



Griffith University
Medicine Society
Queensland, Australia

GUMS

ELECTION

GUIDE

2022

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Message from the President

Thanks for your interest in joining the 2022 Griffith University Medicine Society (GUMS) team!

GUMS is a wonderful organisation that is always looking for ways to improve the lives of medical students through our events and initiatives. There is a huge volume of work that goes into organising and running every GUMS event! In order to facilitate this, we have ensured we have a wide range of available roles to cater to all students' interest. Anyone and everyone can be a part of GUMS, regardless of how much experience you have. What matters is a willingness to work in a team, put effort into your role and have fun!

My introduction to GUMS was in first year as a part of the publications subcommittee. From here, I grew into the role of Publications Officer and loved working within the GUMS Management team in an environment that was supportive and fostered new and creative ideas. From here, I moved up to the Sunshine Coast where I was privileged enough to be the Vice-president! This was a brilliant role where I met lots of people and was able to learn about all the portfolios that encompass GUMS and learn about the operational side of GUMS too. Working with the other VPs in 2020, we continued to establish the tasks of the role and focus on ways to encourage leadership and foster a positive, encouraging culture within GUMS.

The role of VP made me fall in love with the community that GUMS builds and I was inspired to run for President in 2021. With great leaders to follow and a great team around me, I have felt so privileged and fulfilled in this role. It has been a truly incredible opportunity to watch my team grow in leadership, encourage each other and traverse through the struggles that COVID and life throw at us. I have had the best people around me in our executive and management committees and learnt so much from each of them. I have made friendships and memories that I will cherish as I graduate med school. I can't wait to see the way that GUMS continues to grow and meaningfully impact the lives of med students under the 2022 leadership team.

In 2022, we have continued to restructure Management Committees to reflect the exponential growth in GUMS at the Sunshine Coast over the last two years and the expansion of sports at Griffith. We have added a new Sunshine Coast position of 'Med Ball Convenor' under the Social portfolio and a new Gold Coast and Sunshine Coast 'Social Sports Convenor'! Alongside this, we are excited to develop more sustainable, long-term goals for GUMS including student academic and wellbeing resource creation, GUMS investments and sponsorship. We know that the GUMS team has a role for EVERYONE and encourage you to explore this document and find your perfect GUMS role!

In conclusion, I'd like you to reflect on the year that's been- think about your medschool highlight reel and I'm sure you'll find GUMS tucked somewhere in there. Whether it's hanging out in the pool at diso camp or finally nailing a concept in peerPBL, getting into bed at 4am with sore feet after Med Ball or sharing coffee on a Teams meeting across countries- we've loved being a part of your highs and there for you in the lows and we hope you can find a position you love in our GUMS Family!

If we've sparked your interest or you have any questions, please don't hesitate to get in touch with me. I'm happy to chat.

We look forward to your applications!

Love,

Janis Fernandes

2021 GUMS President

president@gums.org.au

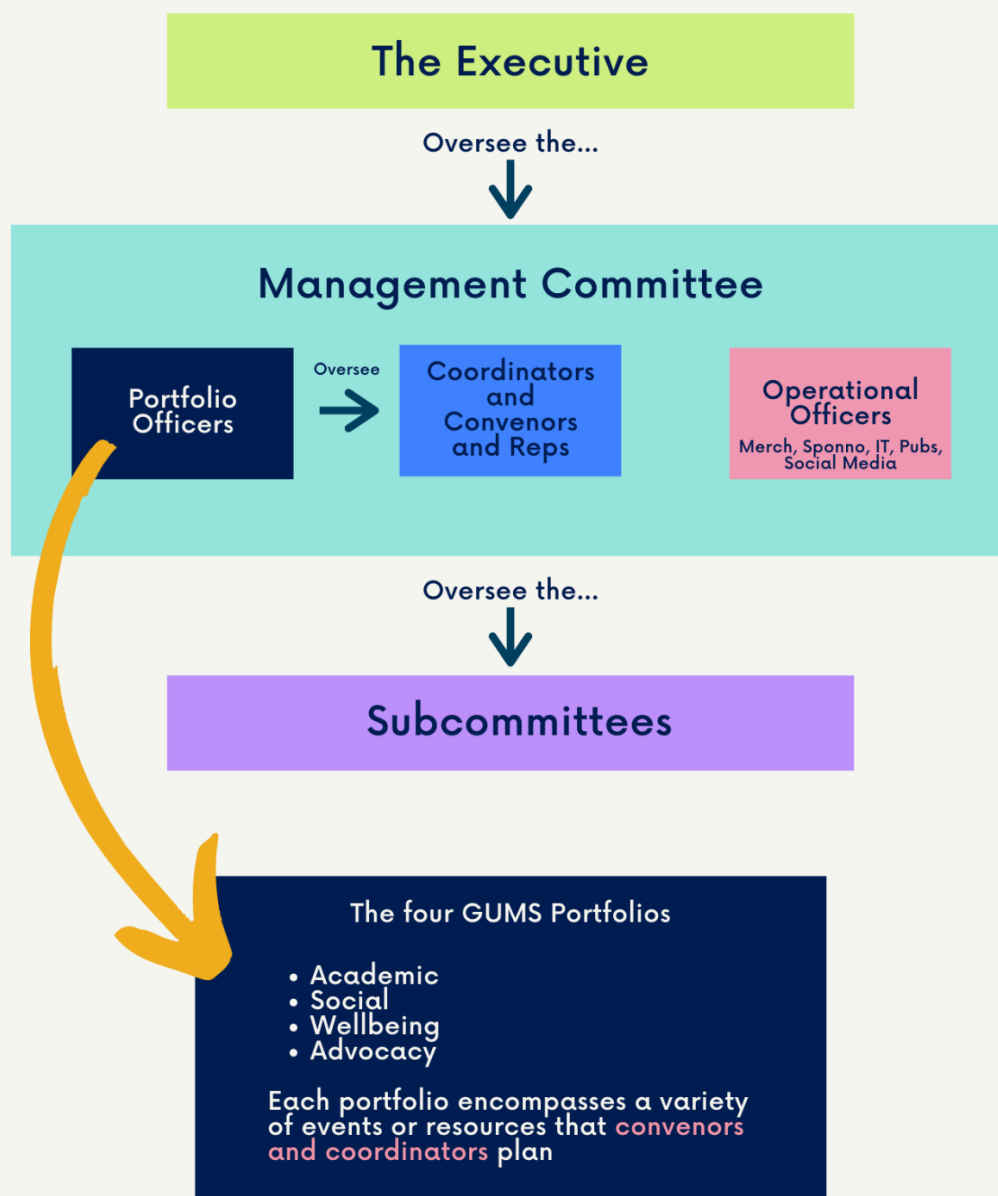




HOW DOES GUMS OPERATE?



An easy intro to the structure of GUMS



Election Process

How to apply?

1. Explore this document and determine your **dream role**!
2. Speak to the person currently undertaking that role
3. Ensure you're a 2021 GUMS member (registration link below!)
4. Submit an application (see two links below)!
5. Read our election policy: <https://gums.org.au/site/wp-content/uploads/2020/07/2020-Election-By-Law.pdf>

GUMS Membership Registration Link: <https://gums2020.typeform.com/to/QE9IM2>

How are positions filled?

- **Election:** Roles that carry representation are *elected* by GUMS Members.
- **Appointment:** All other roles are appointed by the members of the incoming and outgoing GUMS team. This is done on the basis of a *written application* and an *interview*.

Application Process

- **Elected Positions applications:** <https://gums2020.typeform.com/to/v83wTEX7>
 - You may preference up to **3** elected positions
- **Appointed Positions applications:** <https://gums2020.typeform.com/to/twSFs9u1>
 - You may preference for up to **4** appointed positions
- **Year level and site representative positions applications:** <https://gums2020.typeform.com/to/t40eqaDx>
 - You may preference for up to **3** representative positions
- Individuals applying for Appointed Positions must attend a **brief interview**.
- Interviews for appointed positions
 - **YEAR 1 and YEAR 3 students on Saturday 16th - Sunday 17th October**
 - **YEAR 2 students on Saturday 23rd - Sunday 24th October 2021.**
 - If you are intending to apply, **please keep these days free**. If you know you will not be free on these dates, or have a commitment for a part of these days, **please let us know in the typeform when you apply**, so that we can accommodate everyone!Interviews will be held **online**.
- The schedule of interviews will be emailed to applicants shortly after applications close on **October 1st**.

Please note, all Elected Positions will be determined prior to the closure of applications for Appointed Positions. This will allow any student who does not receive an Elected Position the opportunity to submit an application for Appointed Positions.

Voting

As per the GUMS Constitution, all GUMS Members are permitted to vote in the election. Please note that only *elected* roles are voted by members.

Please note that during the election period, voting emails will be sent out once during each day for members who recently registered as a member of GUMS. We appreciate your patience!

Timeline

Thursday 15 July 2021	GUMS positions infographics posted
Monday 19 July 2021; 8am	GUMS Election Guide 2022 released and all applications open
Friday 6 August 2021; 5pm	IT Officer applications close
Saturday 7 August 2021	IT Officer interview held
Sunday 8 August 2021	IT Officer 2022 informed of outcome
Thursday 19 August 2021; 5pm	Elected Positions applications close
Saturday 21 August 2021; 8am	Voting opens for elected positions
Friday 27 August 2021; 5pm	Voting closes for elected positions
Sunday 29 August 2021	Applicants informed of elected position outcome
Monday 6 September 2021; 8am	Applications for year level/site reps opens
Friday 1 October 2021; 5pm	Applications for appointed positions and year level/ site reps close
Saturday 2nd October - Saturday 9th October	Voting for year level and site reps
Saturday 16 October Sunday 17 October 2021	Interviews held for appointed positions*
Saturday 23 October Sunday 24 October 2021	Interviews held for appointed positions*
Wednesday 27 October 2021	Applicants contacted with results of appointed positions
Saturday 30 October 2021	GUMS Annual General Meeting (AGM) in Brisbane
November to December 2021	GUMS Team Handover

GUMS will endeavour to follow this timeline, however we apologise for any unforeseen delays that occur during the election process.

*Interview schedules will be emailed to applicants by 9pm on Wednesday 20 October 2021

Team Structure

2022 GUMS Team Structure

This graphic provides an overview of the organisational hierarchy of GUMS for 2022. Zoom in to view the finer details! More details are provided on subsequent pages.

KEY: Blue = Any Campus Yellow = Gold Coast Based Orange = Sunshine Coast Based

	President																		
	Vice President Gold Coast 1		Vice President Gold Coast 2		Vice President Sunshine Coast			Secretary					Treasurer		Pre-clinical & Clinical Advocacy	AMSA Rep	Immediate Past President		
Portfolio Officers	Academic Officer GC	Wellbeing Officer GC	Social Officer GC		Academic Officer SC	Wellbeing Officer SC	Social Officer SC	Social Media & Engagement Officer GC	Social Media and Engagement Officer SC	Publications Officer	Design Officer	IT Officer	Sponsorship Officer	Merchandise Officer					
Representatives/ Convenors/ Coordinators	Formative Anatomy Coordinator GC	Gender Equity Officer GC	Pre-Clinical Social Rep GC	Med Revue Convenors v4	Formative Anatomy Coordinator SC	Gender Equity Officer SC	Pre-Clinical Social Rep SC	GUMS Photographers								Year Level Representatives GC	Junior AMSA Representatives		
	Formative OSCE Coordinator GC	LGBTQIA+ Officer GC	Clinical Social Rep GC	Graduation Committee	Formative OSCE Coordinator SC	LGBTQIA+ Officer SC	Clinical Social Rep SC									Year Level Representatives SC	Vampire Cup Coordinator		
	Ward Survival Series Coordinator GC	Clinical Year Wellbeing Rep	Disorientation Camp Convenor GC		Ward Survival Series Coordinator SC	Disorientation Camp Convenor SC										Hospital and Rural Representatives			
	Peer Based Learning Coordinator GC		Scrub Crawl Convenor GC		Peer Based Learning Coordinator SC	Scrub Crawl Convenor SC										Indigenous Representative			
	Academic Event Officer GC		Med Ball Convenor GC		Academic Lecture Review Coordinator GC		Med Ball Convenor GC									International Student Representative			
	Academic Lecture Review Coordinator GC		Sports Convenor GC				Sports Convenor SC												
Subcommittees	Academic Subcommittee	Wellbeing Subcommittee	Social Subcommittee	Med Revue Subcommittee	Academic Subcommittee	Wellbeing Subcommittee	Social Subcommittee	Publications & Design Subcommittee											

Recent changes

We have made a number of changes to the team structure from 2020 and 2021 to ensure that GUMS is able to best support and represent Griffith medical students across all campuses and clinical sites:

- Separation of the Advocacy Officer role into the 'Clinical Advocacy Officer' role (oversees year 3&4) and the 'Pre-Clinical Advocacy Officer' (oversees year 1&2)
- Voting PLUS appointment of the pre-clinical and clinical advocacy officers - once voting has taken place, the top candidate between the Sunshine Coast and Gold Coast will be chosen by the current GUMS team. This is to ensure that there is equitable voting between the Sunshine Coast and Gold Coast.
- Appointment, instead of election, of the Treasurer and Secretary as in 2020
- Removal of the 'Humans of Griffith Medicine' (HoGM) initiative (formerly a role under GUMS Publications)
- The continuation of two year level advocacy representatives for the class of 2022 and 2023 to reflect the fact that these cohorts have existed as both a Gold Coast and Sunshine Coast group.
- The continuation of a second Junior AMSA Rep (one at GC, one at SC) to reflect the growth of two campuses of Griffith Medicine
- The addition of a Med Ball Convenor at the Sunshine Coast, with this event becoming bigger with the growing Sunshine Coast cohort

- The addition of Sports Convenors under the social portfolio to reflect the growth of social sport in 2021
- The removal of the PACS role under the academic portfolio due to minimal engagement and to make room for new ideas for teaching clinical skills.

List of All Roles

This is a comprehensive list of all roles available within GUMS for 2022. It provides some key requirements such as:

- Location: Any campus, Gold Coast based, Sunshine Coast based, Specific Hospital Based, Elected from last year
- Year Level
- Previous GUMS experience

Executive Committee (10 positions)

→ President	Any campus Ideally Year 3 or Year 4 (although Year 2 possible) Must have been involved in GUMS previously	Elected
→ Clinical Advocacy Officer	Any campus. Previous experience in advocacy highly desirable The Clinical Advocacy Officer will automatically be elected as the Representative for their Year Level, regardless of that vote's result. Must also apply for Year Level Representative	Two part process: Elected AND Appointed
→ Pre-Clinical Advocacy Officer	Any campus. Previous experience in advocacy highly desirable The Pre-Clinical Advocacy Officer will automatically be elected as the Representative for their Year Level, regardless of that vote's result. Must also apply for Year Level Representative	Two part process: Elected AND Appointed
→ AMSA Representative	Any campus Experience as Junior AMSA Rep highly desirable	Elected
→ Treasurer	Any campus	Appointed
→ Secretary	Any campus	Appointed
→ Vice President (Gold Coast) 1	Must be Gold Coast based. Ideally Year 3 or Year 4 Previous experience with GUMS highly desirable	Elected
→ Vice President (Gold Coast) 2	Must be Gold Coast based. Ideally Year 3 or Year 4 Previous experience with GUMS highly desirable	Elected
→ Vice President (Sunshine Coast)	Must be Sunshine Coast based Ideally Year 3 or Year 4 Previous experience with GUMS desirable	Elected
→ Immediate Past President	Not elected during the election period.	Endures from previous year

Ex-Officio

→ Immediate Past Treasurer	Not elected during the election period.	Endures from previous year
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Management Committee

Portfolio Officers (14 positions)

→ Academic Officer (Gold Coast) x1	Must be Gold Coast based	Appointed
→ Wellbeing Officer (Gold Coast) x1	Must be Gold Coast based	Appointed
→ Social Officer (Gold Coast) x1	Must be Gold Coast based	Appointed
→ Social Media & Engagement Officer (Gold Coast) x1	Must be Gold Coast based	Appointed
→ Academic Officer (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
→ Wellbeing Officer (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
→ Social Officer (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
→ Social Media & Engagement Officer (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
→ Publications Officer x1	Any campus. May or may not be the same person (applicants can apply for one or both positions)	Appointed
→ Design Officer x1		Appointed
→ IT Officer x1	Any campus	Appointed
→ Sponsorship Officer x1	Any campus	Appointed
→ Merchandise Officer x1	Any campus	Appointed

