



Insight

Roles and Responsibilities of Committee Positions

1. ROLES AND RESPONSIBILITIES OF THE COMMITTEE

The Officers of the Committee shall:

- act in accordance with their respective Roles and Responsibilities.
- be in attendance at a majority of functions, unless circumstances intervene
- having their phone numbers and email addresses available to Society Members
- shall meet with the Officers of the incoming Committee

2. ROLES AND RESPONSIBILITIES OF THE CHAIRPERSON(S)

The Chair(s) shall:

- be the official spokesperson(s) of Insight
- oversee the work of the Officers of the Committee.
- take final responsibility for all matters of the Committee.
- shall be the main media representative(s) for Insight.
- shall be responsible for presiding over all meetings of the Committee, and all General Meetings of Insight.
- in conjunction with the Secretary, shall be responsible for the formation of agenda papers for Committee Meetings.
- shall be responsible for the following aspects with regard to the Constitution, of Insight:
 - regular reviewing and updating of the Constitution, including an annual review of the Roles and Responsibilities of each Officer of the Committee
 - having a working knowledge of the above documents for reference in meetings
 - ensuring that the constitution is adhered to
- present a report of the issues addressed by Insight over the course of the preceding Society Year at the Annual General Meeting.
- write a report for Insight publications and meetings, where relevant.
- be responsible for assistance with other matters of the Committee, where relevant.

3. ROLES AND RESPONSIBILITIES OF THE TREASURER

The Treasurer shall:

- be responsible for the account keeping and management of Insight's finances

- prepare an annual Budget to be presented at the first Committee Meeting of the Society Year
- be responsible for keeping appropriate records of all accounts held by Insight
- ensure active involvement in all decisions pertaining to the Society's expenditure or income
- be responsible for all financial transactions involving the Adelaide Medical Students' Society
- be responsible for the safekeeping of all cheque books belonging to the Society
- present a report of Insight's financial performance during the preceding Society Year at the Annual General Meeting
- ensure all payments are made on time, and that all necessary invoices are issued
- present current financial statements following each event of the Society

4. ROLES AND RESPONSIBILITIES OF THE SECRETARY

The Secretary shall:

- be responsible for receiving and replying to all correspondence received by Insight, whether in writing, by telephone or by electronic means
- ensure that accurate records are kept of the proceedings of any subcommittees or working parties of Insight
- arrange for, and give notice of, all meetings of the Committee and of all General Meetings of Insight
- in conjunction with the other Officers of the Committee, shall be responsible for the formation and distribution of agenda papers for Committee Meetings
- be responsible for taking minutes at all Committee meetings, and distributing these to the Committee in a timely fashion
- be responsible for the upkeep of all historical records of Insight and of all essential documentation of Insight
- be responsible for keeping in good order Insight's Information storage systems.
- write a report for all Insight publication and meetings, where relevant

5. ROLES AND RESPONSIBILITIES OF THE MEMBERSHIP OFFICER

The Membership Officer shall:

- be responsible for maintaining an accurate database of all new and current members of Insight.
- be responsible for obtaining future email contact details from the graduating classes of Insight members for the purpose of creating an alumni database.
- be responsible for coordinating a membership drive at the beginning of each year and actively recruiting members throughout the year.
- in conjunction with the External Liaison Officer, shall be responsible for the active recruitment of Non-student Members throughout the Society Year
- be responsible for compiling and distributing quarterly electronic mailouts to Members.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.

- write a report for all Insight publications and meetings, where relevant.

6. ROLES AND RESPONSIBILITIES OF THE CURRICULUM OFFICER

The Curriculum Officer shall:

- be responsible for liaising with appropriate faculties of the University of Adelaide in order to represent the interests and concerns of Insight Members, and report back to the Committee and Ordinary Members.
- be responsible for maintaining Insight's Electives database.
- be responsible for researching and developing new opportunities for active student involvement in developing communities.
- in conjunction with the Membership and Marketing Officers, shall be responsible for promotion of these opportunities
- be responsible for the upkeep of the Insight website with regards to information relevant to their office
- write a report for all Committee Meetings, where relevant.

