



MSAND Position Descriptions

Please ensure you have read the description of the relevant MSAND Committee position, as well as speaking with the current member in that position, before submitting a nomination to the MSAND Secretary for election.

Table of Contents

President	2
Vice President Internal	2
Vice President External	3
Secretary	3
Treasurer	3
Education Chair	4
Equity Chair	4
Rural Chair	5
Social Chair	5
Social Justice Chair	6
Sports Chair	6
Wellbeing Chair	7
IT Officer	7
Media Officer	7
Aboriginal Representative	8
AMSA Representative	8
Fourth Year Representatives	9
Third Year Representatives	9
Second Year Representatives	10
First Year Representatives	10



President

Description:

Liaison between the medical student body, MSAND, School of Medicine, and external organisations including AMA, AMSA, PMCWA, AMC, and other medical societies.

Provide direction for MSAND as an organisation and oversee the work of portfolio holders.

Meetings:

- Chairperson for MSAND Committee Meetings - monthly
- Chairperson MSAND Executive Meetings - as needed
- National Head of School - monthly
- Staff Student Liaison Committee - once per semester
- Fremantle MD Academic Governance Committee - every 2 months
- COVID Planning Meetings - fortnightly
- AMSA Councils - 3 per year
- Medical Student Council WA - as needed
- AMA WA Council Meetings - monthly
- Postgraduate Medical Council / JMO Forum - 5 per year

Vice President Internal

Description:

Assists the President with internal affairs related to MSAND and the medical student body. Responsible for organising the Mock OSCE for first year students. Responsible for ensuring MSAND Committee Members comply with the process for handovers at the end of their term of office.

Meetings:

- MSAND Committee Meetings - monthly
- MSAND Executive Meetings - as needed
- National Head of School - monthly
- Staff Student Liaison Committee - once per semester
- COVID Planning Meetings - fortnightly



Vice President External

Description:

Maintains, develops, and creates sponsorship relationships between MSAND and third party organisations, including Medical Defence Organisations. Produces/updates the MSAND Prospectus at the start of the year as a catalogue of sponsorship opportunities for our external partners.

Meetings:

- MSAND Committee Meetings - monthly
- MSAND Executive Meetings - as needed
- National Head of School - monthly
- Staff Student Liaison Committee - once per semester

Secretary

Description:

Schedules, maintains agenda, and records minutes for MSAND Committee Meetings & AGM. Manages applications for MSAND Bursary funds. Manages the MSAND elections and subcommittee applications. Chief liaison between MSAND and Special Interest Groups. Maintains the organisation of MSAND records on Google Workspace.

Meetings:

- MSAND Committee Meetings - monthly
- MSAND Executive Meetings - as needed
- Staff Student Liaison Committee - once per semester
- SpIG Planning Meetings - 3 per year

Treasurer

Description:

Manages and controls finances held by MSAND. Develops budgets for Committee Members and Special Interest Groups.

Meetings:

- MSAND Committee Meetings - monthly
- MSAND Executive Meetings - as needed
- Staff Student Liaison Committee - once per semester



Education Chair

Description:

Represents MSAND at Fremantle MD Academic Governance Committee for student concerns and feedback related to curriculum and assessment. Reviews and updates Survival Guides for each cohort. Leads Education Subcommittee in producing revision content for preclinical students.

Events:

- Clinical Mock OSCE
- ECG Night
- First Year Survival Night

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester
- Fremantle MD Academic Governance Committee - every 2 months
- National Evaluation Committee - monthly
- BCS Working Party - as needed

Equity Chair

Description:

Organises training sessions for MSAND Committee with University Respect Team. Advocates for students on issues regarding disability access, gender, and sexuality. Organises events that promote equity, awareness of diversity, and cultural sensitivity in clinical practice.

Events:

- International Women's Day Breakfast
- Refugee Health & Trauma Informed Care Information Night
- AUSLAN Workshop
- Queer Health Info Night

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester



Rural Chair

Description:

Provide up-to-date information regarding RCS to medical students. Raise awareness and interest in working in rural medicine through organising various events.

Events:

- Men's Health Week Event
- Rural Excursion
- RCS Information Night

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester

Social Chair

Description:

Responsible for the organisation of all MSAND social events, including scheduling, catering, venue hire, and promotion.

