



nzmsa

New Zealand Medical Students' Association

nzmsa@nzmsa.org.nz

Call for 2020 NZMSA Officer Roles

www.nzmsa.org.nz

Monday 1st July, 2019

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RE: Call for 2019 NZMSA Officers

Dear NZMSA Members,

In 2013, the NZMSA trialled a new “Officer” structure, whereby skill-specific roles were developed to improve the way NZMSA advocates and organises events on behalf of medical students. Since this new structure has been implemented Officers have produced outstanding work and excellent events for New Zealand medical students. Overall, we found that NZMSA Officers have maximised functionality for NZMSA and thus have been continued with some development. We are thus very pleased to invite all interested medical students to apply for the NZMSA 2019 Officer roles by submitting to the NZMSA Secretary General by email:

secretarygeneral@nzmsa.org.nz as follows:

Applications will contain a maximum 2- page Curriculum Vitae and 1- page cover letter, and will be due 7pm, Friday 26th July 2019. The NZMSA executive will review and vote on these roles individually. All applicants will be notified of their application outcomes by Tuesday 6th August.

NB: Students may apply for as many roles as they wish, however can only be selected to hold one officer role per annum. It is expected that new NZMSA officers will be available to begin the handover process for handover once selected.

NZMSA Officers will be responsible for the day-to-day functioning of the NZMSA organization as mandated by the executive, enabling the locally elected representatives to perform their representative roles.

The following NZMSA Officer roles are being advertised for 2019:

1. Secretary-General
2. Communications Officer
3. Partnerships Officer
4. Workforce Officer
5. Education Officer
6. Events Coordinators (x2)
7. Wellbeing Officer

Successful applicants, once notified, will have a crossover period to facilitate handover from existing NZMSA officers and with the support of the NZMSA executive. Successful applicants will officially commence their role on the January 1st, 2020. However, some positions, particularly those with events to organise, will require work on their roles to begin before the end of 2019. NZMSA runs a planning meeting for the 2020 team in November 2019 (specific date to be announced), and attendance is expected unless you are on elective or have other essential arrangements.

This is a brilliant opportunity to work with NZMSA and advocate on relevant issues on behalf of New Zealand Medical Students, and for this reason we gladly encourage students to get involved.

If you have any questions regarding the application process or what the individual roles involve, please do not hesitate to get in contact with me or the person currently holding the position you are interested in applying for.

We wish you all the best and look forward to your applications.

Warm regards,

Harry Di Somma

Vice President Internal

New Zealand Medical Students' Association

Email vpi@nzmsa.org.nz | Web www.nzmsa.org.nz

ROLE DESCRIPTIONS

These are key features of the roles that the NZMSA Executive has identified as crucial to the function of the organization. It is expected that individual Officers will utilize their initiative, skills and knowledge base within these roles to extend their role, and the function of the organisation. Fundamental to each team member role will be effective communication, enthusiasm and passion to work on behalf of medical students, in order to affect change.

Prior experience and/or a dedicated interest in the key features and attributes of each role are important, but the team thrives on its diversity and members who are committed to learning and professional development are encouraged to apply.

NZMSA Officers are required to attend quarterly NZMSA Face-to-Face meetings (travel and accommodation is organised for you and reimbursed) and monthly video conference meetings. Additionally, there may be other meetings you need to regularly attend in your role, please see the individual role descriptions for more details.

Key attributes of NZMSA Team members:

- Excellent communication and interpersonal skills
- Ability to work as a team member or, to provide effective management skills
- Adaptability
- Should show initiative
- The ability to think creatively
- Sound time management and the ability to work to tight deadlines

Secretary General

The Secretary General will be responsible for the general administration and fiscal stability of the organization.

Key Tasks:

1. Maintain proper financial records, including preparing a budget for the projected year and quarterly balance statements to ensure all executive and team members are aware of the financial capabilities of the Association and preparing annual accounts.
2. Control incoming and outgoing funds for the Association.
3. Maintain legal and constitutional oversight for the Association, in conjunction with the Vice President Internal.
4. Prepare notices, collect documents, and maintain minutes for general meetings.

Key Attributes:

- Organizational skills such as; maintaining email communications, recording minutes, and managing people
- Budgeting/financial records skills are recommended but NZMSA has a chartered accountant for questions and guidance at any time

Contact:

Brittany Smith - secretarygeneral@nzmsa.org.nz

Communications Officer

The Communications officer will provide the “face” of NZMSA to NZMSA members and external stakeholders. This Officer will coordinate with the team to achieve the following:

Key Tasks

1. Establish and coordinate the NZMSA Communications Strategy, utilising a Communications Team to achieve this strategy if needed.
2. Pro-actively engage members via social media (Facebook, Twitter and YouTube) and other mediums and regular publications such as the Top 5.
3. Assist the team’s communication of members’ issues and feedback to the NZMSA executive and team.
4. Disseminate information to members from NZMSA including upcoming events and policy changes.
5. Maintain the NZMSA website.

Key Attributes

- Be organised and maintain a calendar of emails and social media posts
- Previous experience in social media use, with graphic design software or with engaging people would all be preferred due to the nature of this role, but enthusiasm and a willingness to learn are desirable

Contact:

Anu Kaw - anu@nzmsa.org.nz

Rosie Luo – rosie@nzmsa.org.nz

Partnerships Officer

The Partnership Officer will be responsible for maintaining existing partnerships with long-term stakeholders such as sponsors and other organizations. The Partnerships officer has the unique opportunity to forge new relationships with potential partners, as well as other student bodies.

