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## 1. INTRODUCTION

- 1.1.** The Full Council Policy outlines the relationship that the Western Sydney University's Medical Society has with their full council, we well as the appropriate terms of reference for the WSMS Council, Executive, Special Interest Groups and WSMS affiliated organisations
- 1.2.** The document will also specify details encapsulating the election of the full council, roles and position descriptions of individual positions, as well as the communication protocol to:
- Create a mutually beneficial and equitable system
  - Ensure clear and regular communication systems between all parties
  - Create uniformity between SIGs, AGs, Executive and Council members.
  - Instate guidelines that can be readily accessible and explain how particular aspects of Full Council should operate
- 1.3.** The complete structure of the WSMS will also be included to describe terms of reference.
- 1.4.** The policy will be reviewed regularly by the Vice President Internal, passed at Executive meeting and reviewed annually at the Annual General Meeting.

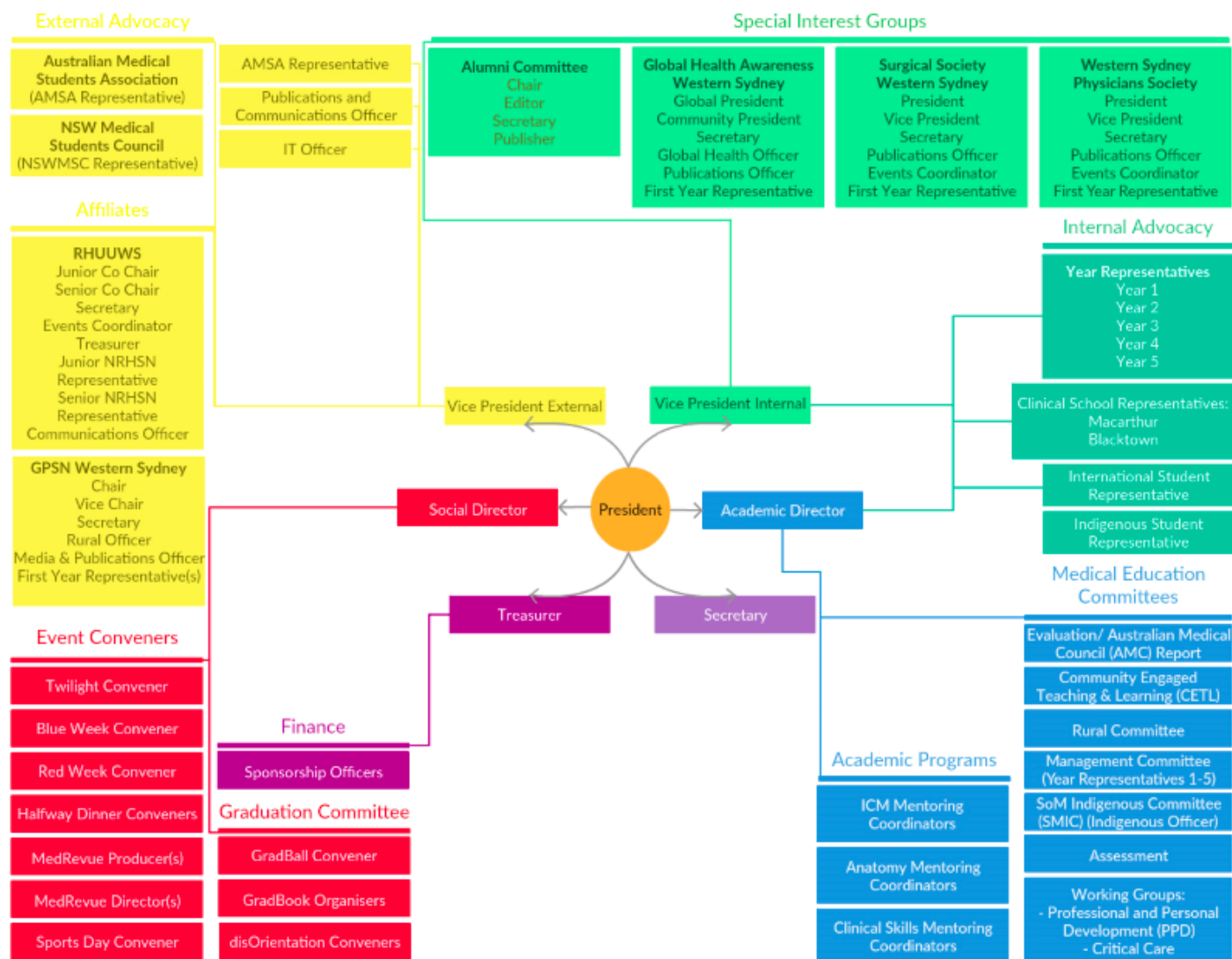
## 2. ELECTION RULES

Refer to the [WSMS Constitution](#) for specific election criteria. Some additional rules in terms of positions include:

- 2.1** The WSMS Council's structure and role descriptions are outline in the WSMS Full Council Policy 2017.
- 2.2** No member at any time shall hold more than two WSMS Council positions. However, there is an exception in terms of the First Year Representatives- one first year member is not allowed to hold more than one first year representative position across Council, SIGs and AGs.

2.3 All council members must report fortnightly to the WSMS Vice President Internal and to the WSMS Executive committee monthly - this reporting may be at a Council meeting, verbally or in writing

### 3. WESTERN SYDNEY MEDICAL SOCIETY STRUCTURE



Above is a mind-map that describes the structure of the WSMS Council, Executive, Special Interest Groups and WSMS affiliated organisations. Appropriate terms of reference are included in the map to ensure fluid and ease of communication.

### EXPECTATIONS FOR ALL POSITIONS

- Operate within the WSMS Constitution.
- Always act in the best interest of medical students at WSU
- Never bring the WSMS into disrepute.
- Responsible for coordinating and fulfilling their own portfolio.
- Contribute to Executive Committee meetings, Full Council Meetings and/or General Meeting

### 4. COMMUNICATION

All Council and Executive Positions must refer to the Internal Communications Policy 2016 and the Social Media Policy 2016 to ensure fluid and efficient communication to and between members.

## 5. THE EXECUTIVE

Executive role descriptions are included in the [WSMS Constitution 2017](#).

## 6. SEPTEMBER ELECTION COUNCIL POSITIONS

These positions are elected during the **September Elections**.

### SPONSORSHIP OFFICERS

- Responsible for engaging & signing sponsors – WSMS’ major source of revenue.
- In charge of seeking new sponsorship opportunities for the Society, as well as maintaining and developing a mutually beneficial relationship with current sponsors.
- When required, modifies the Sponsorship Prospectus and the Graduation Sponsorship Prospectus --- the two documents designed and used to outline WSMS' major events, and attract sponsorship from external organisations.
- Communicate with sponsors throughout the year to ensure their needs are being well met and endeavours to ensure they are happy to continue working with WSMS the following year.
- Communicate with all members of the Executive --- especially with the President, Social Coordinator, Academic Officer and Publications/Communications Officer, to ensure sponsors’ obligations are met, as well as planning events, activities and marketing strategies.
- Works under the guidance of the Treasurer and holds regular communication to ensure sponsor funding is received.
- Assist the Graduation Committee in organising the graduation---related events --- especially the 'Life in the Real World' event.
- Attends every second meeting of the WSMS Executive Committee.

