



Asian Medical Students' Association Hong Kong (AMSAHK)

OFFICIAL WEBSITE: [HTTP://WWW.AMSAHK.ORG](http://www.amsahk.org)

Patron: Dr. David Ho (Director & CEO, The Aaron Diamond AIDS Research Center)

Honorary Advisors: Prof. Fok Tai-Fai (Dean, CUHK), Prof. Lee Sum-ping (Dean, HKU), Prof. Lee Shiu-Hung (Emeritus Professor, CUHK)

General Advisors: Dr. Philip Beh (Pathology Dept., HKU), Prof. Dennis Lo (Pathology Dept., CUHK),

Prof. N.G. Patil (Surgery Dept., HKU), Prof. S. Griffiths (School of Public Health, CUHK)

All positions in the Asian Medical Students' Association Hong Kong (with the exception of the President, Vice-President, Regional Chairperson, Councillors and Local Exchange Managers) will be held by **two** medical students: **one from the University of Hong Kong and the other from the Chinese University of Hong Kong**. The positions of President, Vice-President and Regional Chairperson will be held in turns by students from the two universities every year.

POSITIONS OPEN FOR APPLICATION

1. Academic Secretary

- 1.1. Has the role of directing, coordinating and facilitating the production of academic papers, reports, presentations and posters that will be presented at AMSA conferences.
- 1.2. Has the role of preparing members for the topics of conferences by organizing seminars and discussions led by academic staff and professionals with expertise in the relevant fields.
- 1.3. Has the role of organizing academic activities organized by AMSAHK, contacting and inviting doctors/professors to offer or present their professional knowledge regarding topics for conferences or any other academic activities organized by AMSAHK.
- 1.4. Has the role of communicating and working with the academic counterparts of AMSA International in supporting and contributing to international research projects.

2. Finance and Administration Secretary

- 2.1. Has the responsibility of overseeing all financial transactions of the Association and maintaining the organization's financial resources.
- 2.2. Has the responsibility to collect, coordinate and approve all departmental budgets.
- 2.3. Has the responsibility of keeping track of the Association's assets
- 2.4. Has the role of producing systematic and updated financial reports, budgets for all activities and book keeping.
- 2.5. Has the role of preparing the annual report on the financial status of the Association.
- 2.6. Has the responsibility to archive documents from each department on a monthly basis.
- 2.7. Has the responsibility to check the Association's PO Box regularly.

3. Public Relations Secretary

- 3.1. Has the role to fundraise and liaise with current sponsors, Faculties of Medicine and other external bodies.
- 3.2. Has the responsibility to keep record of all external liaison conducted by all Departments and Standing Committees.
- 3.3. Has the role to advise all other Departments and Standing Committees in PR-related matters and to provide aid whenever necessary by other Departments and Standing Committees.
- 3.4. Has the role to assist in publishing press releases.
- 3.5. Has the role to raise awareness towards AMSAHK among medical doctors and other public sectors.
- 3.6. Has the role to work in close collaboration with the Publications and Promotion Department in promotional work and other appropriate functions.

4. Publications and Promotion Secretary

- 4.1. Is responsible for the publication of regular newsletters.
- 4.2. Is responsible for the production and submission of articles to publications of external bodies.
- 4.3. Has the role of coordinating the promotion of the Association, its activities and conferences to local medical students.
- 4.4. Has the role of coordinating the recruitment of Executive Committee members and delegates for conferences and other activities.
- 4.5. Has the responsibility to take minutes for interschool meetings.
- 4.6. Has the role of working in close collaboration with the Public Relations Department in promotional work and other appropriate functions.

5. Information Technology Secretary

- 5.1. Is responsible for providing information technology (IT) support to the Association.
- 5.2. Has the role of providing audio and video technical assistance during the Association's events.
- 5.3. Is responsible for maintaining and updating the Association's website and photo album.
- 5.4. Is responsible in providing technical assistance in managing the Association's blog and the use of Google apps.
- 5.5. Is responsible for designing name cards, posters, video clips, and other productions for the Association.