Key Tasks:

1. Ensure NZMSA upholds the sponsorship arrangements with our key partners.
2. Ensure that communication to sponsors is consistent.
3. Assist with finding sponsors for NZMSA.
4. Investigate new relationships between NZMSA and other student bodies, such as health-related student bodies.

Key Attributes:

- Initiative to seek out new partnerships
- Negotiation skills with current and potential sponsors to strengthen our sponsorship base

Contact:

Vanshay Bindra - partnerships@nzmsa.org.nz

Advocacy Positions: Workforce and Education Officers

The following two positions relate to the advocacy work undertaken by NZMSA. Collectively, the workforce and education officers will be responsible for identifying important areas for advocacy, and leading advocacy in these areas, under the guidance of the executive. In addition, where issues arise that do not neatly fit into either of these two areas, both officers will be encouraged to advocate on these issues if they are willing to do so.

Workforce Officer

The Workforce Officer will be responsible for investigating and advocating on behalf of medical students regarding issues affecting the medical workforce. This may include ensuring there are enough PGY1 jobs, we have appropriate placements as medical students, working with ACE and the Ministry of Health. Depending on the issues that year, it may involve writing and updating policy and position statements in conjunction with relevant organisations and interested parties. They will also be a crucial informant to NZMSA with regard to policy and key advocacy issues.

Key Tasks:

1. Work alongside the NZMSA executive and team to brainstorm potential policy initiatives, and pro-actively address issues that may impact medical students.
2. Work to promote General Practice initiatives in conjunction with the Medical Pipeline Taskforce, Universities and Royal College of GPs.
3. Liaise with the NZMA Doctors in Training Council regarding the annual prevocational training survey.
4. Assist President in regards to ACE scheme meetings where necessary.

Key Attributes

- Experience in writing policy and official documents is desirable
- An interest in issues relating to New Zealand's medical workforce
- Effectively and diplomatically represent student views in meetings

Contact:

Darren Ritchie - workforce@nzmsa.org.nz

Education Officer

The Education Officer will be responsible for leading advocacy on issues around education that affect medical students. They will be responsible for connecting education representatives throughout New Zealand to facilitate developing a broad view of medical education in New Zealand. They will be responsible for organising the Medical Education Summit in conjunction with our Event Co-ordinators.

Key Tasks

1. Identify and pro-actively address areas of national importance for improvement in education, during medical school and during the prevocational period (PGY1/2).
2. Work in conjunction with the NZMSA Event Coordinators regarding the Education content of the NZMSA Clinical Leadership Forum.
3. Organise and run the Medical Education Summit (MES).
4. Act as the liaison between education reps in OUMSA, AUMSA, WMSA and CMSA to facilitate collegiality and increase NZMSA's advocacy potential.
5. Create and/or facilitate creation of policy that addresses educational issues.
6. Foster policy writing/advocacy skills in other students at Clinical Leadership Forum in collaboration with the NZMSJ (New Zealand Medical Students' Journal) and Te Oranga.

Key Attributes

- Interest in or knowledge of the current medical school curricula and medical education issues in New Zealand
- Enjoy facilitating systemic improvement and discussion between people and groups, and important stakeholders in education.

Contact:

Logan Williams - education@nzmsa.org.nz

Events Coordinators (x2)

This is one of the most demanding roles of the NZMSA Officers, however also arguably the most rewarding as you facilitate events and have ample opportunities to liaise with speakers and delegates. We would ask applicants to ensure they are able to commit to this role.

The Events Coordinators are responsible for facilitating the NZMSA Clinical Leadership Forum, the Medical Education Summit, NZMSA face-to-face meetings and Beyond the Med School Gates in conjunction with other involved officers. Depending on whether this is necessary, the Events Coordinators may also provide logistical support for the NZMSA Sports Exchange team.

Key Tasks

- Organise and coordinate NZMSA Clinical Leadership Forum
- Assist local representatives to run NZMSA Beyond the Med School Gates events for the major centres (Auckland, Waikato, Wellington, Christchurch, Dunedin)
- Assist with organisation of Medical Education Summit
- Assist with organisation of NZMSA face to face meetings

Key Attributes

- Ability to work collaboratively in a team (this role is shared between two people)
- Sound organisation and communication skills
- Facilitation and mediation skills between people or with groups
- Creative and use initiative
- Experience organising events would be beneficial

Contact:

David Gunawan & Julia Seo - events@nzmsa.org.nz

Wellbeing Officer

This role entails being responsible for leading advocacy and helping organise events on issues concerning the wellbeing of medical students. The wellbeing officer works closely with other members of the NZMSA team to develop responses to these issues, as well as taking a bird's eye view of medical student wellbeing, and proactively providing solutions.

Key Tasks

- Coordinate wellbeing events and initiatives with a focus on medical students, at a national level.
- Identify and proactively address areas of importance and/or concern with regards to the wellbeing of NZ medical students.
- Act as the liaison between wellbeing reps in OUMSA, AUMSA, WHPSA, and CMSA to facilitate collegiality and increase NZMSA's advocacy potential.

Key Attributes

- Awareness of the importance of wellbeing amongst medical students
- Working collaboratively with students, sponsors, stakeholders and other student executives

Contact:

Charlie Lin - wellbeing@nzmsa.org.nz