### AUSTRALIAN MEDICAL STUDENTS’ ASSOCIATION- AMSA REPRESENTATIVE

- Western Sydney University Medical Society Representative on AMSA Council, acting as a conduit of information between Western Sydney University Medical Society and AMSA while working under the guidance of the Vice President External.
- Attend AMSA Council 3 times a year and strongly represent the Western Sydney University Medical Society to their fullest capacity by actively reading the agenda, contributing to discussion and policy, forming strong working relationships with the other Councillors and fulfilling all appropriate tasks at council.
- Responsible for bringing to light pertinent issues affecting medical students as well as issues affecting the greater health and wellbeing of the community to the Western Sydney University Medical Society and AMSA Council.
- Responsible for creating debate, discussion and policy (via forums, ThinkTanks or other means) regarding these issues and where appropriate presenting these to the School of Medicine and AMSA Council.
- Responsible for the coordination, facilitation and publicity of the AMSA National Convention and Western Sydney University Convention Delegation, the Western Sydney University Medical Society Debating Series, the Western Sydney University Medical Society Leadership Development Seminar and the AMSA Vampire Cup Blood
- Fulfils reasonable tasks set by the AMSA Executive as their representative within the Western Sydney University Medical School, and (where appropriate) directs the AMSA Executive towards the best interests of the Western Sydney University Medical School.
- Attends every second meeting of the WSMS Executive Committee.

## PUBLICATIONS OFFICER

- Works closely with the WSMS Executive, IT Officer, and other volunteers in creating posters & advertising/marketing materials for all events & initiatives
- Manages the WSMS Brand (including proper and appropriate use of logos, fonts, colours etc.).
- Works closely with the Executive, Social & Academic Subcommittees and SIGs in dissemination of information to members through regular email newsletter (Plexus), WSMS Website and social media and publications (print and online) including Neoplasm
- Liaison with external publications and media where appropriate and under the guidance of the President/Vice-Presidents (e.g. Local Newspaper, Western Sydney University School of Medicine Publications, Western Sydney University Publications) in order to keep them informed about WSMS' activities.
- Collaborating with WSMS Special Interest Groups, in order to oversee SIG promotion.
- Works under the guidance of the Secretary
- Attends every second meeting of the WSMS Executive Committee.

## IT OFFICER

- Maintenance, expansion and oversight of the WSMS Website as a relevant, up-to-date portal for the society's members, sub-committees and interests.
- Management of the WSMS and Special Interest Group email system.
- Plays a major part in the various WSMS Elections.
- Works closely with the WSMS Alumni Subcommittee in ensuring Alumni members obtain regular newsletters
- Works under the guidance of the Secretary
- Attends every second meeting of the WSMS Executive Committee.

## 7. ACADEMIC SUBCOMMITTEE POSITIONS

These positions are overseen by the WSMS Academic Director. Regular meetings with the Academic Subcommittee positions will take place at Full Council Meetings and the Academic Director will have regular communication channels established to ensure that any issues, concerns or proposals are discussed promptly and effectively.

## ACADEMIC PROGRAMS

### ICM MENTORING COORDINATOR

#### The Program

- ICM mentoring aims to supplement the ICM tutorials undertaken by preclinical students, at both Macarthur Clinical School and Blacktown Clinical School
- It is run by clinical students, with one mentor per tutorial group on the corresponding hospital days
- First year hospital days: Tuesday and Thursday
- Second year hospital days: Wednesday and Friday
- One coordinator will be elected for each clinical school

#### Desired Qualities

- A commitment to your role for the duration of the year, and if attending a rural clinical school during the year, a strategy in place to continue your role by distance
- Enthusiasm and passion to improve student education by running the program smoothly in 2016
- Support of the mentors, and easy accessibility for any questions they have

- Excellent time management, communication and problem solving skills
- Effectively liaise with WSMS Executive and other Council members to plan and execute position requirements
- Clear and creative vision for desired role

### **Role expectations**

- Create a sign-up system and recruit mentors from clinical years
- Obtain lists of ICM groups from the clinical school and roster mentors to groups
- Communicate this information to both the ICM groups and mentors
- Respond to requests for rescheduling or replacement mentors in the event that mentors are unable to meet their group, either temporarily or over a longer timeframe

### **Application questions and their marking criteria 2016:**

- 1) Why would you like to be the ICM Mentoring Coordinator in 2016, and what skills, experience and attributes do you have that make you ideal for the role? (Criteria - past experience/willingness to learn, suitability for the role)
- 2) Outline how you would like the program to be structured; include your plan for rostering mentors with groups. (Criteria – personal vision for the role, organisational and administrative skills)
- 3) Some students contact you to express their frustration about a mentor not attending scheduled sessions. The mentor did contact them earlier in the year, but now rarely turns up for the planned tute on the day. How will you go about addressing this? (Criteria - conflict resolution, problem solving, diplomacy)

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## **ANATOMY MENTORING COORDINATORS**

### **The Program**

- The anatomy mentoring coordinator/s oversee the anatomy mentoring program
- This program aims to supplement the anatomy faculty teaching by utilising the open lab sessions to facilitate further student engagement with anatomy. The first semester of the year focuses on Second Year anatomy (Renal, Neuro, MSK). The second semester of the year focuses on First year anatomy (Gastro, Cardio, Resp).
- Mentors (students from the years above) are present during the sessions to answer questions, stimulate learning, emphasise clinical relevance and provide guidance about the level of expected knowledge for students in the anatomy component of their course.
- The sessions may be comprised of a video-assisted whole-group talk, small working groups, individual student-mentor interactions, quizzes, and practice spot-tests; any other requests from students can also be incorporated into the lesson structure where possible.

### **What is expected of you as a coordinator?**

- Recruit and schedule mentors for the sessions. This includes scheduling sufficient mentor numbers or backup mentors in the event that unforeseen circumstances force a mentor to cancel.
- Ensure the mentors themselves are supported with resources, have a clear understanding of the relevant content they should review, and are able to attend their scheduled sessions. Provide written material where necessary which explains the nature of their voluntary activity to supervisors if required. Provide the mentors with reference letters for their CV if requested.
- Lesson plans – these can either be created afresh at your discretion or you may utilise existing lesson plans from 2015. Lesson plans for the First Years' introductory 'Bones and Joints' anatomy sessions in Semester 1 were not created in 2015, so these will need to be created.
- Contact the anatomy faculty to confirm the opening of labs; there is some variability based on whether the faculty is teaching anatomy in a given week and as such the labs may not be open that week.
- Communicate with the anatomy faculty or the students to ensure the content being delivered in mentoring aligns with the content being covered in the course.

- Seek continuous student feedback to ensure the lessons are of a high quality and target their needs.
- Create further learning and practice materials e.g. MCQ quizzes or image labelling tests, for students to utilise at home.
- Run focus groups if required, to canvass student opinion in preparation for discussions and meetings with the anatomy faculty at the SoM.
- Advocate for improvements to the anatomy course, reflecting the concerns brought by students to yourself and the mentors.
- Ensure that a friendly, welcoming and harmonious laboratory environment is created during the program, to encourage student participation and foster enthusiasm for learning anatomy.

