

HOPE4HEALTH INC

Election and Organisational Structure 2019

Overview of HOPE4HEALTH

HOPE4HEALTH (H4H) is a non-profit organisation and registered charity formed in 2006 by Griffith University medicine students. The aim of H4H is to improve health outcomes for local, rural, indigenous and international communities. This is primarily achieved by coordinating awareness raising and fundraising activities, projects and events for our members and the general public.

H4H is the rural health club for Griffith University students and is a member of the National Rural Health Students Network (NRHSN). H4H is also a member of the AMSA Global Health Network (AGH).

H4H membership is open to any Griffith University student and the organisation is managed by the H4H Executive. It is expected that members of the outgoing H4H Executive will remain in an advisory capacity for the incoming H4H Executive for the first few months of the year to ensure successful transition of roles.

Any Griffith University student is eligible for a position on the Executive as long as they are a H4H Member.

Being part of the H4H team is a great experience and will result in new skills ranging from leadership and professional development to time management and public speaking. As a H4H Executive member you will also gain a greater appreciation for all aspects of health, which we feel complements all health studies and opens up a whole world of opportunities you may not know exist.

The following core values are at the heart and soul of H4H...

Professionalism
Teamwork
Empowerment
Relationships

Fun
Sustainability
Neutrality

During your involvement on the H4H Executive you will start to understand how everything we do takes these 7 values into account, and creates ongoing success. H4H is great fun and hugely rewarding, we look forward to working with you next year!

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Voting Process for 2020 Executive Positions

- Applications open for positions: **Monday 26th August**
- Applications close for positions: **Friday 13th September**
- Voting open for positions: **Friday 20th September - Friday 4th October**
- Successful applicants will be announced at the **HOPE4HEALTH AGM**, on **Thursday 10th October**

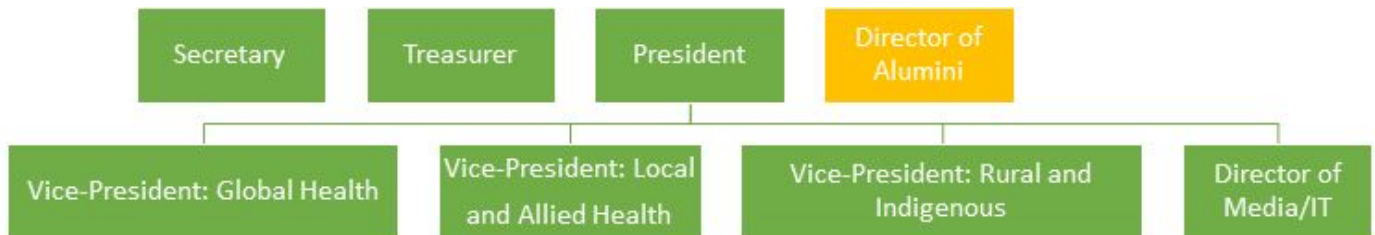
How to apply:

A link to the Google form to apply for positions will be posted on **Facebook** and **emailed** to all H4H members on Monday 26th August. You will be required to preference a maximum of 2 positions that you wish to nominate for. Please provide your details required in the application form. These will be used to contact you regarding the outcome of your application, and will be used as your contact details should you join the executive team next year.

How to vote:

A link to the Google form to vote for positions will be **emailed** to all H4H members on Friday 13th September. Positions are determined on either a selected or elected basis. Generally, selected positions are determined by the current HOPE4HEALTH Executive in conjunction with the current position holder. All H4H members can vote for elected positions apart from President, Vice-Presidents, Secretary and Treasurer which will be voted for by the H4H Executive committee only. Please check the applicant descriptions in the following pages to confirm how your relevant position is determined.

Core Executive



President

- Selected position (by the current H4H Executive committee)
- Preferably a penultimate or final year medical or allied health student with experience in the H4H Executive
- Willing to commit to a position in H4H in the year directly after their term as president in the role of Director of Alumni.
- The president is responsible for coordinating the activities of the H4H Executive, and as such the President has a large influence on the strategy of H4H's future directions. Suitable applicants require excellent communication and organisational skills.
- The responsibilities of the president include the following –
 - Ensure that all club activities fulfil the H4H core values and are implemented in a manner that is sustainable
 - Being familiar with the rules and requirements of an incorporated association and ensuring that H4H is always abiding by these.
 - Act as the official representative of H4H at all functions and events
 - Establish and maintain good relationships with Griffith University, external organisations, and other Rural and Global health clubs in Queensland and nationally
 - Attend Student Guild events and workshops
 - Liaise with other Griffith University club presidents (GUMS, Surgia, GPSN, IntoMed) to minimise event clashes and to optimise the functioning