

1. ROLES AND RESPONSIBILITIES OF THE COMMITTEE

- 10.1 All Officers of the Insight Committee shall act in accordance with their respective Roles and Responsibilities.
- 10.2 The Officers of the Committee shall make themselves available to Insight members as a whole by
 - 10.2.1 attending all committee meetings unless prevented by geography or illness
 - 10.2.2 being in attendance at all Insight functions, unless circumstances intervene
 - 10.2.3 having their phone numbers and email addresses available to Society Members
- 10.3 The Officers of the outgoing Committee shall meet with the Officers of the incoming Committee for the purposes of handing over the Committee at the end of the Society Year.
 - 10.3.1 At such a hand-over meeting, the Officers of the outgoing Committee shall provide the Officer(s) of the incoming Committee with an explanation of the relevant Committee role in the form of a handover document.
- 10.4 Under special circumstances, and with Committee approval, an Officer may delegate any one or more of their events or responsibilities to another Member, Working Party or Subcommittee of Insight, in which case that Officer shall act as the liaison between the Members to whom the organisation of a project has been delegated, and the Committee.
- 10.5 All Officers organising an event or project must do so in the following manner:
 - 10.5.1 Provide the Treasurer with a preliminary budget at least four weeks before the event, and not spend any of the Society's monies without approval from the Treasurer.
 - 10.5.2 Provide the Treasurer with a final budget, including all income and expenses related to that event.
 - 10.5.3 Hold full responsibility of all financial expenditure of the event.
 - 10.5.4 Submit all reimbursement requests no later than one month after the goods or services have been purchased.
 - 10.5.5 Liaise with the Marketing and Membership Officers to ensure maximal exposure of the event.
- 10.6 The following points pertain to the financial operation of Insight:
 - 10.6.1 All transactions of funds from the Insight accounts must be approved by the Treasurer and Chair or Vice-Chair
 - 10.6.2 The Treasurer and Chair shall act as signatories for transactions of funds from all Insight accounts.
 - 10.6.3 The Officers of the Committee shall not financially benefit from any task undertaken as part of their office. Any monies received in

contravention of this article are to be considered unbudgeted income of Insight, and must be paid by the Officer(s) to Insight's bank account, as directed by the Treasurer.

- 10.7 The following points pertain to the sponsorship and partnerships of Insight, financial or other:
- 10.7.1 Insight shall not engage into arrangements with pharmaceutical companies.
 - 10.7.2 Insight shall not provide any exposure for pharmaceutical companies or their products in any of Insight's projects, events or materials.
 - 10.7.3 The Committee shall investigate and consider the ethical track record of each partner before entering into an arrangement.
 - 10.7.4 To avoid conflicts of interest, the Chair, Vice-Chair and Sponsorship Officer shall not be employed by any sponsors of Insight in a role that includes marketing, advocacy or ambassadorship.

2. ROLES AND RESPONSIBILITIES OF THE CHAIRPERSON

- 11.1 The Chair shall be the official spokesperson(s) of Insight, and shall oversee the work of the Officers of the Committee.
- 11.2 The Chair shall take final responsibility for all matters of the Committee.
- 11.3 The Chair shall coordinate the function of the Executive.
- 11.4 The Chair shall be the main media representative(s) for Insight, and will actively seek further promotion of the Society in the media..
- 11.5 The Chair shall be responsible for presiding over all meetings of the Committee, and all General Meetings of Insight.
- 11.6 The Chair, in conjunction with the Secretary, shall be responsible for the formation of agenda papers for Committee Meetings.
- 11.7 The Chair shall act as a liaison between Insight and other relevant organisations, including but not limited to:
 - 11.7.1 Rotary International
 - 11.7.2 Engineers Without Borders
 - 11.7.3 Flinders Health and Human Rights Group
 - 11.7.4 The Adelaide Medical Students' Society
 - 11.7.5 The Adelaide University Dental Students' Society
 - 11.7.6 The Insight Alumni
- 11.8 The Chair shall be responsible for the following aspects with regard to the Constitution, of Insight:

