



## Succession Book for All Committee Members

Updated: 20<sup>th</sup> May 2023

### **Our Vision:**

The Association of Medical Students in Ireland (AMSI) is an organisation consisting of student representatives from the six medical schools across Ireland. Its goal is to promote intercollegiate relations, collaboration, and student representation nationally and internationally.

In doing this, we hope to enhance the medical student experience academically, and within the community to promote the holistic growth of well-rounded, well-educated doctors that can provide equitable care to the community for the length of their careers.

## Society Structure 2022-2023:

<b><u>Secretary:</u></b> Elly Dawson	<b><u>Co-Chairs:</u></b> Joel Abraham Rebecca Anne	<b><u>Treasurer:</u></b> Ananya Paul
<b><u>COVID Officer:</u></b> Eibhlin Beattie		<b><u>Social Media Coordinator:</u></b> Halin Buruno
<b><u>Public Health:</u></b> Local Officer - Dalia Ghoneim Saoirse Buckley Gurleen Brar	<b><u>Medical Education:</u></b> Local Officer - Janai Puckett Japnit Bhatia Jastinder Bhandal	<b><u>Human Rights and Peace:</u></b> Local Officer - Alexandra Tees Callum Macleay Catherine Rivers
<b><u>Sexual Reproductive and Health:</u></b> Local Officer - Leyan deBorja Chloe Mcguire Krittika Bali		<b><u>Research and Professional Exchange:</u></b> Local Officer - Shivang Arya Hannah Polley Joanne Plahouras

### Responsibilities as outlined in the Constitution of the Association of Medical Students in Ireland – University of Limerick (current as of 20<sup>th</sup> May 2023)

- **4.4 Chairpersons Terms 1 and 2** Chairpersons are elected on 2 year terms, with one chairperson elected each year at the beginning of the term. The Chairpersons shall have overall responsibility for the affairs of the Association. He/She shall chair all meetings of the Association, save where decided otherwise by the committee or where otherwise provided for in this constitution. The chairpersons ensure that the Committee is represented nationally and is abiding by national policy relating to Standing Committee participation and relating National Campaigns to a Local Audience. Furthermore, chairpersons are linked to the President of AMSI and will assist in national strategy and policy development. The chairpersons are also responsible for assisting Local Officers with Policy development.

The Chairpersons for AMSI will be the link between the local UL committee and the national committee that spans across the six medical schools in Ireland. The chairpersons will be part of the monthly meetings with the executive board (EB) of AMSI Ireland as well as other co-chairs in other schools. They will work on communicating ideas between the local sub-committees in the specific school and EB, as they act to facilitate meetings and generate discussion to develop

ideas for the LC. The chairpersons will need to check in with each standing sub-committee to monitor progress of initiatives and promotes collaboration between standing committees as well as with other groups at the University of Limerick and at GEMS.

- **4.7 Local Officer – SCOPH (LOPH)** The Local Officer for the Standing Committee on Public Health will inform, raise awareness of, and create local policy and events pertaining to public health. He/She will also promote AMSI-SCOPH and facilitate the execution of current SCOPH national projects as directed by the National Officer for the Standing Committee on Public Health (NOPH). The LOPH should create a vision for Public Health in Limerick and participate in shaping AMSI's National policies and projects in this area.

The local officer of the Public Health Sub-Committee will work with the two other members in the sub-committee to developing and running initiatives that involve the prevention of various health problems through health promotion and education. They will also work on the development of policy statement spanning health equality and healthcare decision making Thus, they will oversee the possibility of running events that implement, maintain, and improve community-based projects on a local, national, and international level.

- **4.8 Local Officer – SCORP (LORP)** The Local Officer for the Standing Committee on Human Rights and Peace will inform, raise awareness of, and create local policy and events pertaining to human rights and peace. He/She will also promote AMSI-SCORP, and facilitate the execution of current SCORP national projects as directed by the National Officer for the Standing Committee on Human Rights and Peace (NORP). The LORP should create a vision for Human Rights and Peace in Limerick, and participate in shaping AMSI's National policies and projects in this area. The LORP will aim to enhance knowledge of human rights, peace building, humanitarian work, and law amongst peers, and act as an advocate for vulnerable populations, and those at risk for human rights violations.

The local officer of the Human Rights and Peace Sub-Committee will work with the two other members in the sub-committee and focus on running events that will empower and motivate medical students to advocate for human rights and peace in both clinical settings and everyday life through workshops and projects. They will also focus on the health of refugees and displaced persons, educating medical students and the public about human rights and ethics, and the health of vulnerable populations (refugees, children, elderly, and individuals with mental and physical impairments)

- **4.9 Local Officer – SCOME (LOME)** The Local Officer for the Standing Committee on Medical Education will inform, raise awareness of, and create local policy and events pertaining to medical education. He/She will also promote AMSI-SCOME, and facilitate the execution of current SCOME national projects as directed by the National Officer for

the Standing Committee on Medical Education (NOME). The LOME should create a vision for medical education in Limerick, and participate in shaping AMSI's National policies and projects in this area. The LOME will aim to improve the quality of medical teaching, and medical student health and wellness, as well as encourage medical students to reach their full potential in their medical education.

The local officer of the Medical Education Sub-Committee will work with the two other members in the sub-committee to promote an optimal learning environment for students as they become medical professionals, which may involve working closely with the class reps, and listen and respond to our medical students' ideas and concerns. They can also work to create sustainable changes to the curriculum with the tutors in GEMS, as well as educate medical students on various local, national, and global health issues by providing capacity building workshops and inviting relevant speakers. This sub-committee also plays an important role in the Peer Tutoring Program for the first years in GEMS.