Representatives, Convenors and Coordinators

ACADEMIC		
→ Formative Anatomy Coordinator (Gold Coast) x2	Must be Gold Coast based	Appointed
→ Formative OSCE Coordinator (Gold Coast) x2	Must be Gold Coast based Ideally at least one applicant is Year 3 or Year 4 (i.e. has done an OSCE)	Appointed
→ Ward Survival Series Coordinator (Gold Coast) x1	Must be Gold Coast based	Appointed
→ Peer Based Learning Coordinator (Gold Coast) x1	Must be Gold Coast based	Appointed
→ Academic Event Officer (Gold Coast) x1	Must be Gold Coast based	Appointed
→ Formative Anatomy Coordinator (Sunshine Coast) x2	Must be Sunshine Coast based	Appointed
→ Formative OSCE Coordinator (Sunshine Coast) x2	Must be Sunshine Coast based Ideally at least one applicant is Year 3 or Year 4	Appointed
→ Ward Survival Series Coordinator (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
→ Peer Based Learning Coordinator (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed

WELLBEING		
Gender Equity Officer (Gold Coast) x1	Must be Gold Coast based	Appointed
LGBTQIA+ Officer (Gold Coast) x1	Must be Gold Coast based	Appointed
Clinical Year Wellbeing Representative x1	Any campus, Year 3 or Year 4	Appointed
Gender Equity Officer (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
LGBTQIA+ Officer (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
SOCIAL		
Med Ball Convenor x1-2	Must be Gold Coast based	Appointed
Scrub Crawl Convenor (Gold Coast) x1	Must be Gold Coast based	Appointed
Disorientation Camp Convenor (Gold Coast) x1	Must be Gold Coast based	Appointed
Pre-clinical Social Representative (Gold Coast) x1	Must be Gold Coast based	Appointed
Clinical Social Representative (Gold Coast) x1	Must be Gold Coast based	Appointed
Disorientation Camp Convenor (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
Scrub Crawl Convenor (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
Pre-clinical Social Representative (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
Clinical Social Representative (Sunshine Coast) x1	Must be Sunshine Coast based	Appointed
ADVOCACY		
Year 1 Advocacy Representative (Gold Coast)	Must be Gold Coast, Year 1	Elected
Year 2 Advocacy Representative (Gold Coast)	Must be Gold Coast, Year 2	Elected
Year 3 Advocacy Representative (Gold Coast)	Must be Gold Coast, Year 3	Elected
Year 1 Advocacy Representative (Sunshine Coast)	Must be Sunshine Coast, Year 1	Elected
Year 2 Advocacy Representative (Sunshine Coast)	Must be Sunshine Coast, Year 2	Elected
Year 3 Advocacy Representative (Sunshine Coast)	Must be Sunshine Coast, Year 3	Elected
Year 4 Advocacy Representative	Any campus, Year 4	Elected
Gold Coast University Hospital Representative	Must be GCUH based, Year 3 or 4	Elected
Logan Hospital Representative	Must be Logan based, Year 3 or 4	Elected
The Tweed Hospital Representative	Must be Tweed based, Year 3 or 4	Elected
Queen Elizabeth II Representative	Must be QEII based, Year 3 or 4	Elected
Sunshine Coast University Hospital Representative	Must be SCUH based, Year 3 or 4	Elected
Year 3 Rural Representative	Must be rurally based, Year 3	Elected
Year 4 Rural Representative	Must be rurally based, Year 4	Elected
Indigenous Representative	Any campus	Elected

International Student Representative	Any campus Must be an international student	Elected
AMSA		
Junior AMSA Representative (Gold Coast)	Any campus	Elected
Junior AMSA Representative (Sunshine Coast)	Any campus	Elected
OTHER		
Gold Coast Med Revue Convenors (x4)	Must be Gold Coast based	Appointed
Sunshine Coast Med Revue Convenors (x4)	Must be Sunshine Coast based	Appointed
Graduation Committee (x4)	Any Campus	Appointed
Photographer/Videographer (x1-2)	Any Campus	Appointed

Position Descriptions

Executive Committee

President

Portfolio	Executive
Previously held by	2021: Janis Fernandes; janis.fernandes97@gmail.com 2020: Wadie Rassam
Election vs appointment	As part of the Executive, the President is an elected role, voted for by GUMS members. 1 position available
Overall role description	The President is responsible for overseeing the operations, public image and all the events and initiatives of GUMS to ensure that the society runs smoothly. You are responsible for leading the whole team and providing direction, leadership and encouragement. You are the main representative of the student body and required to meet with various staff members and sit on various committees within the School of Medicine and Dentistry.
Responsibilities	<ul style="list-style-type: none"> • Leadership: Provide leadership within GUMS, and set a positive culture of learning, support and collaboration in GUMS and Griffith University. • Check-ins: You have a duty to contact your team and ensure their concerns are addressed, and that they feel well supported. • Support: Provide support to all GUMS team members in their roles, to ensure that all events are planned adequately and promoted accordingly. • Communication: Ensure the team functions effectively and communicates in an effective and timely manner. • Meetings: Chair internal GUMS Executive and Management Committee meetings. • Advocacy: Together with the Advocacy Officer, the President serves as the face of GUMS with the School of Medicine. This includes: <ul style="list-style-type: none"> ○ Attending Year 3&4 Communication Hour (one held at each zone) ○ Attending various School of Medicine meetings including Year 1 & 2 Committee, Year 3 & 4 Committee, Medical Program Committee and School Committee Meeting, in addition to frequent informal meetings with School. • Events: Expected to attend and support all GUMS events where possible. • AMSA: Attend three AMSA Councils throughout the year around Australia, to represent Griffith Uni medical students. • Conflict resolution: Be able and willing to resolve conflicts within the team when they occur. • Flexibility: Must be willing to be flexible. There are many other tasks that will arise throughout the year on a weekly basis. Time management and a capacity to address these tasks in a timely manner is integral. • Social Media: Support the Social Media and Engagement Officer by creating a consistent visual presence and branding of GUMS' online. • Executive: Regular communication and meetings with the executive and management teams, ensuring that the GUMS brand is upheld and ensuring all events and affiliations are in the best interest of GUMS. Work with the Executive Committee to make decisions pertaining to policies, conflict resolution and other issues or topics that arise. • Election: To organise the GUMS election with the Vice Presidents. <p>This is a two year role. After serving as President during 2020, the successful applicant</p>

	will take on the role of Immediate Past President (part of the Executive) in 2021, to provide guidance to the incoming team to help ensure continuity for GUMS.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Continue to establish systems for event planning and resource creation that are sustainable and have long-lasting outcomes. This frees human resources for more creative initiatives each year. • Improve strategies for handover by establishing a more thorough handover process for the Executive and Management Committee, and by further clarifying lines of reporting through slack • Continue to increase the GUMS internal policy base • Expand the Executive to further support the Sunshine Coast Campus
<i>Reporting</i>	Works closely with the Executive Committee and QLD MSC
<i>Team responsible for</i>	The President works closely with the rest of the Executive Committee who will update you regularly on the activity of each portfolio that they oversee.
<i>Time commitment</i>	20 to 25 hours per week The President will remain as part of the Executive in the year following their role as Immediate Past President.
<i>Prerequisites</i>	Must have previously held a position on the GUMS Executive or Management committee (as per the GUMS constitution).
<i>Location/Year Level</i>	GC or SC campus- however, as a large component of the role involves meeting with School of Medicine staff, it would be desirable for the applicant to be able to regularly visit the Gold/Sunshine Coast campus. This does not preclude students in other areas from applying, but please discuss this with members of the current core executive prior to applying.

Vice President: Gold Coast 1

Please note both that Vice President: Gold Coast 1 and Vice President: Gold Coast 2 each have different role descriptions for 2022.

<i>Portfolio</i>	Executive
<i>Previously held by</i>	2021: Nicole Chen (VP:GC 1) & Brendan Spinks (VP: GC 2) 2020: Gayatri Bhagwat (VP:GC 1) & Lachlan Paterson (VP: GC 2)
<i>Election vs appointment</i>	As part of the Executive, the 'Vice President: Gold Coast 1' is an elected role, voted for by GUMS members. 1 position available
<i>Overall role description</i>	The Vice President is an Executive Committee role.
<i>Responsibilities</i>	<ul style="list-style-type: none"> → Overseeing portfolios: Regular communication with Academic (Gold Coast) and Wellbeing (Gold Coast) portfolios, approving and double checking event plans, providing guidance and support to relevant portfolio officers, representatives, convenors and coordinators. → Conference reimbursement scheme and sports reimbursement scheme: Responsible for coordinating the continual running of these schemes. → Team management: Fostering a cooperative team environment within relevant portfolios and ensuring all members feel well supported in their roles. → Conflict resolution: Mitigating or resolving conflict between team members; facilitating troubleshooting. → Executive: Regular communication and meetings with the GUMS executive and management teams, ensuring that the GUMS brand is upheld and ensuring all events and affiliations are in the best interest of GUMS. → Election: To organise the GUMS election with the Vice Presidents and President.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Ensure early and timely planning of events by the relevant portfolio officers. • Create regular team gatherings and activities to foster cooperation • Work closely with the Executive to ensure that the student experiences provided by GUMS at the Gold Coast and Sunshine Coast campuses are similar. • Discuss with Academic and Wellbeing officers ideas to increase portfolio events and benefits for students. For example, implementing some more clinical year resources for y3 and y4. These can include rotation summaries, more OSCE practice collaborations with PVOGS/ IntoMed throughout the second semester.
<i>Reporting</i>	The Vice President (Gold Coast 1) works closely with the President, Secretary, Treasurer, other Vice Presidents and the GUMS executive committee.
<i>Team responsible for</i>	The Vice President (Gold Coast 1) oversees the Academic Officer (Gold Coast) and Wellbeing Officer (Gold Coast).
<i>Time commitment</i>	8 to 15 hours per week (varies depending on time of year)
<i>Prerequisites</i>	Nil, although previous experience as part of GUMS is highly desired.
<i>Location/Year Level</i>	Cannot be based at the Sunshine Coast campus; considerations will be made for a

	rural zone applicant. It is recommended that this person can attend and assist at events at the Gold Coast.
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Vice President: Gold Coast 2

Please note both that Vice President: Gold Coast 1 and Vice President: Gold Coast 2 each have different role descriptions for 2022.

Portfolio	Executive
Previously held by	2020: Gayatri Bhagwat (VP:GC 1) & Lachlan Paterson (VP: GC 2) 2019: Marie Nguyen & Thaddeus McFarlane
Election vs appointment	As part of the Executive, the 'Vice President: Gold Coast 2' is an elected role, voted for by GUMS members. 1 position available
Overall role description	The Vice President is an Executive Committee role.
Responsibilities	<ul style="list-style-type: none"> • Overseeing portfolios: Regular communication with Social (Gold Coast), Med Revue and Graduation Committee portfolios, approving and double checking event plans, providing guidance and support to relevant portfolio officers, representatives, convenors and coordinators. • Conference reimbursement scheme and sports reimbursement scheme: Responsible for coordinating the continual running of these schemes. • Team management: Fostering a cooperative team environment within the relevant portfolios and ensuring all members feel well supported in their roles. • Conflict resolution: Mitigating or resolving conflict between team members, problem shooting. • Executive: Regular communication and meetings with the executive and management teams, ensuring that the GUMS brand is upheld and ensuring all events and affiliations are in the best interest of GUMS. • Election: To organise the GUMS election with the Vice Presidents and President.
Goals for 2021	<ul style="list-style-type: none"> • Ensure early and timely planning of events by the relevant portfolio officers • Create regular team gatherings and activities to foster cooperation • Work closely with the Executive to ensure that the student experiences provided by GUMS at the Gold Coast and Sunshine Coast campuses are similar.
Reporting	The Vice President (Gold Coast 2) works closely with the President, Secretary, Treasurer, other Vice Presidents and the GUMS executive committee.
Team responsible for	The Vice President (Gold Coast 2) oversees the Social Officer (Gold Coast), Med Revue Convenors and Graduation Committee.
Time commitment	10 to 15 hours per week
Prerequisites	Nil, although previous experience as part of GUMS is highly desired.
Location/Year Level	Cannot be based at the Sunshine Coast campus or in a rural zone. It is recommended that this person can attend and assist at events on the Gold Coast campus.

Vice President: Sunshine Coast

<i>Portfolio</i>	Executive
<i>Previously held by</i>	2021: Hamish Hamilton hamish.hamilton@griffithuni.edu.au 2020: Janis Fernandes janis.fernandes@griffithuni.edu.au
<i>Election vs appointment</i>	As part of the Executive, the 'Vice President: Sunshine Coast' is an elected role, voted for by GUMS members. 1 position available
<i>Overall role description</i>	The Vice President is an Executive Committee role.
<i>Responsibilities</i>	<ul style="list-style-type: none"> → Overseeing portfolios: Regular communication with <i>Social (Sunshine Coast)</i>, <i>Academic (Sunshine Coast)</i> and <i>Wellbeing (Sunshine Coast)</i> portfolios, checking-in and approving event plans, providing guidance and support to relevant portfolio officers, representatives, convenors and coordinators. → Team management: Fostering a cooperative team environment within the relevant portfolios and ensuring all members feel well supported in their roles. → Conflict resolution: Mitigating or resolving conflict between team members, problem shooting. → Executive: Regular communication and meetings with the executive and management teams, to ensure a similar student experience for Gold Coast and Sunshine Coast students. Also ensuring that the GUMS brand is upheld and all events and affiliations are in the best interest of GUMS. → Election: To organise the GUMS election with the Vice Presidents and President. → Developing the SC campus: Recognise the importance of the Sunshine Coast campus being relatively new, as such, the person who receives this role should always be thinking about new ideas and events throughout the year and communicating this with the other members of the SCUH team.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> - Continue to improve the experience that GUMS provides to Sunshine Coast bases students by improving on and implementing current and new events - Ensure early and timely planning of events by the relevant portfolio officers - Create regular team gatherings and activities to foster cooperation - Work closely with the Executive to ensure that the student experiences provided by GUMS at the Gold Coast and Sunshine Coast campuses are similar.
<i>Reporting</i>	The Vice President (Sunshine Coast) works closely with the President, Secretary, Treasurer, other Vice Presidents and the GUMS executive committee.
<i>Team responsible for</i>	The Vice President (Sunshine Coast) oversees the Social Officer (Sunshine Coast), Wellbeing Officer (Sunshine Coast) and Academic Officer (Sunshine Coast).
<i>Time commitment</i>	8 to 12 hours per week
<i>Prerequisites</i>	Nil, although previous experience as part of GUMS is highly desired.
<i>Location/Year Level</i>	Must be based at the Sunshine Coast.

Secretary

<i>Portfolio</i>	Executive
<i>Previously held by</i>	2021: Ayla Tartic (ayla.tartic@griffithuni.edu.au) 2020: Nicole Chen
<i>Election vs appointment</i>	As part of the Executive, the Secretary is appointed by the GUMS executive. 1 position available
<i>Overall role description</i>	The secretary is an Executive Committee role.
<i>Responsibilities</i>	<ul style="list-style-type: none"> → Meetings: Responsible for organising and providing notification of executive and management committee meetings and general meetings, assisting the President to run these meetings, collating agenda items and circulating these prior to meetings, recording accurate minutes of meetings, ensuring appropriate processes are followed (as per the GUMS constitution and by-laws) and ensuring goals and outcomes of the meeting are followed up. → Calendar: Organisation of the GUMS and Intersociety Calendar and ensuring that all GUMS events are added. → Organisation: Coordination of the GUMS Google Drive and GUMS 'Slack' (organisational software). → Student Guild: Primary liaison with the Gold Coast Student Guild to ensure affiliation requirements are met. Providing support to other members of the team to ensure submission requirements for events are met, including assisting with room bookings and IT requests. This involves using the online 'Campus Groups' system. → Membership: Working with the IT officer to ensure accurate records of membership are recorded and maintained in a database, and on 'Campus Groups'. → External Communication: Responding to emails and messages received via the GUMS Facebook page, alongside the Engagement Officer, and delegating these to appropriate team members. → Executive: Regular communication and meetings with the executive and management teams, ensuring that the GUMS brand is upheld and ensuring all events and affiliations are in the best interest of GUMS. → Guidance/Support: Working with the Social Media Officers, Publications team and IT Officers to ensure they are able to complete their roles. Providing an extra set of hands as needed at various events. Assisting event organisers with troubleshooting and logistics as needed.
<i>Goals for 2022</i>	Facilitating communication and collaboration across the SC and GC campuses via <i>Slack</i> between all team members (both executive, management committee and subcommittees). Working with the Engagement Officers to increase engagement on Instagram and LinkedIn, in addition to Facebook. Streamlining membership lists and inventory tracking on the Shopify web program. Assisting with more consistent fulfilling of merchandise orders. Creating a rich database of GUMS photos, templates and the like for future publications.
<i>Reporting</i>	The Secretary works closely (and meets regularly) with the President, Vice President, Treasurer, and executive.
<i>Team responsible for</i>	The Secretary oversees the Engagement Officer, IT Officer and Publications Officer
<i>Time commitment</i>	7-10 hours per week, depending on the time of year

<i>Prerequisites</i>	Nil. While previous experience in similar roles would be useful, this is by no means a prerequisite.
<i>Location/Year Level</i>	Would suit both clinical and preclinical members as the role is very much 'behind-the-scenes'. It would be preferential that the candidate is based near the Gold Coast campus to ensure Gold Coast Student Guild requirements are met.