### **What support will be provided to you?**

- The Academic Director is available for any support or guidance you may require. We will meet at Full Council sessions and have regular communication channels established to ensure that any issues, concerns or proposals are discussed promptly and effectively.
- Up to 2 Anatomy Mentoring Coordinators will be elected, dependent on the submission of suitable applications. If 2 coordinators are elected, you will be able to share the workload as a team and make decisions about the running of the program together.

### **Application questions and their marking criteria 2016:**

- 1) Why do you want to be an Anatomy Mentoring Coordinator in 2016, and what skills, attributes or experience makes you the best choice for the role? (Criteria - past experience/willingness to learn, suitability for the role)
- 2) Anatomy is a subject area that students often struggle with. How are you going to increase student engagement with mentoring sessions and anatomy in general? If there are any other areas of the program where you believe there to be limitations, mention these and your strategy for approaching them too. (Criteria - understanding of the program, personal vision for role)
- 3) You find through student feedback that a particular mentor who volunteered has not turned up at their scheduled sessions on a few different occasions. However, the mentor has indicated that they would like you to write a reference for their CV at the end of the year. How will you address this problem? (Criteria - conflict resolution, problem solving, diplomacy)

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## **CLINICAL SKILLS MENTORING COORDINATORS**

### **Applicant Eligibility**

- Due to the nature of the clinical skills content being delivered, applicants must be a 4th or 5th year student
- One coordinator will be selected for each of the Macarthur and Blacktown Clinical Schools

### **The Program**

- Aims to develop and progress the clinical skills of both preclinical and clinical students, through peer-peer teaching and student-run tutorials
- Takes place predominantly at Macarthur Clinical School and Blacktown Clinical School where content is delivered at a clinical level, with sessions at the Med Building (Building 30), Campbelltown Campus where content is delivered at a preclinical level

### **What is expected of you as a coordinator?**

- Commitment to your role for the duration of the year

- A passion for student education, and a desire to ensure accurate and high-quality content is provided to students
- Scheduling and advertising clinical skills tutorials
- Create a sign-up system and recruit mentors
- Roster mentors to run these tutorials
- Communicate with students to identify desired topics for mentoring e.g. ECGs, Brain imaging
- Create resources e.g. powerpoints as required and submit these for uploading to the Resource Hub

#### **What support will be provided to you?**

- The Academic Director is available for any support or guidance you may require. We will meet at Full Council sessions and have regular communication channels established to ensure that any issues, concerns or proposals are discussed promptly and effectively. Banter included.
- A significant amount of content for the sessions is already present on the Resource Hub, courtesy of the 2015 Coordinators who created the material.

#### **Application questions and their marking criteria 2016:**

- 1) Why would you like to be the Clinical Skills Mentoring Coordinator in 2016? Discuss your skills, experience and qualities that make you ideally suited for the role. (Criteria - past experience/willingness to learn, suitability for the role)
- 2) Due to the nature of clinical rotations which often makes it difficult for students to have equal access to mentoring (for third year especially with MiC), some students miss out on certain sections of content. How do you propose to address this in 2016? (Criteria - understanding of the program, personal vision for role)
- 3) How are you going to determine if the clinical skills mentoring program is effective over the duration of the year? (Be creative, think outside the lightbox). (Criteria - willingness to gather and interpret feedback, application of feedback for improvement)
- 4) A couple of students contact you to express their concerns with one of the mentors. They say that the mentor seems unprepared for the tutorials they deliver and struggles to cover the content smoothly. As a result, they feel the tutorial was "a waste of time". How will you go about addressing this situation with the mentor? (Criteria - conflict resolution, problem solving, diplomacy)

## MEDICAL ADVOCACY

### RURAL COMMITTEE

- This committee reviews and advises on Rural Health components in the MBBS.
- The RHUUWS Executive will nominate a student to attend.
- The nominated student should represent the views of the student body with regards to Rural Health in the curriculum
- They are expected to document relevant information from the meeting in the form of mini-minutes, and disseminate this information to involved parties
- The nominated student should also inform the Academic Director of any issues that are flagged for referral to the Curriculum Committee

### COMMUNITY ENGAGED TEACHING AND LEARNING

- This committee reviews and advises on MiC and other community components in the MBBS.
- The student representatives attend the meetings, representing their cohort and communicating relevant information about MiC and community-based learning.

- The GHAWS Executive will nominate 2 students to attend, but students with a keen interest in this area may also apply in this election.

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#### CRITICAL CARE WORKING GROUP

- This committee reviews and advises on the Critical Care Component of Years 3 and 5 in the MBBS.
- 2 student representatives attend the meetings, representing their cohort with regards to Critical Care in medical education and communicating relevant information to their peers.
- The CCWG representative is expected to document relevant information raised in the WG in the form of mini-minutes, and communicate to the Academic Director any issues that are flagged for referral to the Curriculum Committee

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#### MANAGEMENT COMMITTEE

- This Committee will be taken by the Year 1-5 Representatives

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#### SOM INDIGENOUS COMMITTEE

- This Committee will be taken by the Indigenous Student Representative

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#### ASSESSMENT COMMITTEE

The Assessment Committee Representatives sit on the Assessment Committee, which is chaired by Jo Lind and meets on a monthly basis to discuss assessment within the Western Sydney University MBBS. The student representatives gather the opinion of their student body and communicate this to the committee, and document relevant points during committee meetings to inform the students of any important changes or updates to assessment. The representatives also flag items that are due to be referred to the Curriculum Committee and discuss these with the WSMS Academic Director so as to allow the Academic Director to prepare a response. The student representatives may or may not be asked by the Committee to sit on additional working groups created by the committee in response to an area of need.

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#### EVALUATION COMMITTEE

The Evaluation Committee Representatives sit on the Evaluation Committee, which is chaired by Wendy Hu and meets on a second-monthly basis to evaluate data and evidence gathered by the School of Medicine to decide whether or not certain changes to the course can occur. The student representatives gather the opinion of their student body and communicate this to the committee, and document relevant points as 'mini-minutes' to post to the MBBS Course Hub, so as to inform the student body of any important changes or updates to assessment. The representatives also flag items that are due to be referred to the Curriculum Committee and discuss these with the WSMS Academic Director so as to allow the Academic Director to prepare a response.

### 8. INTERNAL COUNCIL POSITIONS

All representatives will work closely with report to the Vice President Internal and the Academic Director

#### INTERNAL ADVOCACY

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#### FIRST YEAR REPRESENTATIVE

- The Year 1 Representatives will be elected from Year 1 only.
- First Year Reps should:
  - Promote WSMS events and opportunities to their year.



