadership Development Seminar (TLDS) in conjunction with the AMSA representative; and
- 8) Report to and gain approval from the President as necessary.



VICE PRESIDENT (SOCIAL)

Current: Josh Blum & Seniya Wijewardena - vpsocial@tumss.org.au

The Vice President (Social) will –

- 1) Exercise the duties and powers of the President in the absence of both the President and the Vice President (Academic);
- 2) Organise and promote a variety of social events, encouraging participation across all year groups and campuses;
- 3) Organise a Hobart-based subcommittee to aid in the organisation of social events in the event of not being based in Hobart for their term;
- 4) Liaise with the Student Welfare Officer to run first year orientation activities;
- 5) Ensure Association events occur within –
 - a) A safe environment;
 - b) The limits of the law;
 - c) The policies of the Association and the School; and
 - d) Financial limits as determined by the Treasurer; and
- 6) Report to and gain approval from the President as necessary.



HONORARY SECRETARY

Current: Ollie Markey - secretary@tumss.org.au

The Secretary will –

- 1) Uphold the requirements of their office as prescribed in *the Constitution* and *By- Laws*;
- 2) Be responsible for maintaining the minute book of the Association;
- 3) Give notice of all meetings, including general meetings;
- 4) Prepare and distribute the agenda for all meetings of the Association;
- 5) Distribute minutes to attendees within one week of meeting occurrence;
- 6) Maintain the Association's register of members;
- 7) Organise branded merchandise for members;
- 8) Be responsible for the maintenance of the TUMSS Online Marketplace on Facebook;
- 9) Ensure TUMSS publications are appropriately archived; and
- 10) Report to and gain approval from the President as necessary.



HONORARY TREASURER

Current: Christian Mich - treasurer@tumss.org.au

The Treasurer will –

- 1) Uphold the requirements of their office as prescribed in *the Constitution*;
- 2) Act to ensure the Association's total expenditure does not exceed its total income by
- 3) Ensuring a proposed and finalised budget is submitted and documented for all expenditures; and
- 4) Approving budgets and expenditures in consultation with the President;
- 5) Invoice sponsors in consultation with the Sponsorship Officer;
- 6) Present the audited annual financial statement to the annual general meeting and/or TUU Societies Council, as required;
- 7) Submit grant applications to the TUU on behalf of the Association; and
- 8) Report to and gain approval from the President as necessary.



AUSTRALIAN MEDICAL STUDENTS' ASSOCIATION REPRESENTATIVE

Current: Dana Mazengarb - amsa@tumss.org.au

The AMSA Representative will –

- 1) Act as a liaison between AMSA and the Association;
- 2) Submit a report on behalf of the Association to AMSA Council meetings and Panacea;
- 3) Liaise with the AMSA Representative of other Australian medical student societies, and share any relevant policy and experience on specific issues as they arise;
- 4) Supply a copy of Centaur to the other Australian medical student societies, on request;
- 5) Coordinate the Tasmanian delegations to AMSA events;
- 6) Chair the TUMSS ThinkTank, with the aim of assisting with AMSA's advocacy efforts nationally;
- 7) Organise and run the annual Tasmanian Leadership Development Seminar (TLDS) in conjunction with the Vice President Academic;
- 8) Organise an AMSA health and wellbeing initiative in Tasmania;
- 9) Coordinate the AMSA National Blood Drive in Tasmania;
- 10) Fulfil any other duty to AMSA, as long as they do not conflict with the interests of TUMSS; and
- 11) Report to and gain approval from the President as necessary.



STUDENT WELFARE OFFICER

Current: Isobel Dunbabin & Rosie Smail - welfare@tumss.org.au

The Student Welfare Officer will –

- 1) Coordinate events that promote mental and physical student wellbeing;
- 2) Coordinate the first-year orientation activities in conjunction with the Vice President (Social);
- 3) Assist the AMSA Representative with the organisation of the AMSA health and wellbeing initiative in Tasmania;
- 4) Promote student welfare by taking steps to inform members and visitors to student areas of relevant University policies and guidelines regarding the use of University premises;
- 5) Refer immediate building management issues in student areas to the President for follow-up with the School; and
- 6) Report to and gain approval from the President and Treasurer.