Treasurer

<i>Portfolio</i>	Executive
<i>Previously held by</i>	2021: Adam Silbernagel 2020: Eric Tan
<i>Election vs appointment</i>	As part of the Executive, the Treasurer is appointed by the GUMS executive. 1 position available
<i>Overall role description</i>	The Treasurer is an Executive Committee role. The treasurer oversees the financial operations of the organisation and plays a role in financial decision making.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Financial Planning and Budgeting: Develop a yearly budget for all of GUMS events and operations at the beginning of the academic year. Implement forecasting strategies in accordance with the organisation's short and long-term goals. Consult with executive members and portfolios to determine the financial requirements for events/initiatives throughout the year. • Day-to-day financial operations: <ul style="list-style-type: none"> ○ Organize internal bookkeeping and financial transaction records using Xero software. ○ Send invoices ○ Pay bills ○ Maintain E-commerce and financial software functionality (Paypal, Stripe, Shopify) ○ Reconcile sales data between GUMS E-commerce platform and Xero accounts. ○ Reimburse expense claims from team members ○ Implement accurate financial reporting and statutory compliance with third-party accountants • Manage: Oversee the activities of the Sponsorship Officer and Merchandise Officer. • Collaborate: <ul style="list-style-type: none"> ○ Work closely with Sponsorship Officer to align sponsorship revenue initiatives with GUMS financial projections. ○ Communicate with portfolio officers and VPs to develop ticketing and pricing strategies for ongoing events/initiatives. • Executive: Regular communication and meetings with the executive and management teams, ensuring that the GUMS brand is upheld and ensuring all events and affiliations are in the best interest of GUMS. <p>This is a two year role. After serving as Treasurer during 2022, the successful applicant will take on the advisory role of Immediate Past Treasurer in 2023, to provide guidance to the incoming treasurer to help ensure long term financial stability for GUMS.</p>

<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Refine budget and pricing strategies in conjunction with immediate past treasurer to ensure growth and sustainability of GUMS organizational goals • Develop strategies for new areas of revenue streams and investment opportunities
<i>Reporting</i>	<p>Reports to President.</p> <p>The role is supported by the Immediate Past Treasurer.</p>
<i>Team responsible for</i>	The Treasurer oversees the Sponsorship Officer and Merchandise Officer
<i>Time commitment</i>	<p>~ 8-10 hours per week</p> <p>Higher time commitments: beginning of the year (due to forecasting and budgeting requirements); end of business quarters; during major events such as Scrub Crawl, MedBall, and MedRevue</p>
<i>Prerequisites</i>	Nil (however, previous experience in accounting, bookkeeping, or financial analysis will be beneficial)
<i>Location/Year Level</i>	Any campus. Any year level.

Clinical Advocacy Officer

<i>Portfolio</i>	Executive, Advocacy. Formerly 'Advocacy Officer' - now will be two roles (Clinical Advocacy Officer and Pre-Clinical Advocacy Officer)
<i>Previously held by</i>	2020: Tim McErlane: timothy.mcerlane@griffithuni.edu.au 2018-2019: Wadie Rassam: president@gums.org.au
<i>Election vs appointment</i>	As part of the Executive, the Clinical Advocacy Officer is an elected role, voted for by GUMS members. Following the voting process, the candidate with the most votes from each campus will be appointed by the current GUMS team, through the process for appointed positions (written application plus interview) 1 position available
<i>Overall role description</i>	The Clinical Advocacy Officer is an Executive Committee role. An applicant for this role MUST apply for the 'Year Level Representative' role for their cohort. <i>The Clinical Advocacy Officer will automatically become the Year Level Representative for their cohort (regardless of the result of the votes for the Year Level Representative role).</i>
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Liaising with students: You will serve as the voice for the students and communicate this with the staff (see below). Must be willing to make time to chat to students on campus about their concerns and be proactive in updating them on how you are addressing their concerns. • Emails and Facebook: Must check these regularly - the Advocacy Officer will receive individual messages and also should stay up to date with the activity on the year level page. Emails are frequently sent by staff in regards to meeting times and issues they want student input on. • Meetings: Attending various School Committee meetings including: Year 3 & 4 Committee Meeting, Medical Program Committee Meeting, and other informal meetings with staff as required. • Reports: Before some of the formal meetings (Year 3 & 4 Committee and MPC), the Advocacy Officer writes and submits a report to the School of Medicine, prior to meetings. • AMC report: The advocacy team writes a ~5000 word report to the Australian Medical Council (AMC), the body that gives accreditation to medical schools. This is done in March/April. • Meeting summaries: Recording minutes and summaries following meetings to release to the student body. • Overseeing advocacy team: Meeting regularly with Year Level representatives, Hospital/Rural representatives, Indigenous representative and International Student representative. • Executive: Regular communication and meetings with the executive and management teams, ensuring that the GUMS brand is upheld and ensuring all events and affiliations are in the best interest of GUMS.
<i>Goals for 2022</i>	Establish strong communication lines within the entire team to maximise the number of issues addressed Keeping a detailed list of current and past advocacy efforts to ensure continuity from year to year
<i>Reporting</i>	The Clinical Advocacy Officer reports to and works closely with the President.

<i>Team responsible for</i>	The Clinical Advocacy Officer oversees and provides guidance to the Pre-Clinical Advocacy Officer, Year Level Advocacy Representatives, Hospital and Rural Representatives, Indigenous Representative, and International Student Representatives.
<i>Time commitment</i>	3-10 hours per week, depending on number of student concerns and meetings
<i>Prerequisites</i>	Nil. While previous experience in similar roles would be useful, this is not required.
<i>Location/Year Level</i>	Any campus. Any year level.

Pre-Clinical Advocacy Officer

<i>Portfolio</i>	Executive, Advocacy. Formerly 'Advocacy Officer' - now will be two roles (Clinical Advocacy Officer and Pre-Clinical Advocacy Officer)
<i>Previously held by</i>	2021: Harley Stiebel: harley.stiebel@griffithuni.edu.au 2020: Tim McErlane: timothy.mcerlane@griffithuni.edu.au 2018-2019: Wadie Rassam: president@gums.org.au
<i>Election vs appointment</i>	As part of the Executive, the Pre-Clinical Advocacy Officer is an elected role, voted for by GUMS members. Following the voting process, the candidate with the most votes from each campus will be appointed by the current GUMS team, through the process for appointed positions (written application plus interview) 1 position available
<i>Overall role description</i>	The Pre-Clinical Advocacy Officer is an Executive Committee role. An applicant for this role MUST apply for the 'Year Level Representative' role for their cohort. <i>The Pre-Clinical Advocacy Officer will automatically become the Year Level Representative for their cohort (regardless of the result of the votes for the Year Level Representative role).</i>
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Liaising with students: You will serve as the voice for the students and communicate this with the staff (see below). Must be willing to make time to chat to students on campus about their concerns and be proactive in updating them on how you are addressing their concerns. • Emails and Facebook: Must check these regularly - the Advocacy Officer will receive individual messages and also should stay up to date with the activity on the year level page. Emails are frequently sent by staff in regards to meeting times and issues they want student input on. • Meetings: Attending various School Committee meetings including: Year 3 & 4 Committee Meeting, Medical Program Committee Meeting, and other informal meetings with staff as required. • Reports: Before some of the formal meetings (Year 1 & 2 Committee and MPC), the Pre-Clinical Advocacy Officer writes and submits a report to the School of Medicine, prior to meetings. • AMC report: The advocacy team writes a ~5000 word report to the Australian Medical Council (AMC), the body that gives accreditation to medical schools. This is done in March/April. • Meeting summaries: Recording minutes and summaries following meetings to release to the student body. • Overseeing advocacy team: Meeting regularly with Year Level representatives, Hospital/Rural representatives, Indigenous representative and International Student representative. • Executive: Regular communication and meetings with the executive and management teams, ensuring that the GUMS brand is upheld and ensuring all events and affiliations are in the best interest of GUMS.
<i>Goals for 2022</i>	Establish strong communication lines within the entire team to maximise the number of issues addressed Keeping a detailed list of current and past advocacy efforts to ensure continuity from year to year
<i>Reporting</i>	The Pre-Clinical Advocacy Officer reports to and works closely with the Clinical Advocacy Officer and President.

<i>Team responsible for</i>	The Pre-Clinical Advocacy Officer oversees and provides guidance to the Year Level Advocacy Representatives, Indigenous Representative, and International Student Representatives.
<i>Time commitment</i>	3-10 hours per week, depending on number of student concerns and meetings
<i>Prerequisites</i>	Nil. While previous experience in similar roles would be useful, this is not required.
<i>Location/Year Level</i>	Any campus. Any year level.

AMSA Representative

<i>Portfolio</i>	Executive, AMSA
<i>Previously held by</i>	2021: Samantha Norris 2020 Kiera Stanmore: kiera.stanmore@griffithuni.edu.au
<i>Election vs appointment</i>	As part of the Executive, the AMSA Representative is an elected role, voted for by GUMS members. 1 position available.
<i>Overall role description</i>	The AMSA Representative has historically been a continuation of the role of Junior AMSA Representative to AMSA Representative. The main job is to hype all things AMSA and advocate on behalf of Griffith medical students on issues that affect each of us in our lives as Doctors in training. You must be approachable and passionate about the initiatives AMSA has to offer, which include advocacy campaigns, special interest groups, community and wellbeing initiatives, projects and publications.
<i>Responsibilities</i>	<ul style="list-style-type: none"> → Advocate: Be an advocate for all AMSA related things → AMSA Council: Attend all AMSA National Councils (3 held throughout the year in different cities) → Think Tanks: Organise an event that brings students together to comment on upcoming AMSA policies to be discussed at AMSA Council. This forms the basis of advocacy for Griffith Students opinions on the policies up for discussion. Online surveys can also be used to gain feedback on contentious policy points. → National Coordinator: Complete tasks appointed via a weekly update email from the AMSA National Coordinator. These include promoting AMSA events and initiatives and gathering feedback. → AMSA National Convention: Organise and represent the Griffith AMSA National Convention delegation. You are expected to attend AMSA National Convention. → Executive: Regular communication and meetings with the GUMS executive and management teams, ensuring that the GUMS brand is upheld and ensuring all events and affiliations are in the best interest of GUMS. These meetings are an important opportunity to relay lessons learnt from other universities during AMSA National Council AMSA Rep breakout sessions. → Mentoring: Work closely with the Junior AMSA Representatives, acting as a mentor for them when appropriate and delegating tasks as appropriate.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> - Maintain the high level of engagement of Griffith students with AMSA events, AMSA Policy, and AMSA Council - Increased the engagement from Griffith students with the large variety of projects within AMSA. - Make it known that there is something in AMSA for everyone - academically, professionally and socially.

	- Increase the integration of AMSA initiatives with GUMS
<i>Reporting</i>	Within GUMS, reports to the President and Executive Committee. Externally report to the AMSA National Coordinator.
<i>Team responsible for</i>	The AMSA Representative is responsible for the Junior AMSA Representatives and the Vampire Cup Coordinator.
<i>Time commitment</i>	2-4 hours per week Increasing to 5 -10 hours per week around council and convention periods.
<i>Prerequisites</i>	Nil, although previous experience with AMSA (including the role of Junior AMSA Representative) is beneficial.
<i>Location/Year Level</i>	Any campus. Any year level.

Management Committee: Portfolio Officers

Academic Officer: Gold Coast

<i>Portfolio</i>	Academic (Gold Coast)
<i>Previously held by</i>	2021: Stephen Jiang- stephen.jiang@griffithuni.edu.au 2020: Claudia Czuchwicki - claudia.czuchwicki@griffithuni.edu.au 2019: Philip Nguyen - p.nguyen@gums.org.au
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS executive. 1 position available
<i>Overall role description</i>	Academic Officer (Gold Coast) is a management position, overseeing the academic portfolio at the Gold Coast.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Management: the Academic Officer works closely with and oversees the other members of the Gold Coast academic management committee and the Gold Coast academic subcommittee. This includes being involved heavily with and assisting team members who organise the following events: <ul style="list-style-type: none"> ○ Year 1 Unofficial Guide to First Year ○ Year 1 and Year 2 Review Lectures ○ Year 1 and Year 2 Formative Anatomy Exams ○ Year 3 and Year 4 Formative OSCEs ○ Peer Assisted Clinical Skills ○ Peer Based Learning ○ Year 2 Hospital Selections Evening ○ Careers Information Evening ○ Ward Survival Series ○ Weekly Kahoots • Advocacy: acts as Griffith's representative on the AMSA Medical Education Committee. Liaise with the President, AMSA Rep, Advocacy Officer, and promote/address relevant medical education issues • Liaise with the Academic Officer (Sunshine Coast) to make sure relevant resources and events are shared and hosted at both campuses. <ul style="list-style-type: none"> ○ Liaise with the Sponsorship Officer to ensure appropriate coverage and sponsorships at each academic event • Events: Responsible for organising the Internship Preparation Evenings and Electives and Selectives Evening • Support: Provide relevant support to the academic management committee

	<p>for all academic events, including planning, risk management, finding speakers, and help running events</p> <ul style="list-style-type: none"> • Emails and Facebook: Must check these regularly - the Academic Officer will receive individual messages, especially in relation to academic events (e.g. formative OSCE, formative anatomy)
<i>Goals for 2022</i>	<p>Increase student engagement at academic events</p> <p>Increase awareness of available GUMS academic resources for students</p> <p>Ensure the continued implementation and expansion of regular PACS sessions throughout the year for pre-clinical and clinical year students</p>
<i>Reporting</i>	The Academic Officer reports to the Vice President (Gold Coast 1)
<i>Team responsible for</i>	Oversee and work closely with the other Gold Coast academic portfolio management committee roles: Academic Events coordinator, Formative Anatomy coordinators, Formative OSCE Coordinators, Peer Assisted Clinical Skills (PACS) coordinator, Peer Based Learning (PBL) coordinator, and Ward Survival Series coordinator. It is important to liaise with the Sunshine Coast academic team.
<i>Time commitment</i>	5-10 hours per week
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Academic Officer: Sunshine Coast

<i>Portfolio</i>	Academic (Sunshine Coast)
<i>Previously held by</i>	<p>2021: Liam Donovan Liam.donovan@griffithuni.edu.au</p> <p>2020: Hamish Hamilton hamish.hamilton@griffithuni.edu.au</p>
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS executive. 1 position available
<i>Overall role description</i>	Academic Officer (Sunshine Coast) is a management position, overseeing the academic portfolio at the Sunshine Coast.
<i>Responsibilities</i>	<ul style="list-style-type: none"> → Management: the Academic Officer works closely with and oversees the other members of the Sunshine Coast academic management committee and the Sunshine Coast academic subcommittee → Liaise with the Academic Officer (Gold Coast) to make sure relevant resources and events are shared and hosted at both campuses. <ul style="list-style-type: none"> ◆ Liaise with the Sponsorship Officer to ensure appropriate coverage and sponsorships at each academic event → Events: This includes being involved heavily with and assisting team members who organise the following events: <ul style="list-style-type: none"> ◆ Year 1 Unofficial Guide to First Year ◆ Year 1 - Year 4 Review Lectures ◆ Year 1 and Year 2 Formative Anatomy Exams ◆ Year 2 - Year 4 Formative OSCEs ◆ Peer Assisted Clinical Skills ◆ Peer Based Learning

