

SAIMA 2017-2018 MANAGEMENT COMMITTEE NOMINATION FORM



Completed nomination form to be returned to
SAIMA Secretariat (Tracey)
by Close of Business Friday 1 September 2017
Email : tracey@amasa.org.au
FAX: 08 8267 5349
POST: SAIMA, PO Box 134, North Adelaide SA 5006

ADVISORY COUNCIL:

PAST PRESIDENT Nominee:.....

Nominated by.....Seconded.....

CORE COMMITTEE:

PRESIDENT Nominee:.....

Nominated by.....Seconded.....

VICE PRESIDENT Nominee:.....

Nominated by.....Seconded.....

SECRETARY GENERAL Nominee:.....

Nominated by.....Seconded.....

TREASURER Nominee:.....

Nominated by.....Seconded.....

EXECUTIVE COMMITTEE* Nominee:.....

Nominated by.....Seconded.....

***NOTE: expressions of interest for Executive Committee must indicate which Portfolio you are interested in. Please circle ONE of the following**

Human Resources Secretary

Webmaster & Media Secretary

Sports & Cultural Secretary

Education Secretary

Rural and Remote (GP Liaison)

Student Representative

Allied Health Representative



Advisory Council

- Past Presidents

Core Committee

- President
- Vice President
- Treasurer
- Secretary General

Executive Committee

- Human Resources Secretary
- Webmaster & Media Secretary
- Sports & Cultural secretary
- Education Secretary
- Rural & Remote (GP Liaison)
- Allied Health Representative
- Student Member Representative

Job descriptions

Human Resources Secretary

1. Encourage membership drives in different hospitals and private practices
2. Work closely with Tracey DiBartolo SAIMA secretariat to maintain the member database
3. Be present at CME meetings to check member details
4. Identify sponsors, both large scale and small scale for the organisation
5. Assist the treasurer in managing the finances of the organisation

Webmaster & Media Secretary

1. Co-ordinating the activities of the SAIMA website in liaison with Tracey DiBartolo SAIMA Secretariat
2. Regular updates on the website and SAIMA Facebook page (Social media) with up-to-date events, photos, news
3. Prepare a newsletter every 3 months to be sent out to SAIMA members, Sponsors and supporters
4. Maintain a strong communication link with all the members and promote SAIMA events and activities



Sports and Cultural Secretary

1. Solely in-charge of organising the annual cricket matches between SAIMA and other associations.
2. Assist the treasurer in managing the BUDGET for the Cricket Matches and take additional charge of organising various cultural events as required
3. Ability to work in tandem with other socio-cultural organisations (e.g. IAASA) to identify and harness talent

Education Secretary

1. Co-ordinate educational activities for Doctors, Medical Students and IMG members
2. Put together all CME activities for SAIMA with the assistance of SAIMA Secretariat
3. Liaise with potential speakers and sponsors for CME meetings
4. Organise Student career expo (or similar) with the assistance of the Medical Student Representative.

Rural & Remote (GP Liaison)

1. Promote membership amongst GP's both in Adelaide and in the country
2. Identify prospective GP's who could actively contribute to the community
3. Ability to work in a team in close liaison with the Webmaster & Media Secretary and provide updates on events happening in the world of general practice
4. Encourage rural GP's to come to Adelaide for SAIMA related events

Allied Health Secretary

1. Promote membership amongst Allied Health Professionals both in Adelaide and in the country
2. Participation in the organisation of the GALA dinner and educational events.
3. Maintain a strong communication link with all the Allied Health members and promote the SAIMA events and encourage their participation

Student Member Representative

1. Promote membership amongst Medical Students from both universities
2. Assist Media secretary with website, Facebook page (Social media) and Newsletter by providing up-to-date events, photos, news relevant to Student members
3. Maintain a strong communication link with all Student members and promote SAIMA events and activities wherever possible.