7. ROLES AND RESPONSIBILITIES OF THE EDUCATION OFFICER

The Education Officer shall:

- be responsible for increasing awareness of global health issues amongst Insight Members.
- be responsible for organising educational events covering various aspects of health in developing communities, including, but not limited to:
 - i. Education Forums
 - ii. Insight's Global Health Seminar

This shall include approaching relevant speakers and organisations, hiring necessary venues and equipment, purchasing food and drinks, arranging for logistical details and, in conjunction with the Marketing and Membership Officers, publicising these events.

- be responsible for compiling and maintaining a database of relevant speakers and organisations, and making this available to all Insight Officers and Members where the need arises.
- be responsible for approaching and securing speakers for events coordinated by other Officers of the Committee.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- write a report for all Committee meetings, where relevant.

8. ROLES AND RESPONSIBILITIES OF THE EVENTS COORDINATOR(S)

The Events Coordinator(s) shall:

- be responsible for the organisation and coordination of the following events:
 - i. Photo Exhibition
 - ii. Quiz Night
 - iii. Development Fund Dinner
 - iv. Any other event as deemed appropriate by the Committee

- be responsible for the organisation of Working Parties for all events of the Society.
- be responsible for event specific donations in kind.
- liaise with the Sponsorship Officer where formal recognition of sponsors/donors becomes necessary.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- write a report for all Committee meetings, where relevant.

9. ROLES AND RESPONSIBILITIES OF THE MARKETING OFFICER

The Marketing Officer shall:

- be responsible for the production and distribution of all promotional material pertaining to events and activities run by and/or promoted by Insight. This may include, but is not limited to:
 - i. Posters
 - ii. Flyers
 - iii. Discussion Board Posts
 - iv. Insight's Website
 - v. Other online marketing
 - vi. Videos
- receive relevant information from Officers of the Committee, for the purpose of designing and formatting materials for specific events. This includes, but is not limited to:
 - i. Programs
 - ii. Booklets
 - iii. Tickets
 - iv. Brochures
- shall work closely with other Officers of the Committee to promote events and projects organised by Insight, through the use of various advertising means, and work closely with the Membership Officer to publicise events through the Insight database.
- shall ensure consistency of the Insight brand in all communications, by means of maintenance and further development of the Insight Branding Document, and overseeing all materials produced by other Officers.
- in conjunction with the IT Officer, ensure that the website is kept up to date and functional with regards to graphics and appropriate marketing materials.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- write a report for all Committee meetings, where relevant.

10. ROLES AND RESPONSIBILITIES OF THE SPONSORSHIP OFFICER

The Sponsorship Officer shall:

- be responsible for obtaining, and maintaining, partnerships with outside organisations to provide financial support for the running of Insight, Insight functions and projects.

- be responsible for ensuring that all sponsorship arrangements do not contravene the Constitution of Insight
- be responsible for exploring opportunities for the procurement of, and preparing and submitting applications for, financial grants from outside organisations, including, but not limited to
 - Clubs Association of the Adelaide University Union
 - Government Departments
- shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- write a report for all Committee meetings, where relevant.

11. ROLES AND RESPONSIBILITIES OF THE AID COORDINATOR

The Aid Coordinator shall:

- be responsible for the operation and further development of the Insight Aid Project.
- liaise with Insight members intending to visit developing world medical facilities or aid posts to
 - offer the opportunity for travel with an aid consignment
 - assist them in obtaining an appropriate list of medical equipment and supplies for donation to these facilities
 - assist in organising transport and customs arrangements to enable the aid consignments to reach their intended destination
 - present appropriate records of confirmed delivery of aid consignments to the Insight Committee including but not limited to supporting documentation and, where possible, photographic evidence
- coordinate the acquisition of requested items from donors.
- be responsible for maintaining the Insight Aid Project Database by maintaining records of requested and distributed aid.
- be responsible for the organisation of aid collection and delivery for specified Development Fund Grant projects in collaboration with Insight Development Fund Grant recipients.
- be responsible for the organisation and coordination of the Birthing Kit Workshop
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- write a report for all Committee meetings, where relevant.