- Ensure their year is represented in decision making in the Medical Society.
- Correspond between their year and Medical Society Executive body.
- Be a contact point for their year concerns to WSMS and the SoM.
- Represent and support their year until the new year representatives are elected in the following year
- Coordinate and develop events for their year
- Liaise with other members of council for events pertaining to their year
- Keep the year updated on pertinent MedSoc Events through weekly pinned posts on Facebook Group
- Convene MedCamp for the incoming First Years

## SECOND, THIRD, FOURTH, FIFTH YEAR REPRESENTATIVES

- Year representatives will be elected from **their year only**.
- Note: The number of representatives per year can vary based on election results or academic pressures pertinent to the year applied for
- Year Reps should:
  - Promote WSMS events and opportunities to their year.
  - Ensure their years are represented in decision making in the Medical Society.
  - Correspond between their year and Medical Society Executive body.
  - Be a contact point for their year concerns to WSMS and the SoM.
  - Represent and support their year until the new year representatives are elected in the following year
  - Coordinate and develop events for their year
  - Liaise with other members of council for events pertaining to their year
  - Keep the year updated on pertinent MedSoc Events through weekly pinned posts on Facebook Group

## MACARTHUR/BLACKTOWN CLINICAL SCHOOL REPRESENTATIVES

- Clinical school representatives are responsible for
  - Keeping MCS and BCS well stocked (milk, tea, coffee, detergent) and tidy
  - Checking in with clinical school staff regularly to see if there are any issues / information which needs to be disseminated to students
  - Maintaining a whiteboard with a timetable of student and SoM organised tutorials, mentoring sessions, clinical reasoning sessions, grand rounds, WSMS events
  - Making themselves, their role and their contact details known to students at their clinical school, allowing students to contact them if any issues arise
- Clinical school representatives are not meant to attend committee meetings.
- If a curriculum / assessment or other issue comes to their attention, they should pass this issue on to the appropriate member of the academic subcommittee.

## INDIGENOUS STUDENTS' REPRESENTATIVE

- This role is for **indigenous students only**.
- The SMIC reviews and advises on Indigenous Health in MBBS.
- The student representative attends the meetings, both representing their cohort with regards to this, and communicating relevant information to their peers.

## INTERNATIONAL STUDENTS' REPRESENTATIVE

- This role is for **international students only**.
- The roles of the International officer are:
  - Liaise with international students across all 5 years, to address any issues or concerns held by international students.
  - Liaising with other medical schools and Medical Societies on a domestic level on issues pertaining to international students.
  - Liaise with the AMSA International Officer where appropriate and provide WSMS representation along with the AMSA Representative on issues pertaining to International Students.
  - Work closely with the AMSA rep with regard to the postgraduate options available to international students.
  - Report to the WSMS Executive via the Vice President Internal ([vpi@wsms.org.au](mailto:vpi@wsms.org.au)) on a monthly basis to report on their duties and convey any concerns or issues regarding their event or wellbeing responsibilities

## SPECIAL INTEREST GROUPS

### CURRENT GROUPS

- For the purposes of this group the SIGs and Subcommittees that these terms of reference refer to, as of 2016, are:
  - GHAWS – Global Health Awareness Western Sydney
  - WSSS- Western Sydney Surgical Society
  - WSPS - Western Sydney Physician Society
  - Alumni Foundation
- In the circumstance that a new SIG or Subcommittee is created throughout the year, these guidelines will apply to them but they won't be included until the 1st of January the following year
- Formation of a new SIG/Subcommittee
  - Submissions for a new SIG must be made by a WSMS member and seconded by another seconded by any other WSMS member. In this context, a WSMS member is student enrolled in the MBBS course at Western Sydney University.
  - These submissions must be a written proposal must be submitted to the WSMS Secretary for consideration by the WSMS Executive at an Executive Meeting a WSMS executive meeting
  - The proposal will be put to a vote of the executive and a majority vote will suffice
- If a SIG or Subcommittee dissociates themselves or no longer falls under the WSMS portfolio they will no longer fall under the proviso of this policy, effective immediately.

### SIG AND SUBCOMMITTEE LIAISONS

- The following outlines the current liaison each SIG have through which they communicate with WSMS and for WSMS to communicate with each SIG:
  - **GHAWS** – WSMS Vice President Internal
  - **WSSS**– WSMS Vice President Internal
  - **WSPS** – WSMS Vice President Internal
  - **Alumni Committee**- WSMS Vice President Internal
- Relevant WSMS Executive contact details
  - Vice President Internal [Eka Cox] [vpi@wsms.org](mailto:vpi@wsms.org)
- The role of the liaison is to provide a point of contact to ensure efficient communication between all parties and WSMS.
- The following should be explained to the relevant liaison in expectation that WSMS will then be informed and assist if required:

- Future events and assistance with event planning
- Event debriefs
- Miscellaneous queries and enquiries to WSMS
- Conflict of interest within the SIG
- Internal misconduct within a SIG
- Professional conflict between students of the SoM linked to any event or person within the relevant SIG
- Professional conflict between SIG members and SoM or Western Sydney University staff
- NB: conflict in this context interferes with a SIG member's ability to work effectively as an individual or as a cohesive team.

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## GOVERNANCE

- **The rights and responsibilities of each SIG are stated in the WSMS Constitution.**
- **All SIGs must abide by the WSMS Constitution at all times.**
- **In the event of inconsistency between WSMS and a SIG the WSMS Executive will hold the rights to the final decision.**
- **As per the Constitution, the WSMS Executive has the right to remove any delegation powers from SIG or subcommittee members as they see fit.**
  - The WSMS Executive in this case may only do this with all members of the executive present and only through a unanimous vote
- **In the event of a dispute or poor conduct by a SIG member, removal of a SIG member, including their President or Chair, will be carried out in a fair manner as determined by the WSMS Executive:**
  - For this to take place, an executive member of the relevant SIG must propose the removal of the member in question
  - This proposal must be seconded by a member of the WSMS executive
  - The WSMS executive will then vote and in order to be passed, a unanimous vote must be obtained.
- **The WSMS executive, by unanimous vote, have the right to dissolve the SIG after SoM consultation under extreme circumstances including:**
  - SIG inactivity.
  - Decisions that could potentially harm WSMS or Western Sydney University students or bring WSMS, SoM or Western Sydney University into disrepute.
  - Repeated violations of the guidelines without following appropriate protocol.
- **The members of SIGS have the right to appeal any of the aforementioned**
  - An appeal will firstly be brought to WSMS by an individual or concerned party as per the circumstances of the case
  - If the decision made by WSMS is deemed unfair or unjustified by the the SIG groups /individual they have the right to appeal to the SoM for further processing.

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## ROLES AND RESPONSIBILITIES OF SIGS

- SIGs abide by the same tenets as WSMS. Therefore, SIGs are apolitical, secular and non-for-profit.
- WSMS' SIGs function as a structured sub-entity of WSMS that strive to upskill, educate and provide events to WSMS members within a specialized topic of expertise. They are expected to utilize this unique capacity to further benefit and enhance the experiences that WSMS students have over the course of their time as a WSMS student.
  - SIGs are expected to carry out their portfolio in a timely and professional manner and meet targets set by their chair/s.
  - SIGs are expected to organize and publicize their events in a timely and professional manner