	<ul style="list-style-type: none"> ◆ Year 2 Hospital Selections Evening ◆ Careers Information Evening ◆ Ward Survival Series <p>→ Support: Provide relevant support to the Sunshine Coast academic management committee for all academic events, including planning, risk management, finding speakers, and help running events.</p> <p>→ Emails and Facebook: Must check these regularly - the Academic Officer will receive individual messages, especially in relation to academic events (e.g. formative OSCE, formative anatomy)</p>
<i>Goals for 2021</i>	<p>Continue with the current academic events and initiatives at the Sunshine Coast</p> <p>Establish new academic events and initiatives at the Sunshine Coast</p> <p>Increase student engagement at academic events</p> <p>Increase awareness of available GUMS academic resources for students</p> <p>Ensure collaboration with the Gold Coast academic team for all academic events and initiatives</p>
<i>Reporting</i>	The Academic Officer reports to the Vice President (Sunshine Coast)
<i>Team responsible for</i>	Oversee and work closely with the other Sunshine Coast academic portfolio management committee roles: Formative Anatomy coordinators, Formative OSCE Coordinators, Peer Assisted Clinical Skills (PACS) coordinator, Peer Based Learning (PBL) coordinator, and Ward Survival Series coordinator. It is important to also liaise with the Gold Coast academic team.
<i>Time commitment</i>	5-7 hours per week
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based

Wellbeing Officer: Gold Coast

<i>Portfolio</i>	Wellbeing (Gold Coast)
<i>Previously held by</i>	<p>2020: Angus Stott - angus.stott@griffithuni.edu.au</p> <p>2021: Nicholas Ooi - nicholas.ooi@griffithuni.edu.au</p>
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS executive. 1 position available
<i>Overall role description</i>	Wellbeing Officer (Gold Coast) is a management position, overseeing the wellbeing portfolio at the Gold Coast.
<i>Responsibilities</i>	<p>→ Advocate: To be an advocate for wellbeing and mental health amongst medical students</p> <p>→ Overseeing: Oversee and lead the LGBTQIA+ and Gender Equity Officers (Gold Coast)</p> <p>→ Events: Promotion and planning of mainstay wellbeing events such as Peer2Peer mentoring, Blue Week, Coffeehouse, Worlds Greatest Shave and Warm and Fuzzy's. In chronological order for a typical year, events may include:</p> <ul style="list-style-type: none"> ◆ P2P Mentoring: Organise a breakfast and mentors for potential mentees. ◆ Valentine's Day

	<ul style="list-style-type: none"> ◆ Worlds Greatest Shave: Coordinate with Leukemia Foundation and encourage volunteers to participate. ◆ Warm and Fuzzies: Organise and open events, includes promotion. ◆ Blue Week: Organise a fun and expressive week for medical students and raise awareness for mental health issues at the same time. ◆ Coffeehouse: Organise and encourage acts. <p>→ Innovation: Brainstorming and implementing new ideas to create an online base for wellbeing as well as new events and ideas.</p> <p>→ Overall: Need to be promoting events continuously and engaging with the medical student cohort to promote help-seeking behaviours.</p>
<i>Goals for 2021</i>	<p>To increase attendance at all events.</p> <p>To work with staff members to improve medical student engagement with wellbeing.</p> <p>To improve mentoring amongst medical students and facilitate a supportive learning environment.</p> <p>To ensure representation and safety for all groups of students.</p>
<i>Reporting</i>	The Wellbeing Officer (Gold Coast) reports to the Vice President (Gold Coast 1)
<i>Team responsible for</i>	Oversee and work closely with the Wellbeing Subcommittee, Gender Equity Officer and LGBTQIA+ Officers (Gold Coast).
<i>Time commitment</i>	4-8 hours on average each week with increasing commitment coming up to events
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Wellbeing Officer: Sunshine Coast

<i>Portfolio</i>	Wellbeing (Sunshine Coast)
<i>Previously held by</i>	<p>2020: Emma McLaughlin emma.mclaughlin@griffithuni.edu.au)</p> <p>2019: Jasnoor Singh (jasnoor.singh@griffithuni.edu.au)</p>
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS executive. 1 position available
<i>Overall role description</i>	Wellbeing Officer (Sunshine Coast) is a management position, overseeing the wellbeing portfolio at the Sunshine Coast.
<i>Responsibilities</i>	<p>→ Advocate: To be an advocate for wellbeing and mental health amongst medical students</p> <p>→ Overseeing: Oversee and lead the LGBTQIA+ and Gender Equity Officers (Sunshine Coast)</p> <p>→ Events: Promotion and planning of mainstay wellbeing events such as Peer2Peer mentoring, Blue Week, Coffeehouse, Worlds Greatest Shave and Warm and Fuzzy's. In chronological order for a typical year, events that have been run on the Gold Coast campus have included:</p> <ul style="list-style-type: none"> ◆ P2P Mentoring: Organise a breakfast and mentors for potential mentees. ◆ Worlds Greatest Shave: Coordinate with Leukemia Foundation and encourage volunteers to participate. ◆ Warm and Fuzzies: Organise and open events, includes promotion.

	<ul style="list-style-type: none"> ◆ Blue Week: Organise a fun and expressive week for medical students and raise awareness for mental health issues at the same time. ◆ Coffeehouse: Organise and encourage acts. → Innovation: Brainstorming and implementing new ideas to create an online base for wellbeing as well as new events and ideas. 2020 will be a year for innovation to bring these initiatives to the Sunshine Coast. → Overall: Need to be promoting events continuously and engaging with the medical student cohort to promote help-seeking behaviours.
<i>Goals for 2022</i>	Getting well-established Wellbeing GUMS events (e.g. Blue Week, Coffeehouse) up and running at this campus as well as initiating brand new wellbeing events specific to Sunshine Coast students.
<i>Reporting</i>	The Wellbeing Officer (Sunshine Coast) reports to the Vice President (Sunshine Coast)
<i>Team responsible for</i>	Oversee and work closely with the Wellbeing Subcommittee, Gender Equity Officer and LGBTQIA+ Officers (Sunshine Coast).
<i>Time commitment</i>	2-4 hours each week with increasing commitment coming up to events
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based

Social Officer: Gold Coast

<i>Portfolio</i>	Social (Gold Coast)
<i>Previously held by</i>	2020: Jasneal Dhaliwal (jasneal.dhaliwal@griffithuni.edu.au) 2021: Izi Campbell (Isobella.campbell@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS Executive. 1 position available
<i>Overall role description</i>	Social Officer (Gold Coast) is a management position, overseeing the Social portfolio at the Gold Coast.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Events: Overseeing the convenor/s for each event and ensuring they are well supported. Being involved heavily in the planning and organisation of these events to ensure that they run smoothly. Delegating relevant tasks to volunteers. Problem solve and coordinate with volunteers at each event. Attendance is required at all events. Events in the past have included: <ul style="list-style-type: none"> ○ First Year Mixer (all years welcome) ○ Disorientation Camp (Year 1) ○ Scrub Crawl (all years) ○ Halfway Dinner (Year 2) ○ Med Ball (all years) ○ End of Exams Events (all years) • Organisation: Communicating with staff at potential venues (via phone and email), visiting sites for inspection, completing necessary documentation in a timely manner (i.e. event planning, risk assessment forms, contracts), ensuring all convenors/subcommittee members are aware of their duties • Risk assessment: All possible risks associated with each event must be considered and planned out for with appropriate documentation. This

	<p>includes risks to people's health and safety, GUMS financial interests and the reputation of GUMS.</p> <ul style="list-style-type: none"> • Liaison: Working closely with other members of the GUMS team including Vice President (Gold Coast 2), Social Media and Engagement Officer and IT Officer to promote your events and organise tickets. Communicating with the Social Officer (Sunshine Coast) to ensure inclusivity and joint events where possible.
<i>Goals for 2021</i>	<ul style="list-style-type: none"> • Unique events and new events collaborating with other facilities and universities • Increasing inclusivity of the Sunshine Coast cohort in events where possible • Increasing attendance of 3rd and 4th years • Revamp of existing events to increase interest
<i>Reporting</i>	The Social Officer (Gold Coast) reports to the Vice President (Gold Coast 2)
<i>Team responsible for</i>	The Social Officer (Gold Coast) is responsible for the conveners of Disorientation Camp, Med Ball, Scrub Crawl, the Gold Coast Year Level Social Representatives and the Social Subcommittee (Gold Coast). Also works closely with the Social Team at the Sunshine Coast.
<i>Time commitment</i>	3-5 hours per week, with time commitments increasing as events near.
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Social Officer: Sunshine Coast

<i>Portfolio</i>	Social (Sunshine Coast)
<i>Previously held by</i>	2021: Kate Steele katelyn.steele@griffithuni.edu.au 2020: Sam McGill samuel.mcgill@griffithuni.edu.au
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS Executive. 1 position available
<i>Overall role description</i>	Social Officer (Sunshine Coast) is a management position, overseeing the Social portfolio at the Sunshine Coast.
<i>Responsibilities</i>	<ul style="list-style-type: none"> → Running social events held at the Sunshine Coast that facilitate mingling between cohorts and across campuses. This involves organising the First Year Mixer, Med Ball SC, as well as brainstorming new original social events specific for Sunshine Coast students. → Overseeing the organisation of Disorientation Camp: The Disorientation Camp for first year students will be organised by <i>The Disorientation Camp Convenors (Gold Coast & Sunshine Coast)</i>. → Brainstorming social event ideas, contacting venues and promoting a friendly social atmosphere catering to a variety of students. → Ensuring students across both campuses are involved in the GUMS social life.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> - Continue building on the established social events - Increase attendance at annual events. - Cultivate a friendly and welcoming atmosphere at the Sunshine Coast - Facilitate friendships across year levels.

<i>Reporting</i>	The Social Officer (Sunshine Coast) reports to the Vice President (Sunshine Coast).
<i>Team responsible for</i>	Oversee and work closely with the Social Subcommittee (Sunshine Coast) and Disorientation Camp Convenor (Sunshine Coast). Must also work with the Social Officer (Gold Coast) and their team to ensure collaboration for events.
<i>Time commitment</i>	2 hours per week, with increasing hours surrounding events
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based

Social Media and Engagement Officer: Gold Coast

<i>Portfolio</i>	Secretarial
<i>Previously held by</i>	2021: Neha Athreya (neha.athreya@griffithuni.edu.au) 2020: Jaden Bollman (jaden.bollman@griffithuni.edu.au) 2019: Gayatri Bhagwat (gayatri.bhagwat@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS Executive. 1 position available.
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS executive. 1 position available
<i>Overall role description</i>	Engagement Officer (Gold Coast) is a management position, overseeing the social media and engagement portfolio at the Gold Coast.
<i>Responsibilities</i>	<ul style="list-style-type: none"> - Social Media and Brand Image: Create and manage the social media and in-person positive image of GUMS - Coordinate timing and promotion of events across all portfolios. Mainly working with Facebook and Instagram <ul style="list-style-type: none"> - Timely and brand focussed posts - Team communication: daily communication through <i>Slack</i>, responding to team requests for Facebook activity/sharing. - Planning: Create social media event release campaigns with respective event planners. - Manage event pages, cohort Facebook pages, GUMS Facebook page and GUMS Instagram page - Create weekly GUMS events cover pages - Liaise with all portfolio officers, president and sponsorship officer to create memorable and engaging posts. - Create hype around events in person and online - Design all advertising material. This must be done with strong partnership with the event coordinators to set the tone for each event - Regular discussion with President and Vice Presidents on progress and execution of events. - Liaise with Gold Coast Engagement officer to plan and map out events mutually utilising social media calendar
<i>Goals for 2022</i>	<ul style="list-style-type: none"> - Maintain and create a positive image of GUMS across all social media platforms - Ensure social media policy is appropriately implemented by members of GUMS committee members and the student body - Liaise with all portfolio leaders productively

<i>Reporting</i>	The Social Media and Engagement Officer reports to the Secretary, however will work closely with many members of the GUMS team.
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	~3-4 hours a week with increased at peak event times
<i>Location/Year Level</i>	Must be Gold Coast based

Social Media and Engagement Officer: Sunshine Coast

<i>Portfolio</i>	Secretarial
<i>Previously held by</i>	2021: Jimmy Barton (james.barton2@griffithuni.edu.au) 2020: Sam McGill (samuel.mcgill@griffithuni.edu.au) 2019: Gayatri Bhagwat (gayatri.bhagwat@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS executive.. 1 position available
<i>Overall role description</i>	Engagement Officer (Sunshine Coast) is a management position, overseeing the social media and engagement portfolio at the Sunshine Coast.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Social Media and Brand Image: Create and manage the social media and in-person positive image of GUMS • Coordinate timing and promotion of events across all portfolios. Mainly working with Facebook and Instagram • Timely and brand focussed posts • Team communication: daily communication through <i>Slack</i>, responding to team requests for Facebook activity/sharing. • Planning: Create social media event release campaigns with respective event planners. • Manage event pages, cohort Facebook pages, GUMS Facebook page and GUMS Instagram page • Create weekly GUMS events cover pages • Liaise with all portfolio officers, president and sponsorship officer to create memorable and engaging posts. • Create hype around events in person and online • Design all advertising material. This must be done with strong partnership with the event coordinators to set the tone for each event • Regular discussion with President and Vice Presidents on progress and execution of events. • Liaise with Gold Coast Engagement officer to plan and map out events mutually utilising social media calendar
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Maintain and create a positive image of GUMS across all social media platforms • Ensure social media policy is appropriately implemented by members of GUMS committee members and the student body • Liaise with all portfolio leaders productively
<i>Reporting</i>	The Social Media and Engagement Officer reports to the Secretary, however will work closely with many members of the GUMS team.
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	~3-4 hours a week with increased at peak event times
<i>Prerequisites</i>	Comfortable with social media and technology use; flexible; positive team player; personable and engaging
<i>Location/Year Level</i>	Must be Sunshine Coast based

Merchandise Officer

<i>Portfolio</i>	Treasury
<i>Previously held by</i>	2020: Ekin Karaoglu (ekin.karaoglu@griffithuni.edu.au) 2019: Matisse Fox (matisse.fox@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS Executive. 1-2 positions available
<i>Overall role description</i>	<p>Merchandise Officer is a management position, overseeing the merchandise portfolio at the Gold Coast and Sunshine Coast.</p> <p>The Merchandise officer has a productive, creative role within the GUMS team and helps shape how Griffith Medical students are seen across the University and within the community. They work alongside the students to produce in-demand items at affordable prices. If two students wish to apply as a team, this is encouraged! This role is best done by brainstorming and working together.</p>
<i>Responsibilities</i>	<ul style="list-style-type: none"> - Work with the Social team to coordinate the order and distribution of the 300+ scrub sets purchased for the annual Scrub Crawl - Design, order and distribute GUMS Hoodies/ Crew Neck Jumpers and T-Shirts. This is usually done once a year by a pre-order system. We currently have two very popular designs released and are looking forward to continuing these simple but classic styles so that they become recognisable staple of medical students - Maintain stock of GUMS other items including anatomy pin books, clinical skills guides and neuro packs - Develop new ideas! 2019 saw the production of GUMS reusable coffee cups and phone wallets. 2020 brought in new GUMS T-shirts and the Merchandise design competition for all students to participate.
<i>Goals for 2021</i>	<ul style="list-style-type: none"> - Develop quality, practicable products for purchase by Griffith Medical students. The sky is the limit! Unlock your potential! Do your best! You can do it! Fly high! The more you practice, the luckier you get! - Continue developing GUMS brand awareness and maintain sales of popular items such as Hoodies
<i>Reporting</i>	The Merchandise Officer reports to the Treasurer, but will also work closely with other members of the GUMS team.
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	1-3 hours per week, depending on the week. The weeks of Scrub Crawl and Hoodie distribution can be busy!
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based due to storage of merchandise.