Events:

- O Camp
- Uniform Party
- May Soiree
- Gala Ball
- PBL Games (alongside First Year Reps, Second Year Reps, and Sports)

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester



Social Justice Chair

Description:

Foster and develop social justice initiatives within the student body including volunteering and advocacy opportunities. Responsible for running MSAND Social Justice social media accounts.

Events:

- Semester 1:
 - Refugee Health Night
 - Reconciliation Week Morning Tea + Activity (with Aboriginal Rep)
- Semester 2:
 - Letter Advocacy Writing Night (with WAMSS Code Green)
- Optional:
 - Guilt Free Shopping Spree or other fundraiser
 - Winter Appeal Collab (with NDSA)
 - Menstrual Hygiene Drive (with NDSA/NDVN)

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester

Sports Chair

Description:

Organises all sport events including football, triversity netball tournament, and soccer. Organising these sports involves venue hire, ordering football jerseys for new players, hiring umpires/referees, liaising with sports reps from other student societies, and generating interest/numbers from medical students.

Events:

- Football games against UWA Medicine, UNDF Physio, Curtin Physio
- Triversity Netball Tournament against UWA Medicine and Curtin Medicine
- Soccer in various formats
- PBL Games (alongside First Year Reps, Second Year Reps, and Social)

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester



Wellbeing Chair

Description:

Organises wellbeing events throughout the year, educates the student body on wellbeing strategies, and checks in on students around stressful times such as exam periods.

Events:

- Crazy Socks 4 Docs
- R U OK Pottery Day

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester

IT Officer

Description:

Responsible for maintaining the MSAND website and Google Workspace licences. Responsible for managing the MSAND QPay account and all functions through QPay including ticketing and maintaining an up-to-date register of members. Responsible for online security of accounts

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester

Media Officer

Description:

Manages the development and distribution of all MSAND publications. Develops graphics released by MSAND for events. Responsible for running MSAND Facebook and Instagram accounts. Responsible for curating the annual Notre Damus publication.

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester



Aboriginal Representative

Description:

Provide representation for Aboriginal medical students and facilitate culturally safe practice within MSAND as an organisation

Events:

- Reconciliation Week Morning Tea + Activity (with Social Justice)
- Reclaiming the Void - Weaving for Country

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester

AMSA Representative

Description:

Voice of the Australian Medical Students' Association on MSAND. Votes on policy at AMSA Councils. Engages the student body in policy to facilitate representation of MSAND members nationally and internationally. Leads the MSAND delegation to Convention and other major AMSA events unless delegated to other committees or members. Assists in advocacy informed by policy both internally and with AMSA.

Events:

- Vampire Cup
- Think Tanks
- WALDS - WA Leadership Development Seminar

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester
- AMSA Councils
- AMSA Convention and associated planning meetings
- MSCWA - as needed
- National AMSA Representative Meetings
- AMSA Annual General Meetings (usually at council)
- Other self-directed advocacy priorities as needed



Fourth Year Representatives

Description:

Represent the interests and concerns of the MEDI6400 cohort to MSAND and the School. Organise all matters related to graduation, including yearbooks, jumpers, class photo, and gift to school. Keep MEDI6400 students informed on internship information and applications.

Events:

- Internship Information Night
- Pre-internship Seminar
- Graduation Ball
- Triversity Internship Mixer (with WAMSS)

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester
- Meetings with Clinical Dean - as needed

Third Year Representatives

Description:

Represent the interests and concerns of the MEDI6300 cohort to MSAND and the School. Organise the MSAND Peer Mentor Program between first-third year students and second-fourth year students. Organise intercohort social events throughout the year.

Events:

- Friday Friendlies

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester
- Meetings with Clinical Dean - as needed



Second Year Representatives

Description:

Represent the interests and concerns of the MEDI6200 cohort to MSAND and the School.

Events:

- Halfway Dinner
- PBL Games (alongside First Year Reps, Social, and Sports)

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester
- Meetings with Second Year Coordinator - fortnightly
- Meetings with Preclinical Dean - once per semester

First Year Representatives

Description:

Represent the interests and concerns of the MEDI6100 cohort to MSAND and the School.

Events:

- Festivus
- PBL Games (alongside Second Year Reps, Social, and Sports)

Meetings:

- MSAND Committee Meetings - monthly
- Staff Student Liaison Committee - once per semester
- Meeting with First Year Coordinator - fortnightly
- Meetings with Preclinical Dean - once per semester



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