- SIG Executives will consist of the following representatives to be elected in accordance with this policy. Note that SIG's may only have these voting executive members and any further positions will not hold a vote at executive meetings (for example first year reps).
  - **GHAWS Executive**
    - ❖ Community President
    - ❖ Global President
    - ❖ Secretary
    - ❖ Publications Officer
    - ❖ Global Health Officer - To act as AMSA Global Health Officer
    - ❖ First Year Representative
  - **WSSS Executive**
    - ❖ President
    - ❖ Vice President
    - ❖ Secretary
    - ❖ Publications and Communications
    - ❖ Events
    - ❖ First Year Representative
  - **Western Sydney Physician Society Executive**
    - ❖ President
    - ❖ Vice President
    - ❖ Secretary
    - ❖ Publications and Communications
    - ❖ Events
    - ❖ First Year Representative
  - **Alumni Foundation**
    - ❖ Chair
    - ❖ Editor
    - ❖ Secretary
    - ❖ Publisher
- SIG chairs are responsible for reporting to their respective WSMS liaison (and relevant WSMS executive member if relevant to a specific guideline) regularly in order for WSMS to have an understanding of how the SIG is operating and functioning.
- SIGs are not able to make new positions, only ask for volunteers for working parties. These working party members hold no position title but are eligible to ask for a letter of reference from the SIG President, countersigned by the WSMS President outlining their contribution to the event / program.
- SIGs are expected to meet on a regular basis as determined by their chair/s
  - SIGS must not meet fewer than eight times within a calendar year.
  - SIG members are expected to attend all SIG meetings, excluding extenuating circumstances and must attempt to video call if possible including Skype and Google Hangout.
  - SIG members who miss four or more meetings without appropriate forewarning and justification of absence may have their position reviewed by the SIG executive in question and actions may be taken
- SIGs are expected to adhere to the same responsibilities as the WSMS Executive, Council and Subcommittees as stipulated in the Constitution. They must act with integrity and fairness and not bring WSMS, the SoM or Western Sydney University into any disrepute.

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## MEETING MINUTES

- SIG minutes must follow a template structure that has been agreed to by the WSMS secretary
- All minutes are to be recorded by the SIG Secretary and sent to the WSMS Vice President Internal within seven days after the meeting.

- These minutes will be approved by WSMS at an executive meeting
- These minutes will then be made public on the WSMS website no later than one week after approval.
- All discussions at SIG meetings must be minuted in a professional manner according to the template provided by the WSMS Secretary, to reflect a true and accurate account of discussions taking place, as well as updates and other relevant comments. All discussions are to be included, and therefore the use of foul, inappropriate, offensive language and unprofessional behaviour is not take place at any SIG meetings
- Elections are not to have minutes recorded.
- Relevant WSMS Contact Details
  - Charmaine D'Souza [WSMS Secretary] secretary@wsms.org.au
  - Eka Cox [WSMS Vice President Internal] vpi@wsms.org.au

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## PUBLICITY

- **A strong working relationship between SIG members responsible for publicity and the WSMS Publications officer is required and expected.**
- **Those responsible for publicity are expected to seek the approval of the WSMS Publications Officer before finalizing any of the following:**
  - Posters and promotional material including but not limited to pamphlets and videos used before and during any event.
  - All materials must contain the WSMS logo
  - All the materials must contain the logo of any Sponsor who has purchased sponsorship of the event as part of a Sponsorship package, as per the Sponsorship Officers
- **Those responsible for publicity are expected to seek the approval of the WSMS IT Officer before finalizing any of the following:**
  - WSMS Facebook posts including events and event advertisement. If there is more than one event during the same week the WSMS Publications Officer will decide the timing related to Facebook advertisements.
  - Posts and advertisements on the WSMS website and WSMS Facebook page.
- **Event publicity should follow a timeline. This is to avoid events clashing and to ensure effective publicity that can reach all WSMS students. The following should be advised when planning events:**
  - Ensure that the event date and time have been entered into the WSMS calendar (calendar.wsms.org.au), which is viewable on the WSMS website in the events section. If you wish to add an event the WSMS Secretary must be contacted.
  - Fill in the Events Template 2017 Document, and send it to the Vice President Internal
  - Promotion of events should begin one month prior to the event
  - Events should be mentioned in all editions of Plexus released within a five-week period of the event.
  - Launch Facebook events three weeks prior to the event.
  - Have all promotional material including posters approved by the WSMS Publications Officer and visible in the SoM, Blacktown and Campbelltown common rooms at least three weeks before the event. These can be printed through the SoM Administration staff.
  - Ensure there is a website event for your event or initiative.
  - Facebook year group posts should follow the Communications Policy 2016
  - The WSMS logo and branding should be included on all promotional material (hard copy or online) along with the relevant SIGs logo and the logo of any Sponsors who have purchased sponsorship of said event consultation with the Sponsorship Officers.
- **All emails to the student body must go through the WSMS Publications Officer. Under no circumstances can SoM administration staff be used to email the student body.**
- **The WSMS website has sections dedicated to all SIGs**
  - It is the responsibility of the relevant publicity member of each SIG to monitor this section and inform the WSMS IT Officer of any changes or updates that are required.

- **Plexus articles should be sent to either the SIG liaison or WSMS Publications Officer. It is the responsibility of the relevant liaison to request these updates.**
- All online surveys used by SIGs must be through WSMS' Wufoo.
- **Email use should be through official WSMS emails where you have been allocated one. If these don't exist for SIG Executive members contact the WSMS IT Officer. Not all council members require a WSMS email.**
- **All publicity must abide by the WSMS Constitution. Any unprofessional behaviour or material deemed inappropriate will be taken seriously and subject to 4.5 and 4.6 of the guidelines.**
- **Relevant WSMS Contact Details**
  - Charmaine D'Souza [WSMS Secretary] secretary@wsms.org.au
  - Alice Shen [WSMS Publications Officer] publications@wsms.org.au
  - Anqi Teng [WSMS IT Officer] it@wsms.org.au
  - Nicolas Ramly and Eklavya Wangoo [Sponsorship Officers] sponsorship@wsms.org.au

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## TREASURY

- **All SIG finances will be overseen by the WSMS Treasurer.**
- **A set amount of \$1000 granted to each SIG per year will be budgeted by the WSMS treasurer. This will be achieved by two biannual instalments of \$500:**
  - The WSMS Treasurer will keep account of how much each SIG has spent throughout the year and notify them.
  - The relevant SIG member who oversees their treasury can contact the WSMS Treasurer to enquire how much money they have left.
  - The WSMS Treasurer will record all monetary actions within a spreadsheet that will be readily accessible
  - If possible, a googledoc will be created and the relevant SIG member will have 'view only' access to this.
- **It is the responsibility of the WSMS Treasurer to record all money deposited and withdrawn from each SIGs budget and informs the relevant SIG member to ensure they know how much money they have.**
  - In the case of SIGs independently raising money this will be added to their budget but designated to funds raised independently. Funds raised from such initiatives (e.g. GHAWS Auction Night) are limited to upskilling members through activities and events or are put towards charitable organisations that have been advertised to attendants prior to the event.
- **WSMS Grant Funding**
  - Money granted from WSMS must be spent exclusively on the upskilling of WSMS members
  - A \$20 stipend may be put aside, from the WSMS Grant, for each SIG executive meeting, to be used on food at the meeting.
  - Remaining funds from the biannual WSMS Grant will be rolled over to the next year SIG fund as additional to the biannual grant in the following year.
- **Independently Raised Funding**
  - In the case of money raised independently details are to be sent to the WSMS Treasurer of what the money will be used for and how it is not used for the benefits of SIG members alone such as food during SIG meetings.
  - Money raised independently must be used by the end of the financial year for auditing reasons.
- **It is the responsibility of the SIGS treasurer to ensure all costs come under that SIGS budget and only in extenuating circumstances will the WSMS provide extra funding.**
- **Donations either in monetary or support for SIG events or causes must be used exclusively for that event or cause.**
  - If there are remaining funds the treasurer must be informed
  - The treasurer will then discuss with the WSMS executive the appropriate actions for the funds
  - As a recommendation, the funds would usually be allocated as SIG independently raised funds and would be used as per above however the following actions must have taken place;

