



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)

Each of the five positions in the Asian Medical Students' Association Hong Kong's ad hoc Joint Conference 2011 Organizing Committee (2009/2010) (with the exception of the President, Vice-Presidents and Advisors) will be held by one medical student from either the University of Hong Kong or the Chinese University of Hong Kong. The positions of President and Vice-President(s) will be held by current Executive Committee members of AMSAHK. The Persons-in-Charge are allowed to run for any positions of the AMSAHK Joint Conference 2011 Organizing Committee (2010/2011) in August 2010, but not allowed to run for positions in the AMSAHK Executive Committee.

POSITIONS OPEN FOR APPLICATION

1. Academic Research Team PIC

- 1.1. Has the role of setting the rules and guidelines for academic events and competitions that will be programmes of the Joint Conference.
- 1.2. Has the role of developing the theme of Integrated Medicine, and preparing the other committee members for this topic by organizing seminars and discussions led by academic staff and professionals with expertise in the relevant fields.
- 1.3. Has the role of planning for the academic programs in the Joint Conference, contacting and inviting doctors/professors to offer or present their professional knowledge regarding topics of the conference or any other academic activities organized by the Committee.
- 1.4. Has the role of communicating and working with the academic counterparts of AMSAHK.

2. Public Relations Team PIC

- 2.1. Has the role to fundraise and liaise with current sponsors, Faculties of Medicine and other external bodies
- 2.2. Has the responsibility to keep record of all external liaison conducted by all teams.
- 2.3. Has the role to advise the other Departments in PR-related matters and to provide aid whenever necessary.
- 2.4. Has the role to assist in publishing press releases.
- 2.5. Has the role to communicate with medical doctors and other public sectors regarding AMSAHK's hosting of the Joint Conference 2011.
- 2.6. Has the role to work in close collaboration with the Publications, Promotion, I.T. & Design Team in promotional work and other appropriate functions.

3. Publications, Promotion, I.T. & Design Team PICs

- 3.1. May be held by two people concurrently
- 3.2. Has the responsibility of producing articles and promotional publications in various formats including electronic version (e.g. website articles, blogs, videos).
- 3.3. Has the role of coordinating the promotion of the Joint Conference and its activities to local and foreign medical students.
- 3.4. Has the role of coordinating the recruitment of additional Committee members when necessary.
- 3.5. Has the responsibility of providing information technology (IT) support to the Committee.
- 3.6. Has the role of providing audio and video technical assistance during the Committee's events.
- 3.7. Has the role to work in close collaboration with the Public Relations Team for I.T. assistance in promotional work and other appropriate functions.

4. Logistics and Finance Team PIC

- 4.1. Has the role of arranging accommodation, venues, transportation and catering for the Joint Conference.
- 4.2. Has the responsibility of overseeing all financial transactions of the Committee and maintaining its financial resources.
- 4.3. Has the responsibility to collect, coordinate and approve all departmental budgets.
- 4.4. Has the responsibility of keeping track of the Committee's assets.
- 4.5. Has the role of producing systematic and updated financial reports, budgets for all activities and book keeping.

POSITIONS NOT OPEN FOR APPLICATION

1. President: position held by current AMSAHK Executive Committee member

- 1.1. Has the overall responsibility to coordinate and lead the committee such that its preparation work for the Joint Conference is achieved.

- 1.2. Is responsible for communication with the AMSAHK Executive Committee and reporting the Committee's work progress regularly.
 - 1.3. Has the responsibility to liaise with external organisations for collaboration effort on the Joint Conference.
 - 1.4. Has the role of a facilitator between the Committee members of two medical schools.
 - 1.5. Has the role of setting agendas for, calling and chairing the Committee's meetings.
 - 1.6. Has the authority to make the final decision concerning issues related to the Joint Conference when such cannot be compromised among the Committee members.
 - 1.7. Has the role of ensuring that all members of the Committee are fulfilling his/her duties.
2. **Vice-President(s)**: position(s) held by current AMSAHK 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 role of setting agendas for, calling and chairing the Committee's meetings when the President is absent.
 - 2.3. Has the authority to make the final decision concerning issues related to the Committee when the President is unable to perform his/her duties.
 - 2.4. Has the responsibility to monitor and evaluate the progress of the Committee regularly.
3. **Advisor(s)**: position(s) held by current/past AMSAHK or Medical Society Executive Committee Members.
- 3.1. Has the role of overseeing the teams where the primary duty is to provide guidance and advice.
 - 3.2. Each Advisor will be assigned to a Department where they will work in close collaboration with the corresponding PIC.
 - 3.3. Has the responsibility to be a contact person for their respective classes.