Publications Officer

<i>Portfolio</i>	Secretarial, Publications and Design
<i>Previously held by</i>	2021: Ashraf Docrat (ashraf.docrat@griffithuni.edu.au) 2020: Yashaswini Makkoth (yashaswini.makkoth@griffithuni.edu.au) 2019: Janis Fernandes (janis.fernandes@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available The Publications Officer and Design Officer may be the same or different people. Can apply for both.
<i>Overall role description</i>	Publications Officer is a management position, overseeing the Publications and Design portfolio at the Gold Coast and Sunshine Coast. The role of the Publications Officer is to create engaging, relevant content that reflects our medical school. This is achieved through the official GUMS magazine, <i>Murmur</i> , the GUMS Blog, the GUMS Newsletter and opportunities getting involved with AMSA publications (including facilitating submission to <i>Panacea</i>).
<i>Responsibilities</i>	<ul style="list-style-type: none"> → Planning: Create a schedule for GUMS Blog posts, GUMS Newsletter, <i>Murmur</i> Magazine and other GUMS content that optimises engagement. → Team Coordination: Coordinate a writing team in order to create regular content and collaborate with the Design Officer and design team as needed. → Writing and Editing: Create a unique theme for the two editions of <i>Murmur</i> including an editor's note. Commission and edit content for <i>Murmur</i> and the GUMS Blog. Write content for the newsletter, including the introduction, and additional content for <i>Murmur</i> and the GUMS Blog.
<i>Goals for 2022</i>	In 2021 the publications portfolio has largely aimed to consolidate a number of new initiatives started in 2020 like the GUMS Newsletter. In 2022 we aim to build on this by doing the following. <ul style="list-style-type: none"> - Maintain regular, fortnightly, GUMS Blog posts that are entertaining and relevant through a roster of regular writers - Increase subcommittee involvement with the rest of GUMS and all subcommittees for more coordinated blog posts, social media content that is relevant to students. - Encourage written and visual contributions from the wider medical school community including guest bloggers and article contributions. - Continue producing the monthly GUMS newsletter which serves as an important summary of GUMS events and related content. - Continue producing a high quality, twice-yearly edition of <i>Murmur</i>
<i>Reporting</i>	To the Secretary.
<i>Team responsible for</i>	Oversee subcommittees for <i>Murmur</i> , GUMS Blog Writing and GUMS Newsletter as well as collaborating and assisting the Design Officer as needed.
<i>Time commitment</i>	5-10 hours per week, depending on the week
<i>Prerequisites</i>	Nil , but experience on the subcommittee is preferred.
<i>Location/Year Level</i>	Nil

Design Officer

<i>Portfolio</i>	Secretarial, Publications and Design
<i>Previously held by</i>	2021: Charles Reyes (charles.reyes@griffithuni.edu.au) 2020: Maheen Khan Shahid (maheenkhan.shahid@griffithuni.edu.au) 2019 (did not exist)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS Executive. 1 position available The Publications Officer and Design Officer may be the same or different people. Can apply for both.
<i>Overall role description</i>	The Design Officer will work with the Publications Officer to lead the design component of <i>Murmur</i> magazine, GUMS guides and other publications. They will also lead the publication of the GUMS monthly newsletter. Other GUMS committees can also approach the design subcommittee when creating banners, posters, cards, infographics etc.
<i>Responsibilities</i>	<ul style="list-style-type: none"> - Design creative, engaging content for <i>Murmur</i> Magazine - Support a design team to learn Canva (or the relevant software) - Oversee the publication of the GUMS monthly newsletter - Design other GUMS guides as required
<i>Goals for 2022</i>	<ul style="list-style-type: none"> - Efficiently lead a team to allow the timely creation of the <i>Murmur</i> and newsletter - Encourage exploration of creative ideas within and outside the subcommittee - Expand the capabilities of the design committee to produce more content for other GUMS subcommittees
<i>Reporting</i>	To the Secretary.
<i>Team responsible for</i>	Recruit and oversee a design team (subcommittee)
<i>Time commitment</i>	0-5 hours per week, depending on the week
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Nil

IT Officer

<i>Portfolio</i>	Secretarial
<i>Previously held by</i>	2018-2021: Lachlan Paterson
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS Executive. 1 position available.
<i>Overall role description</i>	The IT Officer works with most, if not all, members of the Core Executive, Executive and Management committees in establishing, updating and maintaining GUMS' online presence.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Website: As the website is the functional hub for all things GUMS, keeping this content up-to-date is critical to the role of IT Officer. It is important to communicate with all members of the GUMS team in order to ensure that

	<p>each portfolio has their desired content displayed on the website in a timely manner.</p> <ul style="list-style-type: none"> • Slack: Remaining active on the GUMS Slack communication platform to ensure that no tasks remain unattended for prolonged periods. • GUMS Shopify store: Making store listings for items/tickets after communicating with relevant portfolios (e.g. Social Officer, Merchandise Officer) regarding their requirements. This requires forward planning and ongoing communication between the IT Officer and various portfolio officers. • Membership database: Ensuring that the GUMS membership database is up-to-date and correct throughout the year. Time spent on this database peaks at the beginning of the year with first year entry and around the elections when updating member information. • Ticket sales: Being on-hand at times of peak ticket sales (e.g. Scrub Crawl, Med Ball, Med Revue) to ensure that the process is carried out smoothly. • Election: Assisting the President, Vice Presidents and Returning Officer to manage the annual GUMS election, as well as any other votes for Year Level Representatives (particularly for the Year 1 cohort in January). • Domain administration: Administration tasks to act on behalf of GUMS with VentralP, our current website server hosts. • G Suite administration: Administration of GUMS' Gmail, Google Drive and Google Meet profiles.
<i>Goals for 2021</i>	<p>Strengthening our online presence</p> <p>Consolidating our Google Drive for future continuity</p>
<i>Reporting</i>	The IT Officer reports to the Secretary and the President.
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	1-5 hours per week, depending on the time of year.
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Nil

Sponsorship Officer

<i>Portfolio</i>	Treasury
<i>Previously held by</i>	<p>2021: Yovan Rasiah yovan.rasiah@griffithuni.edu.au</p> <p>2020: Dan Tran dan.tran@griffith.edu.au</p>
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS Executive. 1 position available
<i>Overall role description</i>	The Sponsorship Officer is in charge of maintaining a mutually beneficial relationship with our sponsors, and communicating the sponsors' needs to the rest of the GUMS team. This will reward our students with in-kind benefits, e.g. discounts to resources, and ensures adequate income to finance all of GUMS' activities.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Develop the 2022 sponsorship prospectus in conjunction with the President and Treasurer. • Organise the annual sponsorship orientation bbq for sponsors attend and interact with the new first years • Emailing/calling and following up with sponsors to organise event

	<p>involvement in advance and working with the treasurer to ensure invoice distribution</p> <ul style="list-style-type: none"> • Emailing/calling sponsors for event organisation and communicating our commitments to them, and executive team communication via Slack to ensure we fulfil these commitments • Receive post-event sponsor feedback to improve future events • Assist in event planning by exploring sponsorship opportunities, discussing sponsor involvement and ensuring appropriate sponsor branding, and implementing sponsorship agreements. • Liaise with Portfolio Officers requesting funding for events • Attend GUMS events as our on the ground contact for sponsors or delegate this role accordingly if the Sponsorship Officer is unable to attend
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Continue to develop the Membership Benefits Scheme with increased in-kind sponsorship available for our members • Continue to develop a local business prospectus and increase sponsorship from smaller local businesses • Discover and partner with more sponsorship sources to regain sponsorship income back to pre-covid levels
<i>Reporting</i>	<p>Communicates with other GUMS executives and relevant portfolios for event organisation depending on the sponsorship requirements</p> <p>Reports to the treasurer re finances, and VP and president generally</p>
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	<p><5 hours per week - mostly on emails and communication with sponsors and GUMS team but also calls during business hours (which can be tough to schedule). Greater hours expected at the start of the year to arrange upcoming year's sponsorship. Attendance to GUMS events is encouraged when possible</p>
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Nil

Management Committee: Representatives, Convenors and Coordinators

Formative Anatomy Coordinator: Gold Coast

<i>Portfolio</i>	Academic: Gold Coast
<i>Previously held by</i>	2021: Eesha Bajra eesha.bajra@griffithuni.edu.au , Aiden Jabur aiden.jabur@griffithuni.edu.au 2020: Shantel Chang (shantel.chang@griffithuni.edu.au), Alexander Seeto (alexander.seeto@griffithuni.edu.au), Heather McNeill (heather.mcneill@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 2 positions available
<i>Overall role description</i>	GUMS runs formative anatomy exams for both first and second years to assist students in preparing for their anatomy spotter exams. This position entails organising these formative exams such that they run as seamless events which optimise the learning experience of those involved.
<i>Responsibilities</i>	<ul style="list-style-type: none"> → Determining dates which are conducive to each year level for events. → Completing appropriate paperwork to book the Anatomy Museum and notify of the event → Liaising with the Surgia Director of Anatomy to book the anatomy museum, liaising with the executive committee members regarding sponsors, dates and budget → Conferring with Dissa on the content that needs to be included, writing and reviewing questions for the formative exam, determining the appropriate specimens to use from the museum, enlisting volunteers to assist on the day → Organising and coordinating volunteers, setting up the museum for the exam on the day, running the exam and packing up after the exam.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> - Greater use of specimens to enhance the learning experience - Increase participation amongst second years - Addition of comprehensive answer guides for all exams - Investigating the utility of attaching follow-up lectures after the exam to review questions and answers
<i>Reporting</i>	This position reports to the Academic Officer (Gold Coast)
<i>Team responsible for</i>	Academic subcommittee volunteers
<i>Time commitment</i>	1 hour per week. Full day commitment on the day of the exam.
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Formative Anatomy Coordinator: Sunshine Coast

<i>Portfolio</i>	Academic: Sunshine Coast
<i>Previously held by</i>	2021: Corrina Grima corrina.grima@griffithuni.edu.au , Jimmy Barton james.barton2@griffithuni.edu.au

	2020: Arree Fielding arree.fielding@griffithuni.edu.au and Arjune Murali arjune.murali@griffithuni.edu.au
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 2 positions available
<i>Overall role description</i>	GUMS runs formative anatomy exams for both first and second years to assist students in preparing for their anatomy spotter exams. GUMS has the opportunity to run anatomy revision workshops for students with tutors. This position entails organising these formative exams and workshops such that they run as seamless events which optimise the learning experience of those involved.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Determining dates which are conducive to each year level for events. • Identifying the format of the exam be that online or in-person • Completing appropriate paperwork to book the learning space and notify of the event should it be in person • Liaising with School of Medicine staff to book the learning space, liaising with the executive committee members regarding sponsors, dates and budget • Conferring with staff on the content that needs to be included, writing and reviewing questions for the formative exam, determining the appropriate specimens/images to use from the learning space, enlisting volunteers to assist on the day • Organising and coordinating volunteers, setting up the learning space for the exam on the day, running the exam and packing up after the exam.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Greater liaison with the school regarding topics covered • Increase participation for second years • Addition of comprehensive answer guides for all exams • Investigating the utility of attaching follow-up lectures after the exam to review questions and answers
<i>Reporting</i>	This position reports to the Academic Officer (Sunshine Coast)
<i>Team responsible for</i>	Academic subcommittee volunteers
<i>Time commitment</i>	1 hour per week. Full day commitment on the day of the exam.
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based

Formative OSCE Coordinator: Gold Coast

<i>Portfolio</i>	Academic: Gold Coast
<i>Previously held by</i>	2021: Georgina Burke georgina.burke@griffithuni.edu.au , tanish.rao@griffithuni.edu.au 2020: Calvin Xu (Calvin.Xu@griffithuni.edu.au) and Liam Donovan Liam.donovan@griffithuni.edu.au
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS Executive. 2 positions available
<i>Overall role description</i>	Creating, organising and coordinating Formative OSCEs for Year 2, Year 3 and Year 4 students. A management position role, reporting to the Academic Officer (Gold Coast).

<i>Responsibilities</i>	<ul style="list-style-type: none"> • Writing new OSCE stations in collaboration with the Sunshine Coast Formative OSCE Coordinators. • Liaise with older year students to check if OSCE stations are applicable to year level. • Liaise with the school (Margo Lane and Barbara Bonecki) to ensure stations are as accurate as possible • Liaise with Kelvin Upton for resources and access to level 6 • Working with the Social Media and Engagement Officer (Gold Coast) and Academic Officer (Gold Coast) in order to create the event pages and Facebook groups for each OSCE • Construct Google Spreadsheets for sign up sheets and develop the timetable for the event and the rosters of participants and volunteers • Facebook messenger – general information about OSCE dates and if the stations will be released onto the GUMS website. You will also receive hundreds of notifications on the day of the OSCEs to switch/swap/drop out of the rotations from students, SPs and examiners – be aware and prepared • Gather feedback from the OSCEs to improve in the future • Troubleshooting student requests • Responding to other requests from the GUMS team
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Use the knowledge and experience gained from clinical skill sessions/clinical rotations to form creative yet realistic OSCE stations. • Continue to build resources and accrue new stations • Engage with academic titleholders to assist with the development of stations and marking criteria so they are as similar as possible to summative assessment • Engage with interns at GCUH to be examiners for the 4th year formative OSCEs. A certificate of appreciation can be provided for their assistance
<i>Reporting</i>	<ul style="list-style-type: none"> • Supported by Academic Officer (Gold Coast) and Gold Coast academic team. • Liaise with the Formative OSCE Coordinator (Sunshine Coast) and Academic Officer (Sunshine Coast) so that the OSCE resources can also be created with this team and also delivered by the Sunshine Coast academic team • Work with Social Media and Engagement Officer to develop google form and organise social media posting • Liaise with key School of Medicine Staff including: <ul style="list-style-type: none"> • Margo Lane and Barbara Bonecki – for creating OSCE stations • Kelvin Upton – use of level 6 facilities • Robert Loudon – if using tablets for marking sheets
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	<p>Nil directly in the first half of the year, apart from securing room bookings early in the year. However, indirectly by being involved in rotations to stimulate creative spark for OSCE stations – the School will test anything that a student may see/encounter in a rotation, so always be thinking in that mindset.</p> <p>4-6 hours devoted to writing and reviewing, per new OSCE station 3 hours/ week for organising the rosters/timetables 6 hours every Formative OSCE day</p>
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based. Ideally at least one applicant is Year 3 or Year 4.

Formative OSCE Coordinator: Sunshine Coast

<i>Portfolio</i>	Academic: Sunshine Coast
<i>Previously held by</i>	2021: Courtney Wood courtney.wood@griffithuni.edu.au 2020: Liam Scott (liam.scott@griffithuni.edu.au) and Esther Chan (estherching-fu.chan@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed by the GUMS Executive. 2 positions available
<i>Overall role description</i>	Creating, organising and coordinating Formative OSCEs for Year 2, Year 3 and Year 4 students. A management position role, reporting to the Academic Officer (Sunshine Coast).
<i>Responsibilities</i>	<ul style="list-style-type: none"> → Writing new OSCE stations in collaboration with the Gold Coast Formative OSCE Coordinators. → Liaise with older year students to check if OSCE stations are applicable to year level. → Liaise with the school (Suj) to ensure stations are as accurate as possible → Liaise with Kelvin Upton for resources and access to level 6 → Working with the Social Media and Engagement Officer (SC) and Academic Officer (SC) in order to create the event pages and Facebook groups for each OSCE → Construct Google Spreadsheets for sign up sheets and develop the timetable for the event and the rosters of participants and volunteers → Facebook messenger – general information about OSCE dates and if the stations will be released onto the GUMS website. You will also receive hundreds of notifications on the day of the OSCEs to switch/swap/drop out of the rotations from students, SPs and examiners – be aware and prepared → Gather feedback from the OSCEs to improve in the future → Troubleshooting student requests → Responding to other requests from the GUMS team
<i>Goals for 2021</i>	<p>Use the knowledge and experience gained from clinical rotations to form creative yet realistic OSCE stations.</p> <p>Continue to build resources and accrue new stations</p> <p>Engage with academic titleholders to assist with the development of stations and marking criteria so they are as similar as possible to summative assessment</p> <p>Engage with interns at SCUH to be examiners for the 4th year formative OSCEs. A certificate of appreciation can be provided for their assistance</p>
<i>Reporting</i>	<p>Supported by Academic Officer (Sunshine Coast) and Sunshine Coast academic team. Liaise with the Formative OSCE Coordinator (Gold Coast) and Academic Officer (Gold Coast) so that the OSCE resources can also be created with this team and also delivered by the Gold Coast academic team</p> <p>Work with Social Media and Engagement Officer to develop google form and organise social media posting</p> <p>Liaise with key School of Medicine Staff including:</p> <p>Suji – for creating OSCE stations</p> <p>Administration staff – use of facilities</p>
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	Nil directly in the first half of the year, apart from securing room bookings early in the year. However, indirectly by being involved in rotations to stimulate creative spark for

	<p>OSCE stations – the School will test anything that a student may see/encounter in a rotation, so always be thinking in that mindset.</p> <p>4-6 hours devoted to writing and reviewing, per new OSCE station 3 hours/ week for organising the rosters/timetables 6 hours every Formative OSCE day</p>
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based. Ideally at least one applicant is Year 3 or Year 4.