6. Local Exchange Manager

- 6.1. Is held by 4 medical students concurrently, two from HKU and two from CUHK.
- 6.2. Has the responsibility to promote exchange-related programs to medical students and medical schools in the region.
- 6.3. Has the role of assisting the Directors in recruiting host universities or hospitals for all exchange programs coordinated by AMSAHK.
- 6.4. Has the role of coordinating the selection of outgoing students and incoming students.
- 6.5. Has the role of assisting outgoing students in their applications.
- 6.6. Has the role of managing the logistics of incoming students namely their reception, accommodation and social programs.

7. Local Public Health Officer

- 7.1. Has the responsibility to assist the Directors of Public Health in organising all activities managed by the Standing Committee on Public Health (SCOPH).
- 7.2. Has the responsibility for the promotion, recruitment and liaison of Public Health activities.
- 7.3. Has the responsibility to assist outgoing students in their applications to international Public Health projects.
- 7.4. Has the responsibility to keep up with the International Public Health Projects held by SCOPH under the International Federation Medical Students' Associations (IFMSA).

POSITIONS NOT OPEN FOR APPLICATION

1. **President:** position held by current CUHK Executive Committee member
 - 1.1. Has the overall responsibility to coordinate and lead the association such that its objectives are achieved.
 - 1.2. Has the role of planning functions and producing a year plan.
 - 1.3. Has the role of a facilitator between the two medical schools.
 - 1.4. Has the role of setting agendas for, calling and chairing interschool and internal meetings.
 - 1.5. Has the authority to make the final decision concerning issues related to AMSAHK when such cannot be compromised among the Executive Committee members.
 - 1.6. Has the role of ensuring that all members of the Executive Committee are fulfilling his/her duties.
2. **Vice-President:** position held by current HKU Executive Committee member
 - 2.1. Works in close collaboration with the President so as to fulfil the responsibilities of the President as described above.
 - 2.2. Has the responsibility of calling and chairing internal meetings and the primary duty of monitoring the Association's progress.
 - 2.3. Has the authority to make the final decision concerning issues related to AMSAHK when the President is unable to perform his/her duties.
3. **Regional Chairperson:** position held by current HKU Executive Committee member
 - 3.1. Has the role of representing all members of AMSAHK internationally.
 - 3.2. Has the role of being the liaison to AMSA International and is responsible for communication with the AMSA Executive Committee and other Regional Chairpersons.
 - 3.3. Has the role of coordinating functions with other member countries of AMSA International.
4. **Directors of Exchange:** positions held by 2 existing members of the Standing Committee of Exchange of the previous year
 - 4.1. Have the responsibility to promote exchange-related programs to medical students and medical schools in the region.
 - 4.2. Have the role of recruiting host universities or hospitals for all exchange programs coordinated by AMSAHK.
 - 4.3. Have the role of coordinating the selection of outgoing students and incoming students.
 - 4.4. Have the role of assisting outgoing students in their applications.
 - 4.5. Have the role of managing the logistics of incoming students namely their reception, accommodation and social programs.
5. **Directors of Public Health:** positions held by 2 existing members of the Standing Committee on Public Health of the previous year
 - 5.1. Have the responsibility to coordinate all matters related to the Standing Committee on Public Health.
 - 5.2. Have the role of leading the Standing Committee on Public Health to achieve its objectives
 - 5.3. Have the responsibility to compile the annual budget and financial report of the Standing Committee.
 - 5.4. Have the responsibility to set agendas for, call and chair SCOPH meetings.
 - 5.5. Have the responsibility to monitor and evaluate activities managed by SCOPH.
6. **Year 2 Councillors:** positions held by members of the Executive Committee of the previous year
 - 6.1. Have the role of attending meetings of the Association where their primary duty is to provide guidance and advice.
 - 6.2. Each Councillor will be assigned to a Department where they will work in close collaboration with the corresponding secretaries.
7. **Year 3, 4, 5 Representatives:** positions held by current Year 3, 4 and 5 medical students who are past members of the Executive Committee.
 - 7.1. Have the primary responsibility to be a contact person for their class.
 - 7.2. Have the role of providing advice and guidance to the Association.