- ❖ Advertising before, during and after the event that excess funds would be allocated in the above manner
- ❖ The donor must be aware of the fact that excess funds would be used in the above manner
- **Relevant WSMS Contact Details**
  - Ben Griffiths [WSMS Treasurer] treasurer@wsms.org:

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## SIG DISSOCIATION

- As a Special Interest Group functioning under WSMS incorporated, a SIG executive may not vote to dissociate from WSMS.
- A Special Interest Group Executive may vote to move a motion to resign/terminate from their term of election
- If a Special Interest Group Executive move to pass a MOTION, the WSMS Executive will vote to determine if a new Special Interest Group Executive will be elected and when

## 9. INTERNAL AFFILIATIONS

The following will allow for the IA to be established and operate according to terms agreed by the WSMS Executive.

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## CURRENT GROUPS

- **For the purposes of this group the IA that these terms of reference refer to, as of 2017, are:**
  - Wellbeing Steering Committee
- **In the circumstance that a new IA is created throughout the year, these guidelines will apply to them but they won't be included until the 1st of January the following year**
- **Formation of a new IA**
  - Submissions for a new IA must be made by a WSMS member and seconded by another seconded by any other WSMS member. In this context, a WSMS member is student enrolled in the MBBS course at Western Sydney University.
  - These submissions must be a written proposal must be submitted to the WSMS Secretary for consideration by the WSMS Executive at an Executive Meeting a WSMS executive meeting
  - The proposal will be put to a vote of the executive and a majority vote will suffice
- **If an IA dissociates themselves or no longer falls under the WSMS portfolio they will no longer fall under the proviso of this policy, effective immediately.**

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## IAS AND LIAISONS

With WSMS

- **The following outlines the current liaison the IA have through which they communicate with WSMS and for WSMS to communicate with each IA:**
  - **Wellbeing Steering Committee** – WSMS Vice President Internal
- **Relevant WSMS Executive contact details**
  - Vice President Internal [Eka Cox] vpi@wsms.org
- **The role of the liaison is to provide a point of contact to ensure efficient communication between all parties and WSMS.**

- **The following should be explained to the relevant liaison in expectation that WSMS will then be informed and assist if required:**
  - o Future events and assistance with event planning
  - o Event debriefs
  - o Miscellaneous queries and enquiries to WSMS
  - o Conflict of interest within the IA
  - o Internal misconduct within a IA
  - o Professional conflict between students of the SoM linked to any event or person within the relevant IA
  - o Professional conflict between IA members and SoM or Western Sydney University staff
  - o NB: conflict in this context interferes with a IA member's ability to work effectively as an individual or as a cohesive team.

With School of Medicine

- **The following outlines the current liaison the IA have with School of Medicine staff through which they communicate:**
  - o **Wellbeing Steering Committee** – Dean of SoM, Professor Annemarie Hennessy
- Relevant SoM staff member contact details
  - o **Professor Annemarie Hennessy** - An.Hennessy@westernsydney.edu.au
- The role of the liaison is to provide a point of contact to ensure efficient communication between all parties and the Som.

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## GOVERNANCE

The Internal Affiliation will determine its own governance structure as per the steering or founding members

- **The governance structure must be in line with achieving the goals of the IA**
- **The structure must allow ongoing opportunity for WSMS members to participate where requested or required**
- **The governance structures for existing IAs are outlined as follows:**
  - Wellbeing Steering Committee: The Wellbeing Steering Committee in 2017 consists of guiding core members who have expressed interest at the year's start. The committee's progress is monitored by core members through regular meetings and disseminating roles as required on a task by task basis. However, any WSMS member is able to participate where requested and take on a role equivalent to a guiding core member.

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## ROLES AND RESPONSIBILITIES

An IA is responsible for determining the roles and responsibilities within the affiliation, including:

- **The allocation of initial roles and responsibilities for steering members**
- **Ongoing roles and responsibilities within the affiliation as needed, to be determined following re-assessment on a regular basis**

The roles and responsibilities of existing IAs are as follows:

- **Wellbeing Steering Committee:**
  1. Medical students should be supported to promote positive wellbeing through the planning, development and implementation of mental health projects
  2. Individuals within the society should be adequately supported through identification, prevention and treatment processes when mental health conditions arise



3. The support services available should be regularly and rigorously reviewed to ensure adequate facilities are in place for medical students in the event of poor mental health and wellbeing
4. Students and staff should be provided with adequate training so that they themselves are able to assist and recognise peers, friends and colleagues with regards to their mental health
5. If initiatives are successful, ideas are discussed with representatives from other degrees, to start more university-wide initiatives

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## MEETING MINUTES

An IA is responsible for the following with regards to record-keeping:

- **The keeping of regular meeting minutes following an established template as determined by the steering members**
- **The storage of these meeting minutes in a location where they can be easily accessed by or provided to WSMS Members or School of Medicine staff on request**

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## PUBLICITY

**As an Internal Affiliation of WSMS, an IA may access:**

- Assistance and support of the WSMS Publications Officer to create and distribute promotional material
- To ensure the incorporation of the WSMS logo, Western Sydney University recognition, sponsorship logos, and donor recognition on any promotional material distributed to students
- To ensure appropriate use of the WSMS Online channels including but not limited to social media pages, in line with the 2016 Communications Policy
- Communication to the student body through email via the WSMS Publications Officer, however, where events or initiatives are being held in close conjunction with the School of Medicine, School of Medicine staff may also communicate the material to the student body via email.
- Assistance and support of the WSMS IT Officer for online distribution of material or content

The members of the IA are expected to take responsibility for the publicity and promotion strategies they feel are most appropriate to achieving the goals of the IA

- This includes use of appropriate methods in a timely manner, to ensure reach and awareness amongst all WSMS members

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## TREASURY

IA finances will be overseen and consulted upon by the WSMS Treasurer and communicated to a nominated member of the IA. Specific funding arrangements for each IA are:

- Wellbeing Steering Committee:
  - o **WSMS direct funding** - WSMS will allocate funding, for the costs associated with logistical aspects of Wellbeing Steering Committee events or initiatives to upskill or improve the wellbeing of WSMS members. This includes but is not limited to, catering, and creation and distribution of promotional materials.
    - The annual amount granted is to be determined and re-evaluated on an annual basis by the WSMS Treasurer in conjunction with the WSMS Executive and the Wellbeing Steering Committee
    - The Wellbeing Steering Committee members are responsible for ensuring appropriate use of this WSMS grant, and extra funding will only be granted under exceptional circumstances as approved by the WSMS Executive
    - The WSMS Treasurer will inform the Wellbeing Steering Committee members of their annual budgetary allocation, will keep account of how much the Committee has spent through the year, and will record monetary actions in a spreadsheet for both auditing purposes and to be viewed by members of the Committee on request.

o **Western Sydney University funding:** The Wellbeing Steering Committee may seek and source funding from the University for the costs associated with projects achieving the aims of the Committee. The Committee will submit a detailed proposal and budget to the University for each project or multiple projects where applicable. The Committee must ensure the funds obtained are used exclusively for the proposed projects, such as Wellbeing initiatives or events for WSMS members.

