



Royal Perth Hospital

RMO SOCIETY

DUTIES OF OFFICERS

2019

EXECUTIVE COMMITTEE MEMBERS

THE PRESIDENT:

1. It is the responsibility of the President to:
 - a. Direct and motivate the Committee;
 - b. Set goals and objectives, manage the executive team and oversee all corresponding activity;
 - c. Be available for monthly RPH RMO Society meetings, with a goal to attend 80% of meetings in person or by teleconference;
 - d. Act as a role model and chief advocate for members of the Club, ensuring that junior medical officers feel well represented and supported in their respective roles;
 - i. We represent all junior medical officers from the East Metropolitan Health Service including Armadale Health Service, SJOG Midland, Bentley Health Service, Bunbury Regional Hospital, Kalgoorlie Regional Hospital and Port Hedland Health Campus;
 - ii. It is expected you have a fair understanding of the current issues within all associated hospitals and willingness to provide assistance to aid in improving morale and wellbeing across all these sites when required;
 - e. Liaising with departments within and external to the hospital in order to ensure the needs of junior medical officers are met;
 - i. You will be invited by the hospital executive committee to represent the RPH RMO Society at various hospital meetings;
 - f. Liaise with Clinical Services and the Postgraduate Medical Education Department in any industrial, educational or welfare matters that arise during the hospital RMO rotation year;
 - g. Liaise with the Secretary to ensure meeting/event arrangements are in order;
 - h. Liaise with the Treasurer to ensure the network's budget is being monitored and that accurate financial records are being kept; and
 - i. Provide a President's Report at the AGM, outlining network activities and accomplishments for the past year.
2. Must have previously held a position on the RPH RMO Society Committee:
 - a. The President should have a thorough understanding of all roles within the society, and be willing to help other positions where required (for example, aiding the treasurer in financial decisions).

Expected Time Commitment: Between 1 – 10 hours a week

THE VICE PRESIDENT:

1. It is the responsibility of the Vice President to:
 - a. Assist and support the President in dealings of the Executive;
 - b. Act as a proxy when the President is unavailable to chair meetings;
 - c. Be available for monthly RPH RMO Society meetings, with a goal to attend 80% of meetings in person or by teleconference;
 - d. Represent the Club on meeting of external bodies and committees;

- e. Support the President as a role model and chief advocate to members of the Club;
 - f. Support the President's work liaising with Clinical Services and the Postgraduate Medical Education Department in any industrial, educational or welfare matters that arise during the hospital RMO rotation year; and
 - g. Provide a Vice President's Reports at the AGM, outlining network activities and accomplishments for the past year.
2. Must have previously held a position on the RPH RMO Society Committee.

Expected Time Commitment: Between 1 – 10 hours a week.

THE SECRETARY:

1. It is the responsibility of the Secretary to:
- a. Send out notice of any meetings, events etc;
 - b. Be available for monthly RPH RMO Society meetings, with a goal to attend 80% of meetings in person or by teleconference;
 - c. Ensure all venue, catering and other bookings are made;
 - d. Distribute any necessary papers before meetings;
 - e. Take, type and distribute minutes of Committee meetings, or ensure that someone else is doing so;
 - f. Keep a file of all agendas, minutes, function or event arrangements, and any other network-related paperwork;
 - g. Correspond with members on behalf of the Committee, usually by means of email, for matters of importance;
 - h. Oversee elections;
 - i. Oversee membership applications; and
 - j. Keep proper records of the proceedings of the Club and the Committee.
2. Preference will be given to those with previous experience in secretarial duties.

Expected Time Commitment: Between 1 – 3 hours a week

THE TREASURER:

1. It is the responsibility of the Treasurer to:
- a. Manage the budget and bank accounts;
 - b. Includes the management of bills/reimbursements, Milligan's orders/staff/events/equipment, budget for DCR food provision, budget for annual RPH ball etc.;
 - c. Keep the Executive informed on financial matters;
 - d. Keep proper accounts regarding the financial affairs of the Club;
 - e. Provide a brief Treasurer's Report at the AGM;
 - f. Organize reports as required; and
 - g. Ensure the Executive approves any withdrawals over \$2000.
2. Preference will be given to those with previous financial experience with Society or Club operations.

Expected Time Commitment: Between 1 – 5 hours a week.