SPONSORSHIP OFFICER

Current: Finlay Shelton & Makaela Hockings - sponsorship@tumss.org.au

The Sponsorship Officer will –

- 1) Communicate with sponsors prior to, during, and after any sponsored event or publication;
- 2) Produce a sponsorship prospectus and distribute this to existing and potential sponsors at the start of every calendar year and when a function deems it necessary;
- 3) Coordinate the Association's Member Benefits program;
- 4) Oversee the sponsorship raised for subcommittees;
- 5) Liaise with other members of the committee as necessary regarding sponsorship matters; and
- 6) Seek new sponsors for the Association or specific projects;
- 7) Negotiate/re negotiate terms of sponsorship agreements with current and potential sponsors;
- 8) Maintain open dialogue with fellow student societies and act as the first person of contact for partnership opportunities; and
- 9) Report to and gain approval from the President and/or Treasurer as necessary.



IT OFFICER

Current: James Tucker - it@tumss.org.au

The IT Officer will –

- 1) Maintain the Association's website, including –
 - a. Posting recent news, event reports, publications, photos, information, and other promotional material;
 - b. Managing online sales of tickets, memberships and merchandise;
 - c. Ensuring domain name and hosting services are paid for and up to date; and
 - d. Providing prompt management of technical problems as they arise;
- 2) Maintain and update the Association's social media presence;
- 3) Ensure that the Association's social media presence is used appropriately;
- 4) Advocate on information technology issues that are relevant to medical students; and
- 5) Report to and gain approval from the Secretary as necessary.



PUBLICATIONS OFFICER

Current: Charlotte Bannink - publications@tumss.org.au

The Publications Officer will –

- 1) Produce the Association's publications, including *The Medic* and *Centaur*
- 2) Organise an official photographer for the Association's events;
- 3) Ensure copies of *Centaur* are provided to AMSA and the University's library;
- 4) Liaise with other committee members to ensure that issues relevant to medical students are included in *The Medic*;
- 5) Distribute *The Medic* to medical students, including via the website in conjunction with the Information Technology Officer;
- 6) Produce the promotional material for the Association's events and initiatives; and
- 7) Report to and gain approval from the Vice-President (Social) as necessary.



INTERNATIONAL STUDENT OFFICER

Current: Clement Ng - international@tumss.org.au

The International Student Officer will –

- 1) Liaise with international students to offer guidance, involving the Student Welfare Officer as required;
- 2) Organise the international student mentoring program in conjunction with the School;
- 3) Sit on the AMSA International Student Network; and
- 4) Coordinate events and support programs pertinent to international students, in association with the Student Welfare Officer; and
- 5) Report to and gain approval from the Vice President (Academic) as necessary.



SPORTS OFFICER

Current: Olivia Carr - sports@tumss.org.au

The Sports Officer will –

- 1) Assist the Student Welfare Officer in organising sporting activities, namely:
 - a. Intra-society competitions; and
 - b. Inter-society competitions (e.g. soccer); and
- 2) Report to and gain approval from the Student Welfare Officer as necessary.



PHILANTHROPY OFFICER

Current: Jemima Hutchins - philanthropy@tumss.org.au

The Philanthropy Officer will –

- 1) Choose, with the assistance of the wider committee, a focal charity for the year, and pursue fundraising avenues to raise money for this chosen charity or not-for-profit organisation;
- 2) Aim to engage medical students in charitable pursuits;
- 3) Bring local, national and international concerns to the minds of members; and
- 4) Report to and gain approval from the Student Welfare Officer as necessary.



JUNIOR AMSA REPRESENTATIVE

Current: Lucy Southcott - junioramsa@tumss.org.au

The Junior AMSA Representative will –

- 1) Support the AMSA Representative in all duties;
- 2) Act as voting proxy for the AMSA Representative at any AMSA Council meetings should the AMSA representative be unable to attend; and
- 3) Encourage participation in AMSA events and activities from students particularly within the preclinical year groups.