Ward Survival Series Coordinator: Gold Coast

<i>Portfolio</i>	Academic: Gold Coast
<i>Previously held by</i>	2020: Kate Murray (kate.murray6@griffithuni.edu.au) 2019: Athanasios (Thano) Malkopoulos (athanasios.malkopoulos@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available
<i>Overall role description</i>	<p>Your role will be to organise the GUMS Ward Survival Series at the Gold Coast. You will have full control over the organisation of these events. You will organise speakers, decide on even themes and talk to engagement and sponsorship directors to ensure student attendance.</p> <p>Organise 3 Ward survival series events over the year in the Gold Coast Assist the Academic Officer (Gold Coast) and academic team with coordination of other academic events</p>
<i>Responsibilities</i>	<ul style="list-style-type: none"> Working with the Social Media and Engagement Officer (Gold Coast) and Academic Officer (Gold Coast) in order to create the event pages and Facebook groups for each event. Plan each event by finding a speaker/s, liaising with sponsorship and engagements to create the event. Advertise appropriately to gather interest and attendance. Deliver a quality academic experience for GUMS members. Meet and Greet speakers MC the events Day to Day Tasks <ul style="list-style-type: none"> Emailing Doctors and organising speakers Event planning Coordinating event Organising catering for the event Writing advertisements
<i>Goals for 2021</i>	<ul style="list-style-type: none"> Improve attendance at these events Ensure their usefulness to students. Determine important and 'high-yield' topics to focus on. 3. Assist the Sunshine Coast Ward Survival Series Coordinator and Academic team to facilitate the Ward Survival Series at the Sunshine Coast campus.
<i>Reporting</i>	<p>Supported by Academic Officer (Gold Coast) and team.</p> <p>Work with Sponsorship and Engagement team to form consistent branding and appeal</p>

	to sponsors and students.
<i>Desired Skills</i>	Nil
<i>Time commitment</i>	2 hours/week month leading up to events (3 hours on week of event).
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Ward Survival Series Coordinator: Sunshine Coast

<i>Portfolio</i>	Academic: Sunshine Coast
<i>Previously held by</i>	2020: Rachel Fitzgibbon (rachel.fitzgibbon@griffithuni.edu.au) 2019: Athanasios (Thano) Malkopoulos (athanasios.malkopoulos@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available
<i>Overall role description</i>	Your role will be to organise the GUMS Ward Survival Series at the Sunshine Coast You will have full control over the organisation of these events. You will organise speakers, decide on even themes and talk to engagement and sponsorship directors to ensure student attendance. Organise approximately 3 Ward survival series events throughout the year at the Sunshine Coast Assist the Academic Officer (Sunshine Coast) and academic team with coordination of other academic events
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Working with the Social Media and Engagement Officer (Sunshine Coast) and Academic Officer (Sunshine Coast) in order to create the event pages and Facebook groups for each event. • Plan each event by finding a speaker/s, liaising with sponsorship and engagements to create the event. • Advertise appropriately to gather interest and attendance. Deliver a quality academic experience for GUMS members. • Meet and Greet speakers • MC the events • Day to Day Tasks <ul style="list-style-type: none"> ○ Emailing Doctors and organising speakers ○ Event planning and coordinating event ○ Organising catering for the event ○ Writing advertisements
<i>Goals for 2022</i>	1. To run successful ward survival series events at the Sunshine Coast 2. Ensure their usefulness to students. Determine important and 'high-yield' topics to focus on.
<i>Reporting</i>	Supported by Academic Officer (Sunshine Coast) and team. Work with Sponsorship and Engagement team to form consistent branding and appeal to sponsors and students.
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	2 hours/week month leading up to events (3 hours on week of event).

<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based

Peer Based Learning Coordinator: Gold Coast

<i>Portfolio</i>	Academic: Gold Coast
<i>Previously held by</i>	2020: Herjot Gill (herjot.gill@griffithuni.edu.au) 2019: did not exist
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available
<i>Overall role description</i>	A Management Committee role
<i>Responsibilities</i>	<ul style="list-style-type: none"> Organising the GUMS Peer Based Learning program at the Gold Coast campus. This is a program in which Year 1 and Year 2 students are allocated to groups with an older year mentor to meet to review high yield content created by GUMS. Development of resources: Writing new resources and refining existing resources for Year 1 and 2 students. This will be done in collaboration with the Sunshine Coast Peer Based Learning Coordinator. May need to collaborate with older year students to help Administration: Creating sign up forms for both students and mentors. Allocation of students and mentors to groups and providing support and answering questions of mentors. Support: Providing a briefing to facilitators so that they understand the aims of the program. Promotion: Coordinating with the Social Media and Engagement Officer to ensure the program and review lectures are well promoted to students and older year mentors via Facebook posts and Facebook events. Revision lectures: Recruit older year student speakers to deliver revision lectures for Year 1 and Year 2 cohorts that align with the content delivered as part of the program. Arrange room bookings for these events, liaise with Sponsorship Officer to see if sponsors wish to attend, organise catering for these events (budget permitting). Work with Sunshine Coast Peer Based Learning Coordinator to ensure an equivalent experience is delivered for students across both campuses.
<i>Goals for 2022</i>	<p>To run this program during all four pre-clinical blocks (ISM, Systems Medicine, BMB, PFP)</p> <p>To increase engagement of both students participating in the program and student mentors</p> <p>To increase the quality and quantity of resources provided to students</p> <p>To integrate student run revision lectures with the sessions</p>
<i>Reporting</i>	Reports to the Academic Officer (Gold Coast) and works closely with the Peer Based Learning Coordinator (Sunshine Coast).
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	1-3 hours per week, increased at times when writing resources and at time of review lectures.
<i>Prerequisites</i>	Nil

<i>Location/Year Level</i>	Must be Gold Coast based
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Peer Based Learning Coordinator: Sunshine Coast

<i>Portfolio</i>	Academic: Sunshine Coast
<i>Previously held by</i>	2020: Kate Lockwood (kathryn.lockwood@griffithuni.edu.au) 2019: did not exist
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available
<i>Overall role description</i>	A Management Committee role
<i>Responsibilities</i>	<ul style="list-style-type: none"> Organising the GUMS Peer Based Learning program at the Sunshine Coast campus. This is a program in which Year 1 and Year 2 students are allocated to groups with an older year mentor to meet to review high yield content created by GUMS. Development of resources: Writing new resources and refining existing resources for Year 1 and 2 students. This will be done in collaboration with the Gold Coast Peer Based Learning Coordinator. May need to collaborate with older year students to help. Administration: Creating sign up forms for both students and mentors. Allocation of students and mentors to groups and providing support and answering questions of mentors. Support: Providing a briefing to facilitators so that they understand the aims of the program. Promotion: Coordinating with the Social Media and Engagement Officer to ensure the program and review lectures are well promoted to students and older year mentors via Facebook posts and Facebook events. Revision lectures: Recruit older year student speakers to deliver revision lectures for Year 1 and Year 2 cohorts that align with the content delivered as part of the program. Arrange room bookings for these events, liaise with Sponsorship Officer to see if sponsors wish to attend, organise catering for these events (budget permitting). Work with Gold Coast Peer Based Learning Coordinator to ensure an equivalent experience is delivered for students across both campuses.
<i>Goals for 2022</i>	<p>To run this program during all four pre-clinical blocks (ISM, Systems Medicine, BMB, PFP)</p> <p>To increase engagement of both students participating in the program and student mentors</p> <p>To increase the quality and quantity of resources provided to students</p> <p>To integrate student run revision lectures with the sessions</p>
<i>Reporting</i>	Reports to the Academic Officer (Sunshine Coast) and works closely with the Peer Based Learning Coordinator (Gold Coast).
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	1-3 hours per week, increased at times when writing resources and at time of review lectures.
<i>Prerequisites</i>	Nil

<i>Location/Year Level</i>	Must be Sunshine Coast based
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Academic Event Officer: Gold Coast

<i>Portfolio</i>	Academic: Gold Coast
<i>Previously held by</i>	2020: Michelle Borg: michelle.borg@griffithuni.edu.au 2019: did not exist
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available
<i>Overall role description</i>	The Academic Event Officer's main responsibility is to organize miscellaneous academic events (Unofficial Guide to First Year, Selectives and Electives Information Evening, Career Pathways Night and Year 2 Hospital Selections Information Night) This role was introduced to reduce the workload for the Academic Officer (Gold Coast) and to allow more opportunities for involvement with the GUMS Academic Portfolio.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Events: responsible for organizing and running the: <ul style="list-style-type: none"> ○ Year 1 Unofficial Guide to First Year Lecture ○ Selectives and Electives Information Evening ○ Careers Pathways Night ○ Year 2 Hospital Selections Evening • Liaise with the Academic Officer and other members of the GUMS team to ensure that events are organised in a timely manner. This includes recruiting speakers, organising room bookings, organising catering and volunteers to assist at events, overseeing promotion of the event via Facebook (via Social Media and Engagement Officer) and ensuring sponsorship requirements are met (via Sponsorship Officer). • Liaise with relevant School of Medicine staff regarding planning for Year 2 Hospital Selections Evening. • Assist other academic coordinators with planning or running of academic events as needed
<i>Goals for 2022</i>	Increase student engagement at academic events Streamline and assist the Academic Officer in organizing events
<i>Reporting</i>	The Academic Event Officer will work closely with and reports to the Academic Officer (Gold Coast)
<i>Team responsible for</i>	Academic Subcommittee
<i>Time commitment</i>	2-3 hours per week. Increasing to 3-5 hours in preparation for events
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Gender Equity Officer: Gold Coast

<i>Portfolio</i>	Wellbeing: Gold Coast
<i>Previously held by</i>	2020: Kenta Arichi (kenta.arichi@griffithuni.edu.au) 2019: Grace Hocking (grace.hocking@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available
<i>Overall role description</i>	Continue to increase engagement with Griffith Medical Students and promote discussions and awareness of gender equity in medicine and beyond.
<i>Responsibilities</i>	<ul style="list-style-type: none"> To continue to grow a database of doctors of all genders at the Gold Coast who are interested in networking with Griffith Students and speaking at our events. To organise the annual Women in Medicine event on International Women's Day. To represent Griffith alongside the Sunshine Coast Gender Equity Officer on the Queensland Medical Women's Society (QMWS) Committee. To encourage respectful conversations regarding gender based issues among the cohort.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> Grow this portfolio and increase the number of events and attendance at events.
<i>Reporting</i>	Reports to the Wellbeing Officer (Gold Coast).
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	1 hour/week with extra commitment leading up to events
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Gender Equity Officer: Sunshine Coast

<i>Portfolio</i>	Wellbeing: Sunshine Coast
<i>Previously held by</i>	2021: Annie Gynther (annie.gynther@griffithuni.edu.au) 2020: Renee Shaw (renee.shaw2@griffithuni.edu.au) 2019: Grace Hocking
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available
<i>Overall role description</i>	Let's bring Gender Equity to the Sunshine Coast! Overall role is to engage with Griffith Medical Students and promote discussions, awareness, and passion in relation to gender equity in medicine and beyond.
<i>Responsibilities</i>	<ul style="list-style-type: none"> To establish a database of doctors of all genders at the Sunshine Coast who are interested in networking with Griffith Students and speaking at our events. To organise the annual Women in Medicine event on International Women's

	<p>Day.</p> <ul style="list-style-type: none"> To represent Griffith alongside the Gold Coast Gender Equity Officer on the Queensland Medical Women's Society (QMWS) Committee. To encourage respectful conversations regarding gender based issues among the cohort.
<i>Goals for 2021</i>	<ul style="list-style-type: none"> Establish this portfolio in the Sunshine Coast and promote engagement in events and discussions.
<i>Reporting</i>	Reports to the Wellbeing Officer (Sunshine Coast)
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	1 hour/week with extra commitment leading up to events
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based

LGBTQIA+ Officer: Gold Coast

<i>Portfolio</i>	Wellbeing: Gold Coast
<i>Previously held by</i>	2021: Melanie Friedman (melanie.friedman@griffithuni.edu.au) 2020: Oliver McGrath (oliver.mcgrath@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available
<i>Overall role description</i>	To facilitate a safe space for LGBTQIA+ identifying medical students to find community and solidarity and discuss issues related to the LGBTQIA+ community. To further advocate for LGBTQIA+ rights in the medical community and address barriers to equity.
<i>Responsibilities</i>	<ul style="list-style-type: none"> Creating an online platform for LGBTQIA+ students to discuss and share ideas. To coordinate with AMSA Queer and promote national LGBTQIA+ initiatives. To plan and organise events for Griffith students. To facilitate and continue LGBTQIA+ health training with Griffith School of Medicine. Encouraging and promoting visibility among LGBTQIA+ students and allies.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> To create a network of LGBTQIA+ students who feel safe to discuss issues that are important to them. To build an online base where such discussion is facilitated. To organise events specifically made to be inclusive and representative for everyone. To develop continuity of events between years. To continue working on queer health initiatives with Griffith School of Medicine. To promote visibility for LGBTQIA+ students and allies. Work with the Guild and Griffith University to develop safe queer spaces.
<i>Reporting</i>	Reports to the Wellbeing Officer (Gold Coast)

<i>Team responsible for</i>	Subcommittee team members (1-2)
<i>Time commitment</i>	2 hours/week with extra commitment leading up to events
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

LGBTQIA+ Officer: Sunshine Coast

<i>Portfolio</i>	Wellbeing: Sunshine Coast
<i>Previously held by</i>	2020: Joshua Gardner (josh.gardner@griffithuni.edu.au) 2021: Hanh Le (hanh.le@griffithuni.edu.au)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available
<i>Overall role description</i>	To facilitate a safe space for LGBTQIA+ identifying medical students to find community and solidarity and discuss issues related to the LGBTQIA+ community. To further advocate for LGBTQIA+ rights in the medical community and address barriers to equity.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Creating an online platform for LGBTQIA+ students to discuss and share ideas. • To coordinate with AMSA Queer and plan and organise events for Griffith students. • To liaise with staff and discuss issues of representation and accessibility for LGBTQIA+ students.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • To create a network of LGBTQIA+ students who feel safe to discuss issues that are important to them. • To build an online base where such discussion is facilitated. • To organise new events specifically made to be inclusive and representative for everyone.
<i>Reporting</i>	Reports to the Wellbeing Officer (Sunshine Coast)
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	1 hour/week with extra commitment leading up to events
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based

Clinical Year Wellbeing Representative (Gold Coast)

<i>Portfolio</i>	Wellbeing: Gold Coast
<i>Previously held by</i>	2020: Jessica Clarke 2019: John Le Breton

<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available.
<i>Overall role description</i>	To promote the physical, emotional, mental and spiritual wellbeing of all 3 rd and 4 th year students
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Most importantly lead by example! (i.e. keep your own wellbeing in order) • Liaise with the various hospital representatives to see how student wellbeing is going at each hospital • Support student wellbeing at an individual and cohort level • Provide focused support to 3rd years surrounding their transition to the hospital environment • Run the post-CLEIMS BBQ/pizza for all 3rd year students (6 times per year) • Post other wellbeing related content to the cohort FB pages
<i>Goals for 2022</i>	Work with hospital representatives to run wellbeing events at each hospital
<i>Reporting</i>	Reporting to the Wellbeing Officer (Gold Coast)
<i>Team responsible for</i>	Wellbeing team
<i>Time commitment</i>	1 hour/ week plus approximately 3 hours for 6 weeks throughout the year (for CLEIMS BBQ)
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Year 3 or 4 Gold Coast based is suggested but not required to minimise travel for events

Clinical Year Wellbeing Representative (Sunshine Coast)

<i>Portfolio</i>	Wellbeing: Sunshine Coast
<i>Previously held by</i>	2020: Jessica Clarke 2019: John Le Breton
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available.
<i>Overall role description</i>	To promote the physical, emotional, mental and spiritual wellbeing of all 3 rd and 4 th year students

<i>Responsibilities</i>	<ul style="list-style-type: none"> • Most importantly lead by example! (i.e. keep your own wellbeing in order) • Liaise with the various hospital representatives to see how student wellbeing is going at each hospital • Support student wellbeing at an individual and cohort level • Provide focused support to 3rd years surrounding their transition to the hospital environment • Run the post-CLEIMS BBQ/pizza for all 3rd year students (6 times per year) • Post other wellbeing related content to the cohort FB pages
<i>Goals for 2021</i>	Work with hospital representatives to run wellbeing events at each hospital
<i>Reporting</i>	Reporting to the Wellbeing Officer (Gold Coast)
<i>Team responsible for</i>	Wellbeing team
<i>Time commitment</i>	1 hour/ week plus approximately 3 hours for 6 weeks throughout the year (for CLEIMS BBQ)
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Year 3 or 4 Gold Coast based is suggested but not required to minimise travel for events

Med Ball Convenor Gold Coast

<i>Portfolio</i>	Social: Gold Coast
<i>Previously held by</i>	2020: Dan Tran (dan.tran@griffithuni.edu.au) 2019: did not exist
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1-2 positions available.
<i>Overall role description</i>	<p>Working as a part of the social team with a primary focus on planning and executing GUMS Med Ball.</p> <p>This role was introduced to reduce the workload for the Social Officer (Gold Coast) and to allow more opportunities for involvement with the GUMS Social Portfolio.</p>
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Initiate planning of Med Ball prior to the commencement of the academic year. • Scouting and communicating with potential venues and doing site visits in conjunction with the Social Officer and Vice President Gold Coast. • Organizing food for the night, DJ, lighting and other forms of entertainment. • Will be required to fill out documentation for GUMS and the Student Guild for the event. • Organise volunteers for the night and be prepared to help during the event to ensure that it runs smoothly. • You may also be needed as a volunteer or help plan for other events, so be prepared to help out.