NON-EXECUTIVE COMMITTEE MEMBERS

THE SPONSORSHIP OFFICER:

1. It is the responsibility of the Sponsorship Officer to:
 - a. Liaise with potential sponsors;
 - i. This includes seeking out new sponsors and maintaining a relationship with current sponsors;
 - ii. Arrange as needed sponsorship of various RPH RMO Society events throughout the year;
 - b. Create a Sponsorship Prospectus for 2018; and
 - c. Liaise with the Executive regarding potential sponsorship opportunities and sponsorship needs of the Society.

Expected Time Commitment: Between 1 – 2 hours a week.

THE SOCIAL OFFICER(S):

2. It is the responsibility of the Social Officer(s) to:
 - a. Initiate and organise activities outside of contact hours to promote and foster a sense of belonging and community between Club members as well as other hospital RMO Societies; and
 - i. Annual events include end of term parties, Christmas party, annual RPH ball;
 - b. Seek the agreement of the Executive in order to establish any subcommittee.
3. Up to 2 Social Officers may be elected, as directed by the Executive.

Expected Time Commitment: Between 1 – 10 hours a week.

THE SPORTING REPRESENTATIVE(S):

1. It is the responsibility of the Sporting Representative(s) is to:
 - a. Initiate and organise sporting activities outside of contact hours to promote and foster a sense of belonging and community between Club members as well as other hospital RMO Societies.
 - b. Events may include annual interhospital basketball, HBF run for a reason, interhospital AFL, trihospital cup, barefoot lawn bowls, supagolf etc.

Expected Time Commitment: Between 1 – 2 hours a week

THE INFORMATION TECHNOLOGY OFFICER:

1. It is the responsibility of the IT Officer to:
 - a. Manage all IT related matters on behalf of the Committee, which includes, but is not limited to; creating, uploading, and maintaining content for the Club website, creating web-related content for the RPH RMO Society Ball, and liaising with RPH IT Department on DCR related IT issues;

- b. Administration and management of RMO Society emails;
- c. Represent the RPH RMO Society on relevant IT issues by attending various committee meetings including, but not limited to, those of the NaCS Business User Group and EMHS ICT Clinical Reference Group.

Expected Time Commitment: Between 1 – 2 hours a week.

THE MARKETING OFFICER:

- 1. It is the responsibility of the Marketing Officer to:
 - a. Create all marketing material for the Committee and the events the Committee holds;
 - i. This includes designing and distributing posters for events, social media related marketing, advertising to other staff and hospitals when required etc.;
 - b. Maintaining social media pages related to the Club;
 - i. This includes answering messages the page receives.

Expected Time Commitment: Between 1 – 2 hours a week

THE DOCTORS' COMMON ROOM OFFICER:

- 1. It is the responsibility of the DCR Officer to:
 - a. Manage issues related to the DCR, including, but not limited to; stocking the DCR with consumables, cups and cutlery, cleaning products, and printing related equipment; liaising with stockists; monitoring the DCR, and managing any issues that may arise; and
 - b. Maintain general upkeep of DCR, including cleaning, general tidying and organising any maintenance that may be required.

Expected Time Commitment: Between 1 – 3 hours a week.

THE EDUCATION OFFICER:

- 1. It is the responsibility of the Education Officer to:
 - a. Improve education for junior medical officers by fostering communication between the Postgraduate Medical Education Department and the RPH RMO Society;
 - b. Work with the Postgraduate Medical Education Department to design solutions for effective communication and improve attendance and off-campus access to education sessions;
 - c. Assist the Postgraduate Medical Education Department in designing the format of education, such as lecture series, workshops, masterclasses etc.; and
 - d. Create an RPH Education Calendar for 2018.

Expected Time Commitment: Between 1 – 2 hours a week.

THE WELLBEING OFFICER:

- 1. It is the responsibility of the Wellbeing Officer to:
 - a. Organise activities throughout the year to encourage wellbeing among junior medical officers;

- b. Liaise and collaborate with the RPH Wellbeing Officer (Rich Read) to arrange activities with the aim of improving wellbeing among junior medical officers;
- c. Receive and respond to feedback from junior medical officers to improve the wellbeing activities and program as needed;
- d. Liaise with the Postgraduate Medical Education Department to advocate for junior medical officer wellbeing; and
- e. Attend and liaise with the AMA Wellbeing Committee.

Expected Time Commitment: Between 1 – 2 hours a week.

All committee members are expected to attend monthly Committee meetings at RPH, the day and time of which will be decided by the 2019 Committee once elected.