- In the occasion that excess specific funds remain after a project is completed, the Committee must discuss with the WSMS Treasurer and the School of Medicine as to the appropriate actions for the funds.

o **Community Sponsor or Donor funding:** The Wellbeing Steering Committee may seek and source funding from relevant independent sponsors or donors for the costs associated with projects achieving the aims of the Committee. The Committee may, as part of an agreed arrangement with the Sponsor or Donor, distribute materials or invite representatives or delegates from that Sponsor or Donor to participate in Wellbeing projects.

- In the occasion that excess specific funds remain after a project is completed, the Committee must discuss with the WSMS Treasurer as to the appropriate actions for the funds.

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## IA DISSOCIATION

- **As an IA functioning under WSMS Incorporated, an IA executive may not vote to dissociate from WSMS.**
- **An IA Executive may vote to move a motion to resign/terminate from their term of election**
- **If an IA Executive move to pass a MOTION, the WSMS Executive will vote to determine if the targeted aims of the IA still require fulfilment. Pending this decision, the Executive will vote to determine whether a new IA Executive will be elected and when.**

## 10. SOCIAL COUNCIL POSITIONS

- All conveners will work closely with the Social Director in the organisation and development of the event.
- An Event Template document is to filled and reviewed by the Social Director

### Desired qualities include

- Excellent time management, communication and problem solving skills
- Effectively liaise with WSMS Executive and other Council members to plan and execute position requirements
- Clear and creative vision for desired role

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### TWILIGHT FESTIVAL CONVENER:

Twilight is a talent show held on a Monday night during May at the School of Medicine Hub. The show aims to showcase the artistic abilities of both students and staff to their peers.

- This role is open to individual or a team of up to two students in Years 2-5
- To source a variety of high quality performances for Twilight Festival
- To assist performers with sourcing equipment eg musical instruments needed for their performances
- To organise all staging, lighting, sound equipment and find an MC
- To liaise with WSMS Social Director and Publications Officer to publicise this event
- To liaise with Halfway Dinner Committee to organise a baked goods stall and sausage sizzle

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### BLUE WEEK CONVENER

Blue week is our Mental Health Week, which aims to raise awareness and reduce stigma surrounding mental health. A range of activities is held throughout the week including games, prizes and presentations for both pre-clinical and clinical students. The week ends with a charity cocktail party that raises money for a charity relating to mental health

- This role is open to individual or a team of up to two students in Years 2-5
- To organise a variety of activities across 5 days of Blue Week to engage both clinical and preclinical students and promote discussion around Medical Student Mental Health and Wellbeing
- To liaise with WSMS Social Director and Clinical School Representatives to organise and execute these activities and events
- To liaise with WSMS Vice President Internal and School of Medicine to ensure that the planned events fit into the overarching aims of WSMS' Mental Health and Wellbeing programs and policies
- To liaise with WSMS Social Director to choose a charity to donate the proceeds of Blue Party to. (Please note: Blue Week Convener is not required to organise Blue Party).

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### RED WEEK CONVENER

Red Week is our Sexual Health Week, which aims to raise awareness in the student body and the wider community, about the issues surrounding HIV/AIDS. A range of activities is held throughout the week including games, prizes and presentations for both pre-clinical and clinical students. The week ends with a charity cocktail party run conjointly with UNSW MedSoc that raises money for a charity related to HIV/AIDs

This role is open to individual or a team of up to two students in Years 2-5

- To organise a variety of activities across 5 days of Red Week to engage both clinical and preclinical students and promote discussion around Sexual Health and Wellbeing
- To liaise with WSMS Social Director and Clinical School Representatives to organise and execute these activities and events
- To liaise with GHAWS Executive and School of Medicine to ensure that the planned events fit into the overarching aims of GHAWS' and the School of Medicine's Sexual Health education program
- To liaise with WSMS Social Director to choose a charity to donate the proceeds of Red Party to. (Please note: Red Week Convener is not required to organise Red Party).

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### HALFWAY DINNER CONVENER

Halfway Dinner is an event designed to celebrate 3<sup>rd</sup> years reaching the halfway milestone of their studies. It is a chance to socialise and celebrate alongside staff, students and families who have support their studies for the past 2.5 years. Held in similar style to Medball this is a classy black tie event including dinner, drinks and dancing.

- This role is open to individual or a team of up to four students in Year 3
- To organise a venue, catering, seating allocations, decorations, speeches and other entertainment, within the allocated budget assigned by the WSMS Treasurer
- To liaise with WSMS Social Director and Publications Officer to publicise this event to Year 3 students, their families and School of Medicine teaching and administration staff
- To liaise with the WSMS IT Officer to organise online ticket sales for Year 3 attendees and their families
- To liaise with Twilight Festival Convener to organise a baked goods stall and sausage sizzle at Twilight Festival to raise funds to subsidise ticket costs for students

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### MEDREVUE DIRECTOR AND PRODUCER

Medrevue is our annual skit show, which runs over two nights to entertain fellow students, staff and families. The show, written, run and performed by students, is a series of comedy sketches that poke fun at medicine in all its glorious aspects.

- This role is open to individual or a team of up to two students in Years 2-5
- To direct and produce the annual Medrevue
- To coordinate and run rehearsals and script development

- To recruit actors, stage managers, script writers and fill other roles required for Medrevue
- To organise a venue, staging, lighting, sound equipment and other relevant technological requirements for the performance (while staying in budget)
- To liaise with WSMS Social Director and Publications Officer to publicise this event to preclinical and clinical students
- To liaise with the WSMS IT Officer to organise online ticket sales

### SPORTS DAY CONVENER

There are two sporting events held each year for medical students. The first is an interschool sports gala day where teams from all the medical schools in NSW compete for top spot in sports such as soccer, volleyball, netball and touch. The second event is an interyear sports night where teams from each year face off to see who is the victor in a variety of sports. The night concludes with a staff vs. student soccer match in honor of the late Nick Collins who pioneered the event.

- This role is open to individual or a team of up to two students in Years 2-5
- To organise a variety of sporting or sport-related activities and events to engage students from preclinical and clinical years
- To coordinate and execute the annual Inter Year Sports Night including the Nick Collin's Cup
- To liaise with SoM staff to recruit a team for the Nick Collin's Cup
- To organise an appropriate venue for the Inter Year Sports Night with the recent change of schedule
- To liaise with NSWMSC about NSWMSC Sports Day
- To liaise with WSMS Social Director and Publications Officer to publicise this event

### GRADBALL CONVENER

Gradball, held in December, is a similar event to Halfway Dinner and Medball is a classy black tie event that celebrates the final achievements of the graduating 5<sup>th</sup> year students.

- This role is open to individual or a team of up to six students in Year 5
- To organise a venue, catering, seating allocations, decorations, speeches and other entertainment, within the allocated budget assigned by the WSMS Treasurer
- To liaise with WSMS Social Director and Publications Officer to publicise this event to Year 5 students, their families and School of Medicine teaching and administration staff; and to work with the WSMS IT Officer to organise online ticket sales
- To liaise with WSMS Sponsorship Officers to create a Graduation Prospectus and market GradBall to our sponsors

### GRADBOOK ORGANISER

Gradbook is produced as a memento to reminisce on all your achievements, the memories you created and the fun that you had while at Medical School with your cohort.