- 11.8.1 regular reviewing and updating of the Constitution, including an annual review of the Roles and Responsibilities of each Officer of the Committee;
- 11.8.2 having a working knowledge of the above documents for reference in meetings;
- 11.8.3 ensuring that the Constitution is adhered to
- 11.9 The Chair, in conjunction with the Vice Chair, shall be responsible for facilitating the handing over of the Committee at the beginning and end of the Society Year.
- 11.10 The Chair shall present a report of the issues addressed by Insight over the course of the preceding Society Year at the Annual General Meeting.
- 11.11 The Chair shall write a report for Insight publications, including member mailouts, and meetings, where relevant.
- 11.12 The Chair shall be responsible for overseeing fundraising events of the Society and shall liaise with the Events Coordinators on behalf of the Executive.
- 11.13 The Chair shall be responsible for overseeing the marketing of Insight and the promotion of the Society to its members and the general public, including the writing of text or articles for this purpose, and will liaise with the Marketing Officer on behalf of the Executive.
- 11.14 The Chair shall be responsible for assistance with other matters of the Committee, where relevant.
- 11.15 The Chair shall be responsible for liaison, in conjunction with other relevant Officers of the Committee, with any subcommittees that may be formed over the Society Year.

3. ROLES AND RESPONSIBILITIES OF THE VICE-CHAIR

- 12.1 The Vice-Chair shall be responsible for internal communications within the Society, including regular committee updates between committee meetings
- 12.2 The Vice-Chair shall act as the liaison between the Officers of the Committee and the Executive
- 12.3 The Vice-Chair shall be responsible for overseeing the portfolios of Education and Curriculum and will liaise with these Officers on behalf of the Executive
- 12.4 The Vice-Chair shall assist the Chair in the overseeing of all other Officers of the Committee
- 12.5 The Vice-Chair, in conjunction with the Chair, shall be responsible for facilitating the handing over the Committee at the beginning and end of the Society year
- 12.6 The Vice-Chair shall assist the Chair in the fulfillment of his or her roles and responsibilities when required

13. ROLES AND RESPONSIBILITIES OF THE TREASURER

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

14. ROLES AND RESPONSIBILITIES OF THE SECRETARY

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

- 14.8 The Secretary shall write a report for all Insight publication and meetings, where relevant.

15. ROLES AND RESPONSIBILITIES OF THE MEMBERSHIP OFFICER

- 15.1 The Membership Officer shall be responsible for maintaining an accurate database of all new and current members of Insight.
- 15.2 The Membership Officer shall be responsible for obtaining future email contact details from the graduating classes of Insight members for the Insight Alumni database..
- 15.3 The Membership Officer shall be responsible for coordinating a membership drive at the beginning of each year and actively recruiting members throughout the year.
- 15.4 The Membership Officer, , shall be responsible for the active recruitment of Non-student Members throughout the Society Year
- 15.5 The Membership Officer shall be responsible for compiling and distributing quarterly electronic mailouts to Members.
- 15.6 The Membership Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 15.7 The Membership Officer shall write a report for all Insight publications and meetings, where relevant.

16. ROLES AND RESPONSIBILITIES OF THE CURRICULUM OFFICER

- 16.1 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.
- 16.2 The Curriculum Officer will advocate for inclusion of global health issues in the curricula.
- 16.3 The Curriculum officer, in conjunction with the Indigenous Health Officer, will advocate for inclusion of Indigenous health issues in the curricula.
- 16.4 The Curriculum Officer shall be responsible for maintaining Insight's Electives database and Electives Guide
- 16.5 The Curriculum Officer shall be responsible for researching and developing new opportunities for active student involvement in developing communities.
- 16.6 The Curriculum Officer shall be responsible for researching and developing placement opportunities in developing communities for possible incorporation into the curricula.

- 16.7 The Curriculum Officer, in conjunction with the Membership and Marketing Officers, shall be responsible for promotion of these opportunities.
- 16.8 The Curriculum Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 16.9 The Curriculum Officer shall write a report for all Committee Meetings, where relevant.