<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Reduce costs to reduce ticket prices • Increase attendance for Sunshine Coast Cohort and Gold Coast (specifically years 2-4). • Ensuring volunteers are present for the night
<i>Reporting</i>	Social Officer (Gold Coast)
<i>Team responsible for</i>	Social Subcommittee
<i>Time commitment</i>	1-2 hours per week, with increasing time commitment as the event nears
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Med Ball Convenor Sunshine Coast

<i>Portfolio</i>	Social: Sunshine Coast
<i>Previously held by</i>	2021: Dan Tran (dan.tran@griffithuni.edu.au) GC New role for Sunshine Coast in 2022
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available.
<i>Overall role description</i>	<p>Working as a part of the social team with a primary focus on planning and executing GUMS Med Ball Sunshine Coast</p> <p>This role was introduced to reduce the workload for the Social Officer (Sunshine Coast) and to allow more opportunities for involvement with the GUMS Social Portfolio.</p>
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Initiate planning of Med Ball prior to the commencement of the academic year. • Scouting and communicating with potential venues and doing site visits in conjunction with the Social Officer and Vice President Sunshine Coast. • Organizing food for the night, DJ, lighting and other forms of entertainment. • Will be required to fill out documentation for GUMS and the Student Guild for the event. • Organise volunteers for the night and be prepared to help during the event to ensure that it runs smoothly. • You may also be needed as a volunteer or help plan for other events, so be prepared to help out.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Reduce costs to reduce ticket prices • Increase attendance for Sunshine Coast Cohort and Gold Coast (specifically years 2-4). • Ensuring volunteers are present for the night
<i>Reporting</i>	Social Officer (Sunshine Coast)
<i>Team responsible for</i>	Social Subcommittee
<i>Time commitment</i>	1-2 hours per week, with increasing time commitment as the event nears
<i>Prerequisites</i>	Nil

<i>Location/Year Level</i>	Must be Sunshine Coast based
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Social Sports Convenor GC and SC

<i>Portfolio</i>	Social: Gold /SunshineCoast
<i>Previously held by</i>	New role!
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1-2 positions available.
<i>Overall role description</i>	<p>Working as a part of the social team with a primary focus on planning and coordinating social sports through GUMS.</p> <p>This role was introduced to encourage team sports between GC and SC campus and between universities such as Bond, UQ and USC.</p>
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Plan intercampus sporting events • Encourage social sports teams such as volleyball, run-club, basketball and more. Work with existing teams and their captains to provide support through the GUMS network as possible . • Communicating with the Social Officer and Vice President Gold/Sunshine Coast and the counterpart social sports officer . • Organizing food for the night, DJ, lighting and other forms of entertainment. • Will be required to fill out documentation for GUMS and the Student Guild for the event. • You may also be needed as a volunteer or help plan for other events, so a willingness to help is desirable!
<i>Goals for 2022</i>	Establish this new role and build off sports momentum from 2021
<i>Reporting</i>	Social Officers
<i>Team responsible for</i>	Social Subcommittee
<i>Time commitment</i>	1-2 hours per week, with increasing time commitment as the event nears
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be based on respective campuses- Gold Coast or Sunshine Coast

Scrub Crawl Convenor: Gold Coast

<i>Portfolio</i>	Social: Gold Coast
<i>Previously held by</i>	<p>2020: Justin Pannu</p> <p>2019: did not exist</p>
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available.
<i>Overall role description</i>	<p>Working as a part of the social team with a primary focus on planning and executing the GC GUMS Scrub Crawl.</p> <p>This role was introduced to reduce the workload for the Social Officer (Gold Coast)</p>

	and to allow more opportunities for involvement with the GUMS Social Portfolio.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Scout potential venues and their staff to ensure that good beverage (and food if you can!) packages can be negotiated. • Setting a route that is easy to coordinate on the night as transporting people from venue to venue safely and quickly becomes imperative. • Organise the volunteers required for the night and leading this team on the day. • Documentation needs to be filled out for Student Guild and GUMS. • You may also be needed as a volunteer or help plan for other events, so be prepared to help out.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Negotiate more benefits and inclusions for volunteers and attendees • Reduce the number of people entering events without tickets • Ensure selling of purchased tickets for profits by individuals does not occur • Reduce the number of Bond University attendees to ensure Griffith students are able to attend. • Create some sort of contract with each venue from GUMS ensuring the night runs smoothly and as expected, & we are compensated adequately if not.
<i>Reporting</i>	Social Officer (Gold Coast)
<i>Team responsible for</i>	Social subcommittee and volunteers at the event
<i>Time commitment</i>	1 hour a week, with increasing time commitment as the event nears, and full attendance at the event as a volunteer required.
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Scrub Crawl Convenor: Sunshine Coast

<i>Portfolio</i>	Social: Sunshine Coast
<i>Previously held by</i>	This is a new role , made to help ease the work of the Social Officer at the Sunshine Coast, as the Sunshine Coast Scrub Crawl grows with more students attending the Sunshine Coast campus.
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available.
<i>Overall role description</i>	<p>Working as a part of the social team with a primary focus on planning and executing the SC GUMS Scrub Crawl.</p> <p>This role was introduced to reduce the workload for the Social Officer (Sunshine Coast) and to allow more opportunities for involvement with the GUMS Social Portfolio.</p>
<i>Responsibilities</i>	<ul style="list-style-type: none"> Scout potential venues and their staff to ensure that good beverage packages can be negotiated. Setting a route that is easy to coordinate on the night as transporting people from venue to venue safely and quickly becomes imperative. Organise the volunteers required for the night and leading this team on the day. Documentation needs to be filled out for Student Guild and GUMS. You may also be needed as a volunteer or help plan for other events, so be prepared to help out.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> Negotiate more benefits and inclusions for volunteers and attendees Reduce the number of people entering events without tickets Ensure selling of purchased tickets for profits by individuals does not occur Reduce the number of Bond University attendees to ensure Griffith students are able to attend.
<i>Reporting</i>	Social Officer (Sunshine Coast)
<i>Team responsible for</i>	Social subcommittee and volunteers at the event
<i>Time commitment</i>	1 hour a week, with increasing time commitment as the event nears, and full attendance at the event as a volunteer required.
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based

Disorientation Camp Convenor: Gold Coast

<i>Portfolio</i>	Social: Gold Coast
<i>Previously held by</i>	2020: Jaden Bollman (jaden.bollman@griffithuni.edu.au) 2019: did not exist
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available.
<i>Overall role description</i>	Working as a part of the social team with a primary focus on planning and executing

	<p>GUMS Disorientation Camp.</p> <p>This role was introduced to reduce the workload for the Social Officer (Gold Coast) and to allow more opportunities for involvement with the GUMS Social Portfolio.</p>
<i>Responsibilities</i>	<p>In conjunction with the Disorientation Camp Convenor (Sunshine Coast):</p> <ul style="list-style-type: none"> Scout and communicate with venues that are both accessible by the Gold Coast and Sunshine Coast cohorts. Organise transport, along with activities that are going to be running in the camp. These activities should ideally be team orientated which allows for people getting to know each other. Organise food that fits with the dietary requirements of all attendees and volunteers. Be present at the primary person in charge for the duration of the event. Fill out documents required for Student Guild and GUMS. You may also be needed as a volunteer or help plan for other events, so be prepared to help out.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> Earlier planning of the event for 2020 Increase attendance of both Gold Coast and Sunshine Coast cohorts Venue accessible by Gold Coast and Sunshine Coast cohorts Increased the number of activities that are variable enough to include all attendees Reduce costs
<i>Reporting</i>	Social Officer (both Gold Coast and Sunshine Coast). Will work closely with the Disorientation Camp Convenor (Sunshine Coast) to plant this event.
<i>Team responsible for</i>	Social subcommittee
<i>Time commitment</i>	2-3 hours per week, with increasing time commitment as the event nears, and full attendance at the event as a volunteer required.
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Gold Coast based

Disorientation Camp Convenor: Sunshine Coast

<i>Portfolio</i>	Social: Sunshine Coast
<i>Previously held by</i>	<p>2020: no one was appointed</p> <p>2019: did not exist</p>
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 1 position available.
<i>Overall role description</i>	<p>Working as a part of the social team with a primary focus on planning and executing GUMS Disorientation Camp.</p> <p>This role was introduced to reduce the workload for the Social Officer (Sunshine Coast) and to allow more opportunities for involvement with the GUMS Social Portfolio.</p>

<i>Responsibilities</i>	<p>In conjunction with the Disorientation Camp Convenor (Gold Coast):</p> <ul style="list-style-type: none"> Scout and communicate with venues that are both accessible by the Gold Coast and Sunshine Coast cohorts. Organise transport, along with activities that are going to be running in the camp. These activities should ideally be team orientated which allows for people getting to know each other. Organise food that fits with the dietary requirements of all attendees and volunteers. Be present at the primary person in charge for the duration of the event. Fill out documents required for Student Guild and GUMS. You may also be needed as a volunteer or help plan for other events, so be prepared to help out.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> Earlier planning of the event for 2020 Increase attendance of both Gold Coast and Sunshine Coast cohorts Venue accessible by Gold Coast and Sunshine Coast cohorts Increased the number of activities that are variable enough to include all attendees Reduce costs
<i>Reporting</i>	Social Officer (both Gold Coast and Sunshine Coast). Will work closely with the Disorientation Camp Convenor (Gold Coast) to plant this event.
<i>Team responsible for</i>	Social subcommittee
<i>Time commitment</i>	2-3 hours per week, with increasing time commitment as the event nears, and full attendance at the event as a volunteer required.
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Must be Sunshine Coast based

Clinical and Pre-clinical Social Representative

<i>Portfolio</i>	Social: Gold Coast / Social: Sunshine Coast
<i>Previously held by</i>	2020: no one was appointed
<i>Election vs appointment</i>	<p>As a Management Committee role, this role is appointed. 1 of each of the following positions are available:</p> <ul style="list-style-type: none"> Year 1 Social Representative (Gold Coast) Year 2 Social Representative (Gold Coast) Year 3 Social Representative (Gold Coast) Year 4 Social Representative (Gold Coast) Year 1 Social Representative (Sunshine Coast) Year 2 Social Representative (Sunshine Coast) Year 3 Social Representative (Sunshine Coast) Year 4 Social Representative (Sunshine Coast)
<i>Overall role description</i>	Working as a part of the social team with a primary focus on planning and executing cohort specific events.
<i>Responsibilities</i>	<ul style="list-style-type: none"> Organizing events that are specific for your year. Examples include: <ul style="list-style-type: none"> End of Exam Parties (all year levels)

	<ul style="list-style-type: none"> ○ Halfway Cocktails (Year 2) ○ There are opportunities to create more events if there is a demand ● Organise all aspects of these events including venue hire, beverage packages, food, inclusions and more. ● Liaising with the Social Officer (Gold Coast or Sunshine Coast) ● You will need to fill out documents for GUMS and the Student Guild. ● You may also be needed as a volunteer or planning for other events, so be prepared to help out
<i>Goals for 2022</i>	Increase Cohort specific events Allow for more socialisation that is in the interests of each year level
<i>Reporting</i>	Social Officer (Gold Coast or Sunshine Coast depending upon your location)
<i>Team responsible for</i>	Social Portfolio
<i>Time commitment</i>	0-2 hours per week, with time commitment increasing as the event approaches
<i>Prerequisites</i>	Nil
<i>Location/Year Level</i>	Gold Coast and Sunshine Coast

Year Level Advocacy Representatives

<i>Portfolio</i>	Advocacy
<i>Previously held by</i>	<p>2021</p> <ul style="list-style-type: none"> ● Year 1 (Gold Coast): Joshua D'Souza ● Year 1 (Sunshine Coast): Scott Bethune ● Year 2 (Gold Coast): Nicholas Ooi ● Year 2 (Sunshine Coast): Harley Stiebel ● Year 3: ● Year 4: <p>2020</p> <ul style="list-style-type: none"> ● Year 1 (Gold Coast): Nicholas Ooi ● Year 1 (Sunshine Coast): Harley Stiebel ● Year 2 (Gold Coast): Brendan Spinks ● Year 2 (Sunshine Coast): Tim McErlane ● Year 3: Emily D'Arcy ● Year 4: Rhys Harris <p>2019</p> <ul style="list-style-type: none"> ● Year 1 (Gold Coast): Heather McNeill ● Year 1 (Sunshine Coast): Timothy McErlane and Hamish Hamilton ● Year 2: Emily D'Arcy ● Year 3: Wadie Rassam ● Year 4: Matthew Lam
<i>Election vs appointment</i>	As representative roles, the Year Level representatives are elected roles, voted by GUMS members.
<i>Overall role description</i>	Management Committee roles that report to the Clinical Advocacy/Pre-Clinical Advocacy Officer.

	<p>Roles available:</p> <ul style="list-style-type: none"> • Year 1 (Gold Coast) • Year 1 (Sunshine Coast) • Year 2 (Gold Coast) • Year 2 (Sunshine Coast) • Year 3 (Gold Coast) • Year 3 (Sunshine Coast) • Year 4 <p><i>Please note - the applicant elected as Clinical Advocacy Officer AND Pre-Clinical Advocacy Officer will automatically become the Year Level Representative for their respective cohort (regardless of the outcome of the votes for the Year Level Representative role).</i></p> <p><i>Please note - the addition of a second Year 3 Representative is new this year, to reflect that the class of 2022 had year 1 students starting on both the GC and SC campuses.</i></p>
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Liaising with students: You will serve as the voice for the students and communicate this with the staff (see below). Must be willing to make time to chat to students on campus about their concerns and be proactive in updating them on how you are addressing their concerns. • Emails and Facebook: Must check these regularly - the Year Level Representative will receive individual messages and also should stay up to date with the activity on the year level page. Emails are frequently sent by staff in regards to meeting times and issues they want student input on. • Meetings: Attending various School Committee meetings including: Year 1 & 2 Committee Meeting, Year 3 & 4 Committee Meeting, Medical Program Committee Meeting, and other informal meetings with staff as required. • Reports: Before some of the formal meetings (Year 1 & 2 Committee and Year 3 & 4 Committee), the Year Level Representative contributes writing reports to the School of Medicine, prior to meetings (overseen by the Advocacy Officer) • Advocacy team meetings: Meet with the other advocacy representatives during the year to discuss ongoing issues and to collaborate on strategies going forward
<i>Goals for 2022</i>	<p>Establish strong communication lines within the entire team to maximise the number of issues addressed</p> <p>Keeping a detailed list of current and past advocacy efforts to ensure continuity from year to year</p>
<i>Reporting</i>	Reports to the Advocacy Officer, who reports to the President.
<i>Team responsible for</i>	N/A
<i>Time commitment</i>	3-10 hours per week, depending on number of student concerns and meetings
<i>Prerequisites</i>	Nil.
<i>Location/Year Level</i>	<p>For Year 1 and 2 - must be at the specific campus and year level</p> <p>For Year 3 and 4 - can be at any clinical site</p>

Hospital and Rural Representatives

Portfolio	Advocacy
Previously held by	<p>2020</p> <ul style="list-style-type: none"> Gold Coast University Hospital: Emily D'Arcy The Tweed Hospital: Maddie Dick and Thaddeus McFarlane Logan Hospital: Melissa Braun QEI Hospital: Shireen Pandher Sunshine Coast University Hospital: Marie Nguyen Year 3 Rural: Grace Hocking Year 4 Rural: Aharani Ganeshamoorthy (aharaniganesh@gmail.com) <p>2019</p> <ul style="list-style-type: none"> Gold Coast University Hospital: Justin Lam The Tweed Hospital: Briyanna Dow Logan Hospital: Genevieve Dwyer QEI Hospital: Calvin Xu Sunshine Coast University Hospital: Wadie Rassam Year 3 Rural: Emma van Hougenhouck-Tulleken Year 4 Rural: Joshua Faint
Election vs appointment	As representative roles, the Hospital and Rural representatives are elected roles, voted by GUMS members.
Overall role description	<p>Management Committee roles that report to the Advocacy Officer.</p> <p>Roles available:</p> <ul style="list-style-type: none"> Gold Coast University Hospital Representative The Tweed Hospital Representative Logan Hospital Representative QEI Hospital Representative Sunshine Coast University Hospital Representative Year 3 Rural Representative Year 4 Rural Representative
Responsibilities	<ul style="list-style-type: none"> Liaising with students: You will serve as the voice for the students and communicate this with the staff (see below). Must be willing to make time to chat to students about their concerns and be proactive in updating them on how you are addressing their concerns. Emails and Facebook: Must check these regularly - the Hospital Representative will receive individual messages and also should stay up to date with the activity on the year level page. Emails are frequently sent by staff in regards to meeting times and issues they want student input on. Meetings: Attend the Year 3 & 4 Committee Meeting (rural representatives only) and other informal meetings with staff as required. Reports: Before the Year 3 & 4 Committee, the Hospital and Rural contribute to writing reports to the School of Medicine, prior to meetings (overseen by the Advocacy Officer) Advocacy team meetings: Meet with the other advocacy representatives during the year to discuss ongoing issues and to collaborate on strategies going forward
Goals for 2022	<p>Establish strong communication lines within the entire team to maximise the number of issues addressed</p> <p>Keeping a detailed list of current and past advocacy efforts to ensure continuity from</p>

	year to year
<i>Reporting</i>	Reports to the Advocacy Officer, who reports to the President.
<i>Team responsible for</i>	N/A
<i>Time commitment</i>	1-5 hours per week, depending on number of student concerns and meetings
<i>Prerequisites</i>	Nil.
<i>Location/Year Level</i>	Must be a clinical year student at that specific hospital.