- **4.10 Local Officer – SCORE (LORE)** The Local Officer for the Standing Committee on Research Exchanges will inform, raise awareness of, and create local policy and exchanges related to medical research in Limerick. He/She will also promote AMSI-SCORE, and facilitate the execution of current SCORE national projects as directed by the National Officer for the Standing Committee on Research Exchanges (NORE). The LORE should create a vision for medical research in Limerick, and participate in shaping AMSI's National policies and projects in this area. They shall co-ordinate the local research exchange program, guided by the National Officer, and liaise closely with the University of Limerick Graduate Entry Medical School, and research departments to build a successful program.

The local officer of the Research and Professional Exchanges Sub-Committee will work with the two other members to advocate for the importance of research in medicine to develop innovative methods of diagnosis and treatment. They will also work to host speaker events and workshop development, and primarily work on promoting research competency amongst UL medical students through journal clubs, research involvement, and speaker series.

- **4.11 Local Officer – SCORA (LORA)** The Local Officer for the Standing Committee on Sexual and Reproductive Health including HIV/AIDS (SCORA), will inform, raise awareness of, and create local policy and events pertaining to sexual and reproductive health. He/She will also promote AMSI-SCORA, and facilitate the execution of current SCORA national projects as directed by the National Officer for the Standing Committee on Sexual and Reproductive Health including HIV/AIDS (NORA). The LORA should create a vision for improving sexual and reproductive health in Limerick, and participate in shaping AMSI's National policies and projects in this area.

The local officer of the Sexual and Reproductive Health Sub-committee will work with the other two members in the sub-committee to run events that focuses on promoting sexual and reproductive health of the community through education initiatives and advocacy. They will find ways to empower individuals to exercise their sexual and reproductive health rights equally, free of stigma, and without discrimination, and look into encouraging discussions about having a workshop targeting this in the medical profession. They will also provide capacity building tools for future health professionals regarding sexual and reproductive health including HIV/AIDS.

- **4.13 UL Society Representative (Health & Safety Officer)** The UL Clubs & Societies Representative (Health & Safety Officer) will be in charge of ensuring that the activities of the AMSI-UL Local Committee abide by the rules and regulations set in place by the University of Limerick Clubs & Societies to ensure maximal safety of the student participants with AMSI-UL. As the Health and Safety Officer, they shall ensure that the Society's Safety Statement is relevant and achievable, that the Society ensures good safety records are kept and that the Society complies with its Safety Statement. This will include a liaison position that connects our group with that of the UL student body in order to improve communication within the University and open up opportunities with other students and clubs on campus that may be interested in participating in some of our local initiatives. This position will also involve attendance at Clubs & Societies Meetings to represent AMSI-UL during the academic year.

The Health & Safety Officer will be involved with communicating with the University of Limerick and GEMS regarding support and safety for our initiatives. They will make sure that the society keeps track with all the appropriate safety measures according to the Health & Safety Document. They will be present in all events and meetings run by each sub-committee and general AMSI committee to make sure that everything is running safely and appropriately. They will be working closely with the co-chairs and the secretary/treasurer to ensure that domestic and foreign travel arrangements can be subsidized by the University to increase accessibility of national and global events for students, as well as ensuring health and safety guidelines set in place by the University are met on all occasions.

- **4.14 Secretary/Treasurer** The Secretary duties shall include the maintenance of all necessary documentation including the Minutes of all general meetings and committee meetings and maintaining all documentation necessary for the Society. This shall include: scheduling bi-weekly meetings, recording the minutes of each meeting and conveying them to the committee within 24 hours of the scheduled meeting time. The Secretary will be responsible for the preservation of all correspondence of the Society. The Treasurer's duties shall include the maintenance of the Society's accounts and the Society's budget submission. He/she will have the responsibility for the Society's funds.

Additionally, this will involve financial communication with the university (for trips inside and outside of Ireland) as well as any funding from the University of Limerick that goes towards our local initiatives in Limerick. The Treasurer will provide a detailed report of the Society's financial status available at the Annual General Meeting.

The secretary will oversee setting up meetings with the overall society, as well as meetings with just the executive committee that comprises of the co-chairs, secretary, treasurer, PRO, the five local officers, and the health & safety officer. They will keep track of all the logistics of the society, minutes from the meetings, and attend the bi-weekly UL Wolves Clubs and Societies meetings. The treasurer will oversee the budget of the society and make sure that financial records being kept on track and that there is enough funding for various events hosted by the society. The IBAN for the society bank account is IE64BOFI90595076250612. The treasurer also has an important role of submitting the budget for the society in the UL Wolves website around the end of school year, usually around May, so that the society can receive enough funding from UL Wolves the next year.

Our society also has a Public Relations Officer (PRO) where they will act as the Social Media Coordinator to maintain the social media profiles of AMSI UL. These include the Facebook and Instagram accounts of AMSI UL, where they will regularly message and post about the relevant events or information that is provided by our society to the public, including GEMS and other UL students. They will be present at all events run by each sub-committee to capture the relevant media for our accounts.

Every member must make sure that they register as a member on the UL Wolves website and pay the right fee for safety reasons. The time-commitment for each role all depends on the effort you put in to brainstorm and develop initiatives locally, which will have an impact on the community. There will be meetings every 3-4 weeks with the overall committee to check in, and more frequent meetings with sub-committees, as necessary and will be called by local officer. The local officer of a standing committee will have to be present for meetings with the executive committee and relay the information back to their respective sub-committee and discuss the implementation of the various initiatives and events.