12. ROLES AND RESPONSIBILITIES OF THE EXTERNAL COMMUNICATIONS OFFICER

The External Communications Officer shall:

- act as a liaison between Insight and other relevant organisations, including but not limited to
 - Rotary International
 - Engineers Without Borders
 - Flinders Health and Human Rights Group

The Adelaide Medical Students' Society
The Adelaide University Dental Students' Society
The Insight Alumni

- research and create opportunities for the two organisations to work together on common goals and projects.
- provide a quarterly report on past and future Insight activities to each organisation.
- in conjunction with the Membership Officer, shall be responsible for the active recruitment of Non-student Members throughout the Society Year, and upkeep of the alumni database.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- write a report for all Committee meetings, where relevant.

13. ROLES AND RESPONSIBILITIES OF THE INDIGENOUS HEALTH OFFICER

The Indigenous Health Officer shall:

- be responsible for ensuring that Insight maintains an appropriate level of awareness of Aboriginal and Torres Strait Islander health issues
- act as a liaison between Insight and organisations concerned with Aboriginal and Torres Strait Islander health, including but not limited to:
 - The Adelaide University Rural Health Alliance
 - Spencer Gulf Rural Health School.
- attend meetings of Insight and any relevant organisations concerned with Aboriginal and Torres Strait Islander health, so that each party is aware of the others' goals and activities.
- research and create opportunities for Insight and organisations concerned with Aboriginal and Torres Strait Islander health to work together on common goals and projects.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- write a report for all Committee meetings, where relevant.

14. ROLES AND RESPONSIBILITIES OF THE JUNIOR MEDICAL STUDENT REPRESENTATIVE

The Junior Medical Student Representative shall:

- be a Pre-Clinical student enrolled in the MBBS at the University of Adelaide.
- act as a liaison between Insight and the Pre-Clinical medical student cohort.
- be responsible for publicising all Insight events, activities, and opportunities to the Pre-Clinical medical student cohort, through various means, including, but not limited to
 - Discussion board messages
 - Lecture announcements
 - Marketing within the medical school (eg posters and flyers)
 - Marketing within the clinical teaching hospitals, where appropriate

- be responsible for the organisation and coordination of the Insight Welcome BBQ.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- write a report for all Committee meetings, where relevant.

15. ROLES AND RESPONSIBILITIES OF THE SENIOR MEDICAL STUDENT REPRESENTATIVE

The Senior Medical Student Representative shall:

- be a Clinical student enrolled in the MBBS at the University of Adelaide.
- act as a liaison between Insight and the Clinical medical student cohort.
- be responsible for publicising all Insight events, activities, and opportunities to the Clinical medical student cohort, through various means, including, but not limited to
 - Discussion board messages
 - Lecture announcements
 - Marketing within the medical school (eg posters and flyers), where appropriate
 - Marketing within the clinical teaching hospitals
- be responsible for the organisation, sale and distribution of the Insight Calendars.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- a report for all Committee meetings, where relevant.

16. ROLES AND RESPONSIBILITIES OF THE DENTISTRY OFFICER

The Dentistry Student Liaison Officer shall:

- act as a liaison point between Insight and Adelaide University Dentistry and Oral Health students.
- research and create opportunities for Insight to involve the Dentistry student body in its activities.
- in coordination with the Insight Marketing Officer(s) shall promote Insight events and activities to the Dentistry and Oral Health Students.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- write a report for all Committee meetings, where relevant.

17. ROLES AND RESPONSIBILITIES OF THE ALLIED HEALTH OFFICER

The Allied Health Officer shall:

- act as a liaison between Insight and Allied Health students.
- research and create opportunities for Insight to better involve the Allied Health student body in its activities.
- be responsible for the upkeep of the Insight website with regards to information relevant to their office.

- write a report for all Committee meetings, where relevant.

18. ROLES AND RESPONSIBILITIES OF THE INFORMATION TECHNOLOGY OFFICER

The Information Technology Officer shall:

- be responsible for the upkeep of the Insight website.
- be responsible for providing IT support to all Insight Committee members as required.
- write a report for all Committee meetings, where relevant.