- This role is open to individual or a team of up to six students in Year 5
- To assemble a variety of entertaining content from Year 5 students eg polls, editorials, written pieces, artwork etc
- To organise high quality printing to be complete 1 month before GradWeek, within the allocated budget assigned by the WSMS Treasurer
- To liaise with WSMS Social Director and Publications Officer to publicise this item to Year 5 students, their families and School of Medicine teaching and administration staff; and to work with the WSMS IT Officer to organise online book sales

- To liaise with WSMS Sponsorship Officers to create a Graduation Prospectus and market GradBook to our sponsors and include sponsored pages in the GradBook

## DISORIENTATION WEEK CONVENER

An entire party week to celebrate final year students becoming doctors! This event is designed to celebrate one last time as a student before you disembark on your journey into the professional world as a doctor.

- This role is open to individual or a team of up to six students in Year 5
- To organise activities (including costs, volunteers and venues) across GradWeek within the allocated budget assigned by the WSMS Treasurer
- To liaise with WSMS Social Director and Publications Officer to publicise these events to Year 5 students, their families and School of Medicine teaching and administration staff
- To liaise with WSMS Sponsorship Officers to create a Graduation Prospectus and market disOrientation Week to our sponsors

## 11. EXTERNAL ADVOCACY

External Advocacy is managed by the Vice President External.

WSMS has external liaisons with:

- General Practitioner Student Network (GPSN) Western Sydney (GPSN local)
- Rural Health Union Western Sydney (RHUWS)
- New South Wales Medical Student Council (NSWMSA)
- Australian Medical Students Association (AMSA)
- Specialised Community Ongoing Physician's Education (SCOPE)

As external organizations, the Executive for GPSN, RHUWS, NSWMSA, AMSA and SCOPE are elected privately, through their individual channels. Information on these is available from the Vice President External. These positions will be advertised by WSMS through the Year Face Book Page to promote WSMS student member involvement in these organizations.

Position descriptions and selection criteria will vary election-to-election, and is at the discretion of these bodies. Please contact the relevant organization for more information.

## 12. REIMBURSEMENTS AND TREASUREY

- **Each Council Position/SIG member must plan their own budget for the year to ensure that they will not exceed the amount budgeted for the event(/s) by the WSMS treasurer. This will involve establishing an estimated amount of money to be used for each event scheduled at the beginning of the year.**
- **Reimbursements for events are the responsibility of the relevant Council Member. They must contact the WSMS Treasurer with valid receipts or photographs of valid receipts (sent to their email) and provide the following to the WSMS Treasurer for reimbursement;**
  - First and last name of member being reimbursed.
  - Account number of member being reimbursed.
  - BSB of member being reimbursed.
  - Whether the money used is used from grant money or independently raised money.
  - What the reimbursement is for.
- **Reimbursement deadline.**
  - WSMS treasurer will refund authorized receipts as soon as possible.

- The receipts must be given to the WSMS Treasurer no longer than two Executive meetings after receiving the receipt. On the day of receiving the receipts the WSMS treasurer will reimburse members within two weeks of receipt.
- **All reimbursements must be signed with two WSMS signatories.**

### 13. WSMS FULL COUNCIL

- Full Council is a meeting of the WSMS Executive, all SIGs, all Subcommittees and all WSMS Council members. The purpose being that all SIGs, Subcommittees and all Council members provide an update to the WSMS Executive, and discuss event planning, resource allocation, logistics and cover any issues that they may be facing. Relevant meeting minutes will also be approved at the WSMS Full Council meetings.
- Full Council will operate under the following structure:
  - **WSMS President's address and welcome.**
  - **WSMS Executive presentation.** Each WSMS executive member will present what they have been doing, what their role is achieving, how they are achieving and what their plans are for the future. This will be a brief presentation or an update sent to Full Council via email ahead of the meeting, so that Full Council members have the chance to read and ask questions at the meeting, if any.
  - **SIG presentation.** The SIG chair/s will provide an update. This will include but isn't limited to:
    - ❖ A brief overview of their happenings.
    - ❖ Debrief of recent events.
    - ❖ Information about future events.
    - ❖ Update on each executive role.
    - ❖ Update on issues or complications they are having.
    - ❖ Address any issues they are having and asking WSMS any questions that they feel are relevant.
  - **Subcommittee presentation.** This will include but isn't limited to:
    - ❖ A brief overview of their happenings.
    - ❖ Debrief of recent events.
    - ❖ Information about future events.
    - ❖ Update on each subcommittee member's role, update on issues or complications they are having.
    - ❖ Address any issues they're having and ask WSMS any questions that they feel are relevant.
  - **Council presentation** – each member of WSMS Council will provide an update on their portfolio. This will include but isn't limited to:
    - ❖ A general update.
    - ❖ Debrief on past Council member specific events.
    - ❖ Update on planning for future Council member specific events.
    - ❖ Address any complications or concerns they may be experiencing or ask WSMS any questions that they feel are relevant.
- The following members are required to attend each Full Council meeting
  - **WSMS Executive:**
    - ❖ President
    - ❖ Vice President External
    - ❖ Vice President Internal
    - ❖ Secretary
    - ❖ Treasurer
    - ❖ Academic Director
    - ❖ Social Director
  - **Special Interest Groups:**
    - ❖ WSSS Executive (Western Sydney Surgical Society)
    - ❖ GHAWS Executive (Global Health Awareness Western Sydney)

- ❖ WSPS Executive (Western Sydney Physicians' Society)
- ❖ Alumni committee
- **Council:**
  - ❖ AMSA representative
  - ❖ Sponsorship officers
  - ❖ Publications officer
  - ❖ IT officer
  - ❖ 1st year representatives
  - ❖ 2nd year representatives
  - ❖ 3rd year representatives
  - ❖ 4th year representatives
  - ❖ 5th year representatives
  - ❖ All other elected WSMS council members.
- Apologies must be sent to the WSMS Secretary no later than 24 hours before Council
- Full Council will run three times a year as scheduled by the WSMS Secretary
  - All members are expected to attend all three meetings unless extenuating circumstances occur.
  - A proxy may be nominated to attend, where appropriate and with the approval of the WSMS Secretary
  - Failure to attend all three meetings without notice, reasonable explanation of extenuating circumstances and nomination of a proxy (where applicable) is subject to analysis by the Executive. However, they have the right to appeal
- The WSMS Secretary will record the minutes for this meeting using the template used during all WSMS, SIG and Subcommittee meetings
  - These minutes will be sent to all members involved after the meeting within seven days.
  - SIG minutes will be approved by the chair at the next WSMS Full Council meeting.
- Relevant WSMS Contact Details
  - Charmaine D'Souza [WSMS Secretary] secretary@wsms.org

*Policy Author: Anu Ganapathy, WSMS Vpi 2016*

*Updated February 2017 with approval of the WSMS Executive.*

*Any questions on the policy should be directed towards the Vice President Internal at vpi@wsms.org.au*