17. ROLES AND RESPONSIBILITIES OF THE EDUCATION OFFICER(S)

- 17.1 The Education Officer(s) shall be responsible for increasing awareness of global health issues amongst Insight Members.
- 17.2 The Education Officer(s) shall be responsible for organising educational events covering various aspects of health in developing communities, including, but not limited to:
- i. Education forums, seminars or workshops
 - ii. 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.
- 17.3 The Education Officer(s) shall be responsible for the organisation of Working Parties for all educational events of the Society.
- 17.4 The Education Officer(s) shall 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.
- 17.5 The Education Officer(s) shall be responsible for approaching and securing speakers for events coordinated by other Officers of the Committee.
- 17.6 The Education Officer(s) shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 17.7 The Education Officer(s) shall write a report for all Committee meetings, where relevant.

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

- 18.1 The Events Coordinator(s) shall be responsible for the organisation and coordination of the following fundraising events:
- i. Movie Night
 - ii. Photo Exhibition
 - iii. Quiz Night
 - iv. Any other event as deemed appropriate by the Committee

- 18.2 The Events Coordinator(s) shall be responsible for the organisation of Working Parties for all fundraising events of the Society.
- 18.3 With regards to sponsorship of, or donations towards, events:
- 18.3.1 The Event Coordinator(s), in conjunction with the Sponsorship Officer, shall be responsible for event specific donations-in-kind.
- 18.3.2 The Event Coordinator(s) shall liaise with the Sponsorship Officer where formal recognition becomes necessary.
- 18.4 The Events Coordinator(s) shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 18.5 The Events Coordinator(s) shall write a report for all Committee meetings, where relevant.

19. ROLES AND RESPONSIBILITIES OF THE MARKETING OFFICER

- 19.1 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
- 19.2 The Marketing Officer shall 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
- 19.3 The Marketing Officer 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.
- 19.4 The Marketing Officer 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.
- 19.5 The Marketing Officer shall, 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.

- 19.6 The Marketing Officer shall, in conjunction with the Sponsorship Officer, be responsible for the maintenance and distribution of the Partnerships Prospectus at the beginning of the Society year, and throughout as necessary.
- 19.7 The Marketing Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 19.8 The Marketing Officer shall write a report for all Committee meetings, where relevant.

20. ROLES AND RESPONSIBILITIES OF THE SPONSORSHIP OFFICER

- 20.1 The Sponsorship Officer shall be responsible for obtaining, and maintaining, partnerships with outside organisations to provide financial support for the running of Insight, Insight events and projects.
- 20.2 The Sponsorship Officer shall be responsible for all correspondence between the committee and sponsors; personally, or by the production of documents to be used by other Officers including but not limited to
 - 20.2.1 Letters or emails requesting sponsorship or donations-in-kind
 - 20.2.2 Letters or emails in gratitude for sponsorship or donations-in-kind
- 20.3 The Sponsorship Officer, in conjunction with the Marketing Officer, shall be responsible for the maintenance and distribution of the Partnerships Prospectus at the beginning of the Society year, and throughout as necessary.
- 20.4 The Sponsorship Officer shall, in conjunction with the Events Coordinator(s), be responsible for event specific donations-in-kind.
- 20.5 The Sponsorship Officer shall be responsible for ensuring that all sponsorship arrangements do not contravene the Constitution of Insight, as outlined in 10.7.
- 20.6 The Sponsorship Officer shall 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
 - 20.6.1 Clubs Association of the Adelaide University Union
 - 20.6.2 Government Departments
- 20.7 The Sponsorship Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 20.8 The Sponsorship Officer shall write a report for all Committee meetings, where relevant.

