



# 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)

## Joint Conference Organizing Committee – POSITIONS OPEN FOR APPLICATION

### 1. Academic Department Officer

- 1.1. Has the responsibility of setting the rules and guidelines for academic events and competitions (e.g. paper, poster, video presentation competitions) that will be programmes of the Joint Conference.
- 1.2. Has the responsibility of recruiting judges for the academic competitions.
- 1.3. Has the responsibility of planning academic programmes for the Joint Conference, which involves the planning of logistics and inviting doctors/professors to offer their professional knowledge on the theme of the conference.
- 1.4. Refining and developing the conference theme, and preparing the other committee members on this topic by organizing seminars and discussions led by academic staff and professionals with expertise in the relevant fields.

### 2. Finance Department Officer

- 2.1. Has the responsibility of overseeing financial transactions of the Organizing Committee and managing the committee's financial resources.
- 2.2. Has the responsibility to collect, coordinate and approve all departmental budgets.
- 2.3. Has the role of producing systematic and updated financial reports, budgets for all activities, and book keeping.
- 2.4. Has the role of preparing the annual report on the financial status of the Association.

### 3. Human Resources Department Officer

- 3.1. Has the responsibility of recruiting additional Organizing Committee members whenever necessary.
- 3.2. Has the role of reviewing the workload of each Department's Officers and arrange
- 3.3. Has the responsibility of participating recruitment process, e.g. interview, essay selection.

### 4. Information Technology Department Officer

- 4.1. Has the role of providing IT support to the Organizing Committee.
- 4.2. Has the role of working in close collaboration with the Publications and Promotions Department and Public Relations Department in promotional and fundraising work, as well as other related functions.
- 4.3. Has the responsibility of providing technical audio and visual assistance during the events of the Joint Conference.
- 4.4. Has the responsibility of updating the official website of the Joint Conference and managing the email domain of the Organizing Committee.

### 5. Logistics & Administration Department Officer

- 5.1. Has the responsibility of arranging accommodation, catering, and transportation for the Joint Conference.
- 5.2. Has the role of keeping clear records of the progresses of the Organizing Committee and taking minutes in meetings.
- 5.3. Has the responsibility of coordinating the registration of foreign delegates, as well as other administrative work.

### 6. Programme Department Officer

- 6.1. Has the responsibility of planning the schedule and programmes of the Joint Conference.
- 6.2. Has the responsibility of preparing contingency plans for the programmes of the Joint Conference.

6.3. Has the responsibility to work closely with the Logistics & Administration Department to ensure smooth rundown of the Joint Conference.

## **7. Public Relations Department Officer**

7.1. Has the role of fundraise and liaise with sponsors, Faculties of Medicine, Hong Kong Tourism Board, medical doctors, other external bodies.

7.2. Has the responsibility to keep record of all external liaison conducted by all Departments of the Organizing Committee.

7.3. Has the role of advising the other Departments in PR-related matters and to provide aid whenever necessary.

7.4. Has the role of ensuring media coverage and attention, as well as writing and publishing press releases for the Joint Conference.

## **8. Publications and Promotions Department Officer**

8.1. Has the responsibility of writing articles and publications related to the Joint Conference.

8.2. Has the responsibility of designing promotional items related to the Joint Conference.

8.3. Has the role of promoting the Joint Conference and its related activities to both local and foreign medical students.

8.4. Has the role of coordinating with companies and overseeing the production of publications and promotional items.