



The Western Sydney University Alumni Foundation is a student-run group established to connect WSU medical students, graduating students and alumni into one cohesive network. The WSU Alumni Foundation seek to inform graduates about teaching, mentoring and networking opportunities, as well as provide advice, stories and mentoring to students via the annual alumni magazine and regular e-newsletters and website updates.

Our annual magazine is created by alumni for alumni. It is comprised of articles written by previous WSU medical students, featuring photographs and illustrations by alumni as well. These range from essays about personal experiences and advice to opinion pieces and commentary about the medical field.

In 2017, we produced a magazine celebrating the 10th Anniversary of the SoM, called '10' which featured a number of alumni, staff and some contributions from current students. A Facebook page was established (Western Sydney Medicine Alumni) and publishes regular alumni feature stories. The Alumni Foundation was also invited to attend a Ball celebrating the anniversary where we launched our student-alumni Mentoring program. In 2018, it is hoped and expected that the incoming team will continue to build on and expand these new initiatives!

Positions for election in the Alumni Foundation include:

- Chair
- Editor
- Secretary
- Publisher

Alumni Chair:

Current: Bea Andrew

Role responsibilities

- To represent the Alumni Foundation and its members
- To oversee all activities of the Alumni Foundation and ensure other Executive members fulfil their responsibilities
- To liaise with WSMS Vice President Internal regularly, updating on progress
- To liaise with WSMS regarding the establishment of new events, resources required and collaboration with other SIGs
- To create a vision for the Alumni foundation, along with the rest of the Executive members, and guide the team in further establishing the Alumni Foundation and aid its growth

For the role please provide:

1. Maximum 400 words outlining your vision for the role, your previous relevant experiences and why you would be suited for this role

Alumni Editor:

Current: Anu Ganapathy

Role responsibilities

- To regularly liaise with alumni to collect articles for the annual magazine
- To ensure timely organisation of the magazine
- To proofread the magazine and work closely with the Alumni Publisher in the creation of the magazine
- To proofread all promotional materials and newsletters and work closely with the Alumni Publisher before distribution

For the role please provide:

1. Maximum 400 words outlining your vision for the magazine and why you would be suited for this role

Alumni Secretary:

Current: Michelle Ly

Role responsibilities

- To organise regular meetings with the team
- To distribute meeting agendas

- To effectively record minutes for each meeting and forward to the WSMS Vice President Internal within seven days after the meeting
- To plan and manage mentoring activities
- To compile a comprehensive handover document for the following year

For the role please provide:

1. Maximum 400 words outlining your previous relevant experiences and why you would be suited for this role

Alumni Publisher:

Current: Anqi Teng

- To design the annual Alumni Magazine
- To liaise with Western Sydney University Alumni regarding design requirements for the Alumni Magazine

- To liaise with WSMS IT Officer of any changes or updates that are required for the website
- To facilitate regular communication with alumni, including and not limited to website and email newsletters
- To create and distribute relevant event promotional materials

For the role please provide:

1. Maximum 400 words outlining your previous relevant experiences and what skills you can bring to this role