21. ROLES AND RESPONSIBILITIES OF THE AID COORDINATOR

- 21.1 The Aid Coordinator shall be responsible for the operation and further development of the Insight Aid Project.
- 21.2 The Aid Coordinator shall liaise with Insight members intending to visit developing world medical facilities or aid posts to
 - 21.2.1 offer the opportunity for travel with an aid consignment
 - 21.2.2 assist them in obtaining an appropriate list of medical equipment and supplies for donation to these facilities
 - 21.2.3 assist in organising transport and customs arrangements to enable the aid consignments to reach their intended destination
 - 21.2.4 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
- 21.3 The Aid Coordinator shall coordinate the acquisition of requested items from donors.
- 21.4 The Aid Coordinator shall be responsible for maintaining the Insight Aid Project Database by maintaining records of requested and distributed aid.
- 21.5 The Aid Coordinator shall be responsible for the organisation of aid collection and delivery for specified Development Fund Grant projects in collaboration with Insight Development Fund Grant recipients.
- 21.6 The Aid Coordinator shall be responsible for the organisation and coordination of the Birthing Kit Workshop.
- 21.7 The Aid Coordinator shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 21.8 The Aid Coordinator shall write a report for all Committee meetings, where relevant.

22. ROLES AND RESPONSIBILITIES OF THE DENTISTRY OFFICER

- 22.1 The Dentistry Student Liaison Officer shall act as a liaison point between Insight and Adelaide University Dentistry and Oral Health students.
- 22.2 The Dentistry Student Liaison Officer research and create opportunities for Insight to involve the Dentistry student body in its activities.

- 22.3 The Dentistry Student Liaison Officer in coordination with the Insight Marketing Officer(s) shall promote Insight events and activities to the Dentistry and Oral Health Students.
- 22.4 The Dentistry Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 22.5 The Dentistry Officer shall write a report for all Committee meetings, where relevant.

23. ROLES AND RESPONSIBILITIES OF THE NURSING OFFICER

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

24. ROLES AND RESPONSIBILITIES OF THE INDIGENOUS HEALTH OFFICER

- 24.1 The Indigenous Health Officer shall be responsible for ensuring that Insight members are offered an appropriate level of education in Aboriginal and Torres Strait Islander health issues.
- 24.2 The Indigenous Health Officer, in conjunction with the Curriculum Officer, advocate for adequate representation of Indigenous health in the curricula.
- 24.3 The Indigenous Health Officer shall act as a liaison between Insight and organisations concerned with Aboriginal and Torres Strait Islander health, including but not limited to:
 - 24.3.1 The Adelaide University Rural Health Alliance
 - 24.3.2 Spencer Gulf Rural Health School.
- 24.4 The Indigenous Health Officer shall 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.

- 24.5 The Indigenous Health Officer shall research and create opportunities for Insight and organisations concerned with Aboriginal and Torres Strait Islander health to work together on common goals and projects.
- 24.6 The Indigenous Health Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 24.7 The Indigenous Health Officer shall write a report for all Committee meetings, where relevant.

25. ROLES AND RESPONSIBILITIES OF THE PRE-CLINICAL MEDICAL STUDENT REPRESENTATIVE

- 25.1 The Pre-Clinical Medical Student Representative shall be a Pre-Clinical student enrolled in the MBBS at the University of Adelaide.
- 25.2 The Pre-Clinical Medical Student Representative shall act as a liaison between Insight and the Pre-Clinical medical student cohort.
- 25.3 The Pre-Clinical Medical Student Representative shall 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
 - 25.3.1 Discussion board messages
 - 25.3.2 Lecture announcements
 - 25.3.3 Marketing within the medical school (eg posters and flyers)
 - 25.3.4 Marketing within the clinical teaching hospitals, where appropriate
- 25.4 The Pre-Clinical Medical Student Representative shall be responsible for the organisation and coordination of the Insight Welcome BBQ.
- 25.5 The Pre-Clinical Medical Student Representative shall assist the Event Coordinator(s) in the organisation of one or more of the Society's fundraising events.
- 25.6 The Pre-Clinical Medical Student Representative shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 25.7 The Pre-Clinical Medical Student Representative shall write a report for all Committee meetings, where relevant.

26. ROLES AND RESPONSIBILITIES OF THE CLINICAL MEDICAL STUDENT REPRESENTATIVE

- 26.1 The Clinical Medical Student Representative shall be a Clinical student enrolled in the MBBS at the University of Adelaide.

