



## ASIAN MEDICAL STUDENTS' ASSOCIATION HONG KONG

Address: P.O. Box 6176, Central Post Office, Hong Kong

*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 S.L. Beh (Pathology Dept., HKU), Prof. Dennis Y.M. Lo (Pathology Dept. CUHK),*  
*Prof. N.G. Patil (Surgery Dept., HKU), Prof. S. Griffiths (School of Public Health, CUHK)*

### APPLICATION FOR AMSAHK EXECUTIVE COMMITTEE 2011-2012 (CUHK)

#### (A) APPLICATION GUIDELINES

Please submit the following items on or before **19<sup>th</sup> September, 2011 (Monday)** in both **hard copy and electronic copy**.

1. **Application form**, with a **recent passport size photo** attached.
2. **Curriculum vitae**, which clearly states the following:
  - i) Extracurricular activities, both inside and outside school, since Form Three (Grade 9 equivalent). Briefly introduce the nature of the event(s), your responsibilities and position(s) (if applicable), level of scale (e.g. number of people involved) and duration.
  - ii) Positions of responsibility held since Form Three. State the name of the organisation(s), your title(s) and your responsibilities.
  - iii) Community services participated in since Form Three. State the name of the organisation(s), your responsibilities, level of scale and duration(s).
  - iv) Other qualifications obtained since Form Three. State the area of competence, awards or certificates, level of achievement and the year in which the award is attained.
3. **THREE application essays**:
  - i) Which part of AMSAHK is the most appealing to you and how does it relate to the Executive Committee position you're applying for? (< 200 words)
  - ii) Name one thing you like to do in your spare time and explain WHY. (< 200 words)
  - iii) If you possessed any superpower (one only please), what would it be and why? (< 200 words)
4. **Portfolio of related work** that is relevant to the position for which you are applying. **A portfolio is highly recommended for applications for the Information Technology Department**. The Executive Committee reserves the right to possess any submitted materials.

#### (B) DEADLINE, INTERVIEW AND ENQUIRIES

Please hand in **the completed application package (hard copy)** to the collection box at **MDL 110** on or before **19<sup>th</sup> September, 2011**. Please also send the **electronic copy of the completed application package** to [apps@amsahk.org](mailto:apps@amsahk.org) by **19<sup>th</sup> September, 2011**. Late applications will not be accepted.

Group interviews for CUHK applicants will be held on **23<sup>rd</sup> September, 2011**. Successful applicants will be notified by telephone on detailed arrangements for the interview. The dress code of the interview will be **business formal**. Any applicant who does not receive our call before **22<sup>nd</sup> September, 2011** should contact our incoming President, Minnie Yung, at 6779-4551. The electronic version of this package is available for download on our website at [www.amsahk.org](http://www.amsahk.org).

Should you have any enquiries, please feel free to contact the following AMSAHK members.

**Incoming AMSAHK President (CUHK):** Minnie Yung (Class 15)                      Contact: 6779-4551  
**Incoming Director of Public Health (CUHK):** Cassie Leung (Class 15)                      Contact: 6682-1428



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### APPLICATION FORM FOR AMSAHK 2011-2012 EXECUTIVE COMMITTEE POSITIONS

#### PERSONAL DETAILS

Name: \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)  
Contact number: \_\_\_\_\_ (Residence) \_\_\_\_\_ (Mobile)  
Address: \_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_

Affix a recent  
photo here

Are you residing in halls/campus hostel? (*check the appropriate box*)

- Yes (Name of residence: \_\_\_\_\_ )  
 No

**POSITIONS INTERESTED** (For individual post details, please refer to the supplementary documents.)

Rank **AT LEAST THREE** of the positions according to your order of preference, with 1 indicating your first choice.

AMSAHK Executive Committee	
	Academic Secretary
	Finance and Administration Secretary
	Information and Technology Secretary
	Public Relations Secretary
	Publications and Promotion Secretary
	Local Exchange Manager
	Local Public Health Officer

#### QUALIFICATIONS AND MISCELLANEOUS

Write down any qualifications related to the position(s) you are applying for, e.g. *mastered software, experience in public liaison, accounting, project presentations, past publications* etc.

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List other activities/courses that you plan to participate in for this academic year.

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#### Privacy Statement

All information collected is solely for the purpose of this recruitment process by the Asian Medical Students' Association Hong Kong. All data will be destroyed on completion of the entire selection procedure. To retrieve and/or amend your personal data, please contact the Executive Committee of AMSAHK.

I certify that the information given in this application and related documents are correct and true.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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### **AMSAHK Executive Committee – POSITIONS OPEN FOR APPLICATION**

#### **1. Academic secretary**

- 1.1. Has the role of directing, coordinating and facilitating the production of academic papers, posters and presentations that will enter competitions at 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 on behalf of AMSAHK, contacting and inviting doctors / professors to offer or present their professional knowledge
- 1.4. Has the role of communicating and working with the academic counterparts of AMSA International in supporting and contributing to the 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 budget
- 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.

#### **3. Information Technology secretary**

- 3.1. Is responsible for providing information technology (IT) support to the association
- 3.2. Has the role of maintaining and updating the association's website and forum
- 3.3. Has the role of designing name cards, taking photos, and making videos for the association and managing the association's photo album
- 3.4. Has the role of providing audio and visual aids at the association's events

#### **4. Public Relations secretary**

- 4.1. Has the role to fundraise and liaise with current sponsors, Faculties of Medicine and other external bodies
- 4.2. Has the responsibility to check the association's PO Box regularly
- 4.3. Has the role to keep record of all external liaison conducted by all Departments and Standing Committees
- 4.4. 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.
- 4.5. Has the role to raise awareness towards AMSAHK among medical doctors and other public sectors
- 4.6. Has the role to produce all materials to be used for external correspondence
- 4.7. Has the role to assist in distributing AMSAHK newsletter and other promotional publications to external parties
- 4.8. Has the role to work in close collaboration with the Publications and Promotion Department in promotional work and other appropriate functions

#### **5. Publications and Promotion secretary**

- 5.1. Is responsible for the publication of regular newsletters
- 5.2. Is responsible for the production and submission of articles to publications of external bodies
- 5.3. Has the role of coordinating the promotion of the association, its activities and conferences to local medical students
- 5.4. Has the role of coordinating the recruitment of executive committee members and delegates for conferences and other activities
- 5.5. Is responsible for taking minutes of interschool meetings
- 5.6. Has the role to work in close collaboration with the Public Relations Department in promotional work and other appropriate functions

#### **6. Local Exchange Manager**

- 6.1. Has the responsibility of promoting exchange programmes to medical students
- 6.2. Has the responsibility of assisting in recruiting host universities or hospitals for all exchange programmes coordinated by AMSAHK
- 6.3. Has the responsibility of coordinating the selection of outgoing and incoming students
- 6.4. Has the responsibility of managing the logistics of incoming students

#### **7. Local Public Health Officer**

- 7.1. Has the responsibility of assisting the Directors of Public Health in organising all activities managed by SCOPH.
- 7.2. Has the responsibility for the promotion, recruitment and liaison of SCOPH activities.
- 7.3. Has the responsibility of assisting outgoing students to participate in international Public Health projects.