RESEARCH ENGAGEMENT OFFICER

Current: Lou Morris - research@tumss.org.au

The Research Engagement Officer will-

- 1) Be responsible for liaising with the Society and current medical students undertaking research projects, be it through University of Tasmania, Menzies Institute for Medical Research, other research institutes, or in conjunction with clinicians independent of a research institute
- 2) Liaise with medical administration to address any relevant issues medical students may have related to medical research projects, or issues related to Bachelor of Medical Science with Honours Programme
- 3) Organise events or make information available about medical research opportunities that are available to medical students in pre-clinical and during clinical years to the best of their ability (including but not limited to Bachelor of Medical Research with Honours and Undergraduate Research Opportunity Programme)



TASMANIAN ANATOMY AND SURGICAL INTEREST NETWORK CHAIR

Current: Connor Greatbatch - tasin@tumss.org.au

The Tasmanian Anatomical and Surgical Interest Network (TASIN) is a subsidiary of TUMSS aimed to promote the study of anatomical underpinnings of disease, radiological analysis of the body and refined surgical skills for graduating medical students.

The TASIN chair will –

- 1) Appoint and lead an appropriate subcommittee compiled of interested students from Hobart, Launceston and Burnie;
- 2) Assign committee members to relevant events to address the aim of TASIN;
- 3) Promote events arranged by your committee;
- 4) Conduct regular committee meetings;
- 5) Appoint and assist a sponsorship officer if necessary, and be willing to liaise with the appointed TUMSS Sponsorship officer for possible event funding;
- 6) Arrange a careers night based on providing insight into surgical specialties;
- 7) Be a member and promoter of the Australian Medical Students' Association Surgery Interest Network (SurgIN) and their relevant events;
- 8) Report society updates to TUMSS and SurgIN during assigned meetings; and
- 9) Advocate for surgery as a future career choice.



TASMANIAN STUDENT PATHOLOGY SOCIETY (TSPS) CHAIR

Current: Tristan Eskenderi - pathology@tumss.org.au

The TSPS Chair will:

- 1) Have completed one year of their medical degree;
- 2) Preferable be based in Hobart due to the pre-clinical learning aspect of the society;
- 3) Appoint a new vice-chair and a sub-committee/reorganize the existing one;
- 4) Assign committee members relevant positions;
- 5) Promote events organised by the committee;
- 6) Have regular meetings with the committee members;
- 7) Find a source of sponsorship for the upcoming years while also appointing a sponsorship officer if needed;
- 8) Be on good terms with the Royal College of Pathologists of Australasia (RCPA), liaise with them, promote their events/scholarships, and encourage International Pathology Day;
- 9) Maintain good contacts with Pathology related entities;
- 10) Provide insight into pathology training programs; and
- 11) Report the progress and updates of TSPS/RCPA in the general TUMSS meetings.



GRADUATION COMMITTEE CHAIR

Current: Pep Salmon & Sarah Crawford - graduation@tumss.org.au

The Graduation Committee Representative will –

- 1) Assemble the TUMSS graduation committee for the year;
- 2) Coordinate the organisation of Graduation events and activities, including, but not limited to, the 'Life in the Real World' seminar, Graduation Breakfast, Graduation Ball, Grad Book, and an end of year trip;
- 3) Contribute to the practice-readiness of Tasmanian junior doctors; and
- 4) Be responsible for the graduation sponsorship, in close liaison with the Partnerships and Sponsorship Officer on all sponsorship relating to graduation event.



QUEER OFFICER

Current: Jess Walls - queer@tumss.org.au

The Queer Engagement Officer will:

- 1) Aid the Committee in advancing the interests of Queer medical students
- 2) Advocate for more queer theory teaching in the medical curriculum
- 3) Be chosen by the executive as open and transparent an application as possible.



INDIGENOUS ENGAGEMENT OFFICER

Current: Jake West - ieo@tumss.org.au

The Indigenous Engagement Officer will:

- 1) Aid the Committee in advancing the interests of Indigenous medical students;
- 2) Advocate for more Indigenous teaching in the medical curriculum;
- 3) Be chosen by the executive after as open and transparent an application process as possible;