- 26.2 The Clinical Medical Student Representative shall act as a liaison between Insight and the Clinical medical student cohort.
- 26.3 The Clinical Medical Student Representative shall be responsible for publicising all Insight events, activities, and opportunities to the Clinical medical student cohort, through various means, including, but not limited to
 - 26.3.1 Discussion board messages
 - 26.3.2 Lecture announcements
 - 26.3.3 Marketing within the medical school (eg posters and flyers), where appropriate
 - 26.3.4 Marketing within the clinical teaching hospitals
- 26.4 The Clinical Medical Student Representative shall be responsible for the organisation, sale and distribution of the Insight Calendars.
- 26.5 The Clinical Medical Student Representative shall assist the Event Coordinator(s) in the organisation of one or more of the Society's social events.
- 26.6 The Clinical Medical Student Representative shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 26.7 The Clinical Medical Student Representative shall write a report for all Committee meetings, where relevant.

27. ROLES AND RESPONSIBILITIES OF THE ALLIED HEALTH OFFICER

- 27.1 The Allied Health Officer shall act as a liaison between Insight and Allied Health students.
- 27.2 The Allied Health Officer shall research and create opportunities for Insight to better involve the Allied Health student body in its activities.
- 27.3 The Allied Health Officer shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 27.4 The Allied Health Officer shall write a report for all Committee meetings, where relevant.

28. ROLES AND RESPONSIBILITIES OF THE INFORMATION TECHNOLOGY OFFICER

- 28.1 The Information Technology Officer shall be responsible for the upkeep of the Insight website.

- 28.2 The Information Technology Officer shall be responsible for providing IT support to all Insight Committee members as required.
- 28.3 The Information Technology Officer shall write a report for all Committee meetings, where relevant.

29. GHN REPRESENTATIVE

- 29.1 The period of office for the GHN Representative is eighteen months.
- 29.2 Due to the length of office, the GHN Representative cannot be a final year student.
- 29.3 The GHN Representative will be elected at the AGM, and assist the current GHN Representative until handover of the current GHN committee in July of the following year. The incoming GHN Representative will hold that office for twelve months until the GHN committee handover, whereby the office will be handed to the GHN representative elected at the AGM of the preceding year.
- 29.4 The GHN Representative shall act as the liaison between Insight and the GHN.
- 29.5 The GHN Representative shall coordinate the Society's involvement in all GHN National projects.
- 29.6 The GHN Representative shall have the same rights as an Ordinary Member of Insight, as outlined in section 4.
- 29.7 The GHN representative shall be elected in accordance with the GHN election protocol.
- 29.8 The GHN Representative shall be responsible for the upkeep of the Insight website with regards to information relevant to their office.
- 29.9 The GHN Representative shall write a report for all Committee meetings, where relevant.

30. ROLES AND RESPONSIBILITIES OF THE DEVELOPMENT FUND DINNER CONVENER

- 30.1 The Development Fund Dinner Convener shall be responsible for the organisation of the Society's Development Fund Dinner, including but not limited to
 - 30.1.1 Venue hire and event logistics
 - 30.1.2 Sourcing and securing a speaker
 - 30.1.3 Coordination of the sourcing of donations-in-kind for the live and silent auctions
 - 30.1.4 In conjunction with the Marketing Officer and Memberships Officer, marketing of the event to student members, the Insight Alumni and non-student members.

30.1.5 Coordination of ticket sales

- 30.2 The Development Fund Dinner Convener shall be responsible for the organisation of a Working Party for this event.
- 30.3 The Development Fund Dinner Convener shall be responsible for event-specific sponsorship and donations-in-kind for this event.
- 30.4 The Development Fund Dinner Convener shall liaise with the Sponsorship Officer for correspondence with regards to sponsorship.
- 30.5 The Development Fund Dinner Convener shall be responsible for the upkeep of the Insight website with regards to information relevant to the Development Fund Dinner
- 30.6 The Development Fund Dinner Coordinator shall report to the Committee regarding the progress of the event.