



nzmsa

New Zealand Medical Students' Association

nzmsa@nzmsa.org.nz

Call for 2020 NZMSA President and Vice
Presidents Applications

www.nzmsa.org.nz

Monday 1st July 2019

RE: Call for 2019 NZMSA and President and Vice Presidents

Dear NZMSA Members,

NZMSA is now in the process of calling for 2019 NZMSA President, Vice President Internal (VPI) and Vice President External (VPE).

These roles are elected by the Executive in accordance with the NZMSA Constitution which can be found on our website.

Ideal candidates for the President and Vice-President roles will display strong leadership skills, initiative, resourcefulness and excellent communication skills. It is also pivotal that they are able to balance their role together with medical school commitments, in order to prevent detriment to both their medical education and to their respective NZMSA roles.

Any NZMSA member can apply for any of these roles, and some people may choose to apply for more than one of these roles, or apply for officer roles as well as senior executive roles. If selected for more than one role, it will be up to the applicant's choice which role they will fulfil.

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. You do **not** have to have been involved in NZMSA or any other medical students' association previously.

We invite interested medical students to apply for the NZMSA President or Vice-President roles by submitting an application 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**. Candidates may then present to the NZMSA Executive either in- person, or via Skype, at the NZMSA Face-to-Face meeting in Christchurch on Sunday 4th August (time to be announced). This meeting will occur the day after the NZMSA Sports Exchange (3rd August 2019). Each applicant will be given 10 minutes to present to the NZMSA Executive, and after discussion by the Executive, a further 5 minutes of questions for each applicant will take place. Please note, this presentation is only for President, VPI and VPE roles. If you have applied for other Officer roles in addition to President, VPI or VPE (e.g., Secretary General, Communications Officer etc.) please do not include aspects of this application in your presentation.*

The current NZMSA Executive will then review and vote on these roles individually. Successful applicants will be notified of their application outcomes by the end of the day's meeting at the latest.

Successful applicants, once notified, will have a crossover period to facilitate handover from existing NZMSA President/Vice Presidents and with the support of the NZMSA Executive. Successful applicants will officially commence their role on 1st January 2020. However, there is a planning meeting for the 2020 NZMSA team during November 2019 (date to be announced), which the President and VPI will need to be involved with organising and running.

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

President

The NZMSA President oversees all the activities of NZMSA and has the responsibility to ensure the association remains productive, focused, and relevant to medical students and advocating on important issues. The President is expected to chair meetings to ensure they are productive and to meet with a large number of external associations. It can be a very time consuming role.

Below are some key tasks of the NZMSA President and a guideline on helpful attributes. It is not a requirement for you to “tick every box”, more about what you could bring to the role.

Key tasks of the NZMSA President:

- Coordinate the NZMSA Executive and Team activities and working relationships
- Coordinate the NZMSA Strategic Planning process to ensure increased productivity annually
- Support and maintain external awareness of issues that affect medical students or the greater health system.
- Liaise with external stakeholders and partners to achieve improved outputs for medical education and medical student opportunities
- Facilitate collaboration between medical student groups, and other student groups
- Oversee the NZMSA budget in conjunction with the NZMSA Secretary General and Vice President Internal
- Represent NZMSA Externally at meetings of the NZMA, NZMA DITC, NZRDA, College of Medical Councils, HWNZ, MoH, ASMS, ACE, Medical Deans of Australia and others as required.
- Represent the NZ student body as an active member of the Doctors in Training Council and as a board member of the NZMA board.
- Communicate effectively with journalists, government agencies, and other media.

Features you could bring to this role include:

- Diplomacy and negotiation skills
- Presentation
- The ability to empower others
- Organisational skills including time/email management
- Creative and adaptable
- A Future-focused approach to the NZMSA Strategy
- Knowing your team and the ability to delegate
- Knowledge and understanding of medical student issues

We would strongly encourage you to contact this year’s President, Fraser Jeffery, at president@nzmsa.org.nz to get a better idea of what is involved in the role.

NZMSA Vice Presidents

The Vice-President Internal and Vice-President External shall oversee the core working areas of the NZMSA team. The Vice-President External will largely oversee advocacy including coordination of team members involved in advocacy and advocacy outputs. The Vice-President Internal shall oversee management of internal processes (meetings), relationships and collaboration on internal policies.

Features you could bring to these role include:

- Strong interpersonal skills
- Leading within and amongst teams
- Problem solving and logical reasoning
- Collaboration skills and the ability to work in a team
- Ability to think creatively
- Sound time management and the ability to work to tight deadlines

VICE PRESIDENT INTERNAL (VPI)

The VPI manages the internal functions of the organisation and facilitates relationships with other medical student groups and organisations. Helpful attributes are time and email management, approachability and ability to mediate conflict.

The VPI coordinates the internal functions of the executive as follows:

- Maintains an awareness of the NZMSA constitution and oversees the annual NZMSA constitution review in conjunction with the Secretary General to maintain relevancy.
- Composes and releases annual call-outs to members regarding key NZMSA events and opportunities including Conference, Sports Exchange and Student Innovation fund.
- Liaise with events-coordinators and communication officer to draft the NZMSA annual calendar of events which include Conference, Sports Exchanges, Beyond the Med School Gates, Focus Months, Medical Education Summit and the Clinical Leadership Forum.
- Acts as the main liaison for the elected Conference and NZMSA Sports Exchange Committees on behalf of the NZMSA Executive.
- Facilitates the communication and cooperation of the Officers with the NZMSA Executive.
- Oversee the Secretary General's annual budget projections
- Coordinates and maintains effective communication within the NZMSA Team.
- Coordinates regular monthly meetings of the NZMSA team and executive. Chairs meetings as appropriate.
- Assist the President as needed.

Contact:

Harry Di Somma – vpi@nzmsa.org.nz

VICE PRESIDENT EXTERNAL (VPE)

The VPE, along with the President, leads the external advocacy component of the NZMSA Executive. VPE has the particular focus on promoting and maintaining advocacy strategy. Qualities important for the role include a passion for advocacy and also the ability to develop and maintain external partnerships.

Features helpful for the role include: media skills; knowledge of policy development and implementation; adaptable and creative mindset; awareness of current workforce/education issues, ability to work collaboratively with others.

The VPE has the following roles:

- First proxy to the President, assuming the role of Acting-President for media or external representation purposes, when necessary.
- Assists the President with all external advocacy related activities.
- Is responsible for overseeing any research or policy development.
- Responsible for supporting the Education, Wellbeing, Workforce and wider health policy portfolios.
- Collaborates with the NZMSA team to ensure NZMSA members are informed about International events such as the AMSA Global Health Conference or AMSA Convention.
- Assists the President in maintaining the relationship between NZMSA and advocacy related bodies such as HWNZ, the NZMA DiTC, ACE working group, the RDA, political bodies and other similar bodies.

Contacts:

Ben Alsop-ten Hove – vpe@nzmsa.org.nz