International Student Representative

<i>Portfolio</i>	Advocacy
<i>Previously held by</i>	2020: Deepti Rajguru (deepti.rajguru@griffithuni.edu.au) 2019: Justin Pannu (justin.pannu@griffithuni.edu.au)
<i>Election vs appointment</i>	As a representative role, the International Student Representative is an elected role, voted by GUMS members.
<i>Overall role description</i>	A Management Committee role, who reports to the Advocacy Officer, and liaises with the
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Wellbeing: <ul style="list-style-type: none"> ○ To assist with the transition of future international students coming to Australia. ○ Be a point of contact for support and to help promote international students' wellbeing. ○ Host the monthly international student meet-ups with Dr Kwong Chan. • Advocacy: Work with the Advocacy Officer to advocate for the needs of international students. Attend meetings of the School of Medicine Year 1 and 2 Committee and Year 3 and 4 Committee (every few months). • AMSA: Liaising with the AMSA Representative, Junior AMSA Representatives and International Student Network (ISN) to discuss updates from AMSA that are relevant to international students.
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Promote international student morale. • Host more international themed wellbeing events.
<i>Reporting</i>	Reports to the Advocacy Officer and AMSA Representative, who report to the President.
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	Variable: 1-2 hours per week, with increased commitments at the time of meetings and events.
<i>Prerequisites</i>	Must be an international student
<i>Location/Year Level</i>	Any year level. Any campus.

Indigenous Representative

<i>Portfolio</i>	Advocacy
<i>Previously held by</i>	2021: Samuel Fordham 2020: Jaime Cash and Lauren Roth (Appointed by H4H)
<i>Election vs appointment</i>	Elected
<i>Overall role description</i>	H4H's Indigenous Rep is a well established role. To complement this role, the GUMS Indigenous Representative will be involved in advocating for Indigenous students.
<i>Responsibilities</i>	Meet with the GUMS Advocacy Officer when there are issues pertaining to Indigenous students, and to attend meetings with the School of Medicine (if and when required).
<i>Goals for 2021</i>	To improve the representation of Indigenous students by the GUMS Advocacy team. To expand the scope of the role e.g. working with the H4H Indigenous Representative, creating new events/awareness initiatives.
<i>Reporting</i>	GUMS Advocacy Officer and GUMS President.
<i>Team responsible for</i>	Nil
<i>Time commitment</i>	GUMS Advocacy work will occur on an 'as required' basis i.e. fluctuates depending on student concerns and timing of upcoming advocacy meetings (0-3 hours per week)
<i>Prerequisites</i>	Nil.
<i>Location/Year Level</i>	Any year level. Any campus.

Junior AMSA Representatives

<i>Portfolio</i>	AMSA
<i>Previously held by</i>	2021: Alexandra Wilson and Heidi Wagner 2020: Samantha Norris (samantha.norris2@griffithuni.edu.au) 2019: Kiera Stanmore (kiera.stanmore@griffithuni.edu.au)
<i>Election vs appointment</i>	As a representative AMSA role, the Junior AMSA Representatives are an elected role, voted by GUMS members. 2 positions available
<i>Overall role description</i>	There are two Junior AMSA Representatives this year: <ul style="list-style-type: none"> - Junior AMSA Representative (Gold Coast) - Junior AMSA Representative (Sunshine Coast) <p><i>This ensures there is opportunity for both GC and SC students to become involved with AMSA, and to increase our AMSA representation across both campuses.</i></p> <p>Your role is to support the AMSA representative wherever appropriate as they fulfil their duties, and upskill and educate yourself on every aspect of their role as you ready yourself to be AMSA representative in 2023.</p>

<i>Responsibilities</i>	<ul style="list-style-type: none"> • Read all policies up for review at AMSA Council • Assist in organising, preparing for, and running thrice-yearly “Think Tanks” (live sessions where Griffith students feedback their opinions on AMSA policies) • Posting on social media to increase engagement • Assist the AMSA rep in commenting on policies and communicating Griffith student opinions • Encourage students to become involved with AMSA, and educate them on all the opportunities AMSA has to offer (not just National Convention!) • Assist the AMSA rep with supporting the convention team, organising costumes, and creating a positive and welcoming culture. Please note it will be expected that you attend Convention in 2019 at your own expense. • Network and collaborate effectively with representatives of other med socs and the AMSA National Coordinator,
<i>Goals for 2022</i>	Increase AMSA’s exposure and engagement amongst Griffith Med students. This is with the primary aim of ensuring our student societies are connected on a national level, and that we are utilising feedback and innovations from AMSA to make the culture and opportunities available to our med soc the best they can be.
<i>Reporting</i>	Reports to AMSA Representative and GUMS President
<i>Team responsible for</i>	Griffith Vampire Cup Coordinator
<i>Time commitment</i>	<ul style="list-style-type: none"> • 3 hours a week during think tank weeks, plus time spent educating yourself on policies and commenting on them • 3 x AMSA Council which run for 3 days each • National Convention (6 days) & Global Health Conference (4 days) if financially possible
<i>Prerequisites</i>	<ul style="list-style-type: none"> • Enthusiasm & love for AMSA: you are the face of AMSA at Griffith, so it is up to you to build as much hype and engagement as possible • Team work: collaborating with the GUMs team and parameters of the med soc to increase engagement with think tanks and national feedback • Considered arguments: being able to understand others opinions and representing your members in an unbiased manner is essential • Organisation and Communication: ability to support other AMSA related volunteers where needed, including Vampire Cup Coordinators
<i>Location/Year Level</i>	Any campus. Any year level.

Photographer/Videographer

<i>Portfolio</i>	Secretarial Portfolio
<i>Previously held by</i>	2020: Julian Lang-Lemckert
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 3-5 positions available.
<i>Overall role description</i>	Take photographs at events! Do the photos for the Humans of Griffith Medicine (HoGM) initiative.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Events that organisers may ask you to take photos at may include, but not limited

	<p>to: Scrub Crawl, Med Ball, Med Revue, End of year exam celebrations, other events that don't come under the social portfolio e.g. World's Greatest Shave</p> <ul style="list-style-type: none"> You are not obliged to take photos at all of these events e.g. if you want to attend Med Ball without taking photos, that is completely fine! For events that you take photos at, you will either receive a free or discounted ticket. However, there is an expectation that you remain sober to do your role For HoGM: message people to recruit them, take photos and then ask them to send you their caption
<i>Goals for 2021</i>	Increase our HoGM presence
<i>Reporting</i>	Secretary and President
<i>Team responsible for</i>	Year 1-4 students at various events
<i>Time commitment</i>	0-3 hours per week, varying depending on when events are present
<i>Prerequisites</i>	<p>Brings own camera equipment Past experience with photographer is ideal but not compulsory Enthusiasm! Team player Willingness to learn and upskill - experience is not necessary; passion is! Organised and able to plan events Communication skills</p>
<i>Location/Year Level</i>	Either campus

Graduation Committee

<i>Portfolio</i>	Gold Coast Vice President 2 Portfolio
<i>Previously held by</i>	<p>2020: Kalo Chan and Marie Nguyen (kalo.chan@griffithuni.edu.au, marie.nguyen@griffithuni.edu.au)</p> <p>2019: Clare Mahon and Holly Brand clare.mahon@griffithuni.edu.au holly.brand@griffithuni.edu.au</p>
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 2-4 positions available.
<i>Overall role description</i>	Ensure the graduation week for your cohort is a good one!
<i>Responsibilities</i>	<ul style="list-style-type: none"> Organising graduation ball Meet with the School of Medicine (can be done via skype) to organise the Graduands Ceremony Keep your cohort up to date on graduation events Assemble photos for presentations at Graduands and for the yearbook Liaise with students and the school re graduation events, prizes and speakers Organise keynote speaker for graduands and assist decision making regarding student awards Organise initiatives for the graduating class e.g. Class of 2020 Hoodies, yearbook etc
<i>Goals for 2021</i>	Keep your cohort happy!

<i>Reporting</i>	To the School of Medicine To the Vice President (Gold Coast 2)
<i>Team responsible for</i>	Graduating cohort
<i>Time commitment</i>	2-3 hours per week organising Graduands and Grad Ball Time commitment increasing closer to the event
<i>Prerequisites</i>	Enthusiasm! Team player Willingness to learn and upskill - experience is not necessary; passion is! Organised and able to plan events Communication skills Understands clinical years- seeks to overcome barriers to attendance. Seeks feedback effectively – gaining informal feedback about events from the students to document for improvements in 2018.
<i>Location/Year Level</i>	Must be able to travel to the Gold Coast to arrange Graduation Ball

Med Revue Team

Med Revue Convenor

<i>Portfolio</i>	Gold Coast Vice President 2 Portfolio
<i>Previously held by</i>	<p>2021 team: Yovan Rasiah, Harry Piaggio, Sree Boddeti, Anthony Patsalao (yovan.rasiah@griffithuni.edu.au; harrison.piaggio@griffithuni.edu.au; sree.boddeti@griffithuni.edu.au; anthony.patsalao@griffithuni.edu.au)</p> <p>2020 team: Ekin Karaoglu, Jade Dempsey, Khilan Shukla, Lucy Belt, Melody Tung, Abivarshini Sivathanan (ekin.karaoglu@griffithuni.edu.au; jade.dempsey@griffithuni.edu.au; khilan.shukla@griffithuni.edu.au; lucy.belt@griffithuni.edu.au; melody.tung@griffithuni.edu.au; abivarshini.sivathanan@griffithuni.edu.au)</p>
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 4 positions available.. Appointed by previous year's convenors
<i>Overall role description</i>	You are the creative head of a show of your own design, with the rare and exciting opportunity to collaborate with three others to create the best revue that South Eastern Queensland (and possibly the world) has to offer! Your primary role is to provide artistic direction for the show and ensure excellent organisation and facilitation of your cast and crew. We measure success in the enjoyment of our cast and the tears of UQ.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Work in a team to write the main plots, skits, songs, videos • Provide artistic direction for the show • Audition and cast applicants for leadership roles, writing, backstage, dance, acting, singing, band, filming and editing, prop and set creation, musical composition • Develop a realistic timeline for revue • Develop schedules for rehearsals, and clearly communicate expectations to the cast

	<ul style="list-style-type: none"> • Create posts for social media to create hype and communicate with cast • Debrief and communicate regularly with your fellow convenors • Regularly discussing budgeting, promotions, ticketing, and sponsorship obligations with the GUMS team • Add information and advice to the handover document, and recruit new convenors to pass on the legacy • Organise the after party!
<i>Goals for 2022</i>	<ul style="list-style-type: none"> • Make the show a smooth and enjoyable experience for all • Ensure tight organisation of the show • Explore new creative angles and content for revue • Continue to explore new ways to involve the Sunshine Coast and rural students
<i>Reporting</i>	The Med Revue Convenors report to the Vice President (Gold Coast 2)
<i>Team responsible for</i>	The Med Revue Cast and Crew, Subcommittee
<i>Time commitment</i>	<p>Variable depending on stage of process.</p> <p>The first half of the year is primarily focused on script writing, organisational tasks (auditioning and casting members, creating schedules for rehearsals and a timeline for your show) and promotion (producing a trailer, lecture bashing).</p> <p>The second half of the year is dedicated to rehearsals (traditionally twice a week for 8-10 weeks). The two weeks leading up to and including show will involve a larger time commitment.</p> <p>Contact the convenors for more information.</p>
<i>Prerequisites</i>	<p>More than anything you need passion for revue!!</p> <ul style="list-style-type: none"> • MedRev specific skills: Creativity in script writing, good sense of humour, ability to direct cast and provide a platform for others to shine. Also useful are additional skills such as: acting, singing, choreographing, musical composition, film production • Leadership & team work: leading the cast and supporting them in performing their roles, checking in regularly, providing a realistic timeline of when things need to be achieved by, and understanding your teams limitations while working to their strengths • Organisation & communication: required in all stages of production and is crucial to a successful and enjoyable revue! This involves regular and clear communication between the convenors, with the cast and with the GUMS team • Effective budgeting • Ideally previous involvement with Med Revue as a cast or crew member, or with script writing, but not necessary
<i>Location/Year Level</i>	Must be Gold Coast based

Med Revue Subcommittee Member

<i>Portfolio</i>	Gold Coast Vice President 2 Portfolio
<i>Previously held by</i>	2021: Gayathri Nair, Trent Kays (Skits/Videos); Michael Keys, Daniel Choi (Chorus); Caitlin Heard (Choreography)
<i>Election vs appointment</i>	As a Management Committee role, this role is appointed. 4 positions available: <ul style="list-style-type: none"> - Chorus - Choreography - Skits/Video (x2)
<i>Overall role description</i>	As head of your own respective subcommittee your job is to work alongside the convenors to aid in the other creative aspects of the show. You will be responsible for organizing the relevant aspects of your position in order to make the show possible. Your role may involve assisting with the casting of members to your particular area (dance, chorus, skits)
<i>Responsibilities</i>	<p>Chorus subcommittee:</p> <ul style="list-style-type: none"> - Help with choosing and writing songs for the script. - Organises rehearsal time and scheduling for songs (eg. more practice dependent on progress of chorus members) - Workshop with some chorus members outside of rehearsal time if they are struggling - Communicating ideas with everyone - convenors, chorus members and yourselves - Making sure chorus is organised and sending reminders to chorus members <p>Dance Subcommittee</p> <ul style="list-style-type: none"> - Help with choosing songs for dances for the main show and creating choreography that can suit multiple dancer skill levels - Organise rehearsal times and scheduling for dances - Coordinating with convenors and other sub-committee members if members of cast and crew are involved in multiple aspects of the show in order to minimize clashes - Delegate responsibilities of choreography to other members of cast and crew as needed - Making sure dancers are organised and send reminders to dancers for practices - Uploading choreography videos and arranging for extra practice if needed <p>Skits/Videos (X2)</p> <ul style="list-style-type: none"> - Help with writing/organising skits/videos for Med Revue - Should ideally have access to recording/filming equipment - Have access to editing/sound mixing programs on their computer - Should be semi-proficient with filming, editing, adding effects/transitions into videos - Reasonable level of creativity and ideas required for writing skits/directing videos - Liaison with the convenors regarding linking scripts/videos into the main show - Organising and liaising with cast/crew members to organise filming - Will probably be in charge of writing 1 - 2 skits for the show, may work with convenors to write this

<i>Goals for 2022</i>	<ul style="list-style-type: none"> - Ensure that the creative vision for the 2022 Med Revue is made possible by preparing cast members for the songs/dances/videos/skits that your subcommittee is responsible for - Maintain good communication with the convenors at all times
<i>Reporting</i>	Reports to the Med Revue Convenors
<i>Team responsible for</i>	The Med Revue Cast and Crew
<i>Time commitment</i>	8 - 10 hours/week Much longer for dress rehearsals and show week
<i>Prerequisites</i>	Must have experience in the subcommittee that is being applied for, must have good communication and organisation skills
<i>Location/Year Level</i>	Must be Gold Coast based