

## **RAHMS Executive positions available for 2011**

President

Vice President

Secretary

Treasurer

National Rural Health Students' Network (junior representative position open for applications)

Indigenous Representative

Social Work Representative

Optometry Representative

Public Health Representative

Psychology Representative

Medical Science Representative

Exercise Physiology Representative

Medicine Representative

Social directors (2 positions)

Communications and IT officer (junior representative position open for applications)

## **Role Descriptions**

### **President**

#### *Leadership*

The RAHMS President ensures that there is effective communication between all executive members and help and support others in their roles, such as supporting events that have been organised. The president is often the public face of RAHMS so they are important in promoting the Club to our members, potential members and representatives of other organisations. The President also chairs RAHMS meetings and organises meeting times and agendas. There are also meetings and conferences with other clubs from around Australia.

Though this may sound like a lot, it's fun and it is a great way to meet people from all different years but you need a good understanding of how RAHMS works, the NRHSN and other rural health clubs etc.

### **Vice-President**

#### *Assists the President in their responsibilities*

In the absence of the President, the Vice President performs their role. They also do many other things. The most important job is being 'everyman' (or woman) – assisting council members in fulfilling their roles and getting people involved. Together with President, communicate with other members to draw up an events outline or calendar. There are also meetings and conferences with other clubs from around Australia.

### **Secretary**

The secretary is crucial in keeping RAHMS well organised and the paperwork up-to-date, but also involves generally helping out with the running of RAHMS.

A secretary has the following responsibilities

1. Compile meeting agendas and email out to exec
2. Send out reminder emails about meetings

3. Record the minutes and pass these on to the executive within a week. File a copy in the RCS.
4. Work with other RAHMS members to help out with events throughout the year

### **Treasurer**

*The Treasurer has the responsibility of co-ordinating two areas involved with monies, account keeping and sponsorship/funding.*

1. Account Keeping and formulating the budget – prior to the university year establish a ‘backbone’ budget with the president and RAHMS administrator.
2. Update the Exec/portfolios - Attend meetings and submit a written statement of the Club’s accounts/, itemising all receipts and expenditure. Provide each portfolio with their ‘budget’ and explain issues of; flexibility in the budget, applications for further funding and the reimbursement processes.
3. Coordinate accounts with the administrator - involves presenting all accounts incurred to the Club to be processed by the administrator.
4. Prepare the Club’s Additional Pool of Funding proposal to the NRHSN if required.;
5. Sponsorship – update the sponsorship package. Work with the secretary and president to coordinate a ‘sponsorship plan’ to try gain extra monies through sponsorship
6. There are also meetings and conferences with other clubs from around Australia.
7. Work closely with the RAHMS Administrator on the above mentioned criteria

### **National Rural Health Students’ Network (NRHSN) Representative**

*Communications between RAHMS and NRHSN, with representation of RAHMS issues, interests and positions to the NRHSN and vice versa.*

The NRHSN is the national network of Rural Health Clubs (like RAHMS) around Australia so if you are interested in meeting people from around Australia and in national rural health issues then this might be for you.

The Senior Rep is filled automatically by the Junior Rep from the previous year. For this reason, if you are elected Junior Rep this year you are really taking on a two year commitment. Both Junior and Senior Reps work together very closely and travel interstate on fully funded trips at least twice a year.

The following diagram details the responsibilities of an NRHSN Rep.

## National Rural Health Students' Network Representatives

### Junior Representative (ELECTED)

1. Work alongside the Senior Rep in a training role.
2. In addition to common roles below, you must organise a Rural High School Visit in Semester 1.



### Senior Representative (AUTOMATIC)

1. Work alongside Junior Rep preparing them for Senior role.
2. In addition to common roles below, you must attend an additional Face2Face meeting in September.



### Common roles:

1. Attend RAHMS meetings fortnightly to provide NRHSN correspondence to RAHMS.
2. Attend Face to Face (F2F) meeting in Melbourne in March. NRHSN funds your trip.
3. Attend and coordinate attendance by RAHMS members at the National University Rural Health Conference (NURHC). NRHSN funds your trip.
4. Attend NRHSN teleconferences twice yearly.
5. Produce 2 brief reports on Rural High School Visits and RAHMS member's demographics.
6. Read weekly email from NRHSN and email relevant issues to our Communications Officer

## Social Work Representative

This position is focused on social work, but also involves generally helping out with the running of RAHMS.

1. This position is open to all social work students at UNSW
2. Communicate any concerns of social work students to the RAHMS executive
3. Promote RAHMS to social work students
4. Run at least one event during the year and
5. Work with other RAHMS members to help out with events throughout the year
6. Provide a summary of your activities to the next year's representative

## Optometry Representative

This position is focused on optometry, but also involves generally helping out with the running of RAHMS.

1. This position is open to all optometry students at UNSW
2. Communicate any concerns of optometry students to the RAHMS executive
3. Promote RAHMS to optometry students
4. Run at least one event during the year and
5. Work with other RAHMS members to help out with events throughout the year
6. Provide a summary of your activities to the next year's representative

## **Public Health Representative**

This position is focused on public health, but also involves generally helping out with the running of RAHMS.

1. This position is open to all public health students at UNSW
2. Communicate any concerns of public health students to the RAHMS executive
3. Promote RAHMS to public health students
4. Run at least one event during the year and
5. Work with other RAHMS members to help out with events throughout the year
6. Provide a summary of your activities to the next year's representative

## **Psychology Representative**

This position is focused on psychology, but also involves generally helping out with the running of RAHMS.

1. This position is open to all psychology students at UNSW
2. Communicate any concerns of psychology students to the RAHMS executive
3. Promote RAHMS to psychology students
4. Run at least one event during the year and
5. Work with other RAHMS members to help out with events throughout the year
6. Provide a summary of your activities to the next year's representative

## **Medical Science Representative**

This position is focused on medical science, but also involves generally helping out with the running of RAHMS.

1. This position is open to all medical science students at UNSW
2. Communicate any concerns of medical science students to the RAHMS executive
3. Promote RAHMS to medical science students
4. Run at least one event during the year and
5. Work with other RAHMS members to help out with events throughout the year
6. Provide a summary of your activities to the next year's representative

## **Exercise Physiology Representative**

This position is focused on exercise physiology, but also involves generally helping out with the running of RAHMS.

1. This position is open to all exercise physiology students at UNSW
2. Communicate any concerns of exercise physiology students to the RAHMS executive
3. Promote RAHMS to exercise physiology students
4. Work with the allied health rep to run activities

5. Provide a summary of your activities to the next year's representative

## **Medicine Representative**

This position is focused on medicine, but also involves generally helping out with the running of RAHMS.

1. This position is open to all medicine students at UNSW
2. Communicate any concerns of medicine students to the RAHMS executive
3. Promote RAHMS to medicine students
4. Run at least one event during the year and
5. Work with other RAHMS members to help out with events throughout the year
6. Provide a summary of your activities to the next year's representative

## **Communications Officers – this position has a senior and a junior role.** *Dissemination of information within RAHMS.*

As this role involves technical knowledge, there are two positions, a senior and a junior role, so that the senior rep can teach the junior about the running of the website and so on.

1. Website: content, design, development and coding – and keep it up to date with exec details, calendar etc.
2. Editors of RAHMPage: directing its content and publication Ensure involvement of other RAHMS members through reports and stories.
3. Publicity – making up posters and overheads for events.

So, if you are creative, like to write things and 'be in the know' then you can communicate to your heart's content!

## **Social Officer – this is a shared position for two people**

*Planning, co-ordination and organisation of RAHMS social events and RAHMS participation in external events.*

1. Promotional Events – membership promotion
2. Social and Networking Events (your imagination is the only barrier!)
3. Help with the organisation and planning of trips away
4. Promote social events organised by other rural health clubs.
5. There are also meetings and conferences with other clubs from around Australia.

## **First Year Representative**

1. This position is open to all first year students at UNSW
2. Communicate any concerns of first year students to the RAHMS executive
3. Promote RAHMS to first year students
4. Run activities throughout the year
5. Provide a summary of your activities to the next year's representative

## **General Executive**

1. Attend RAHMS meetings
2. Provide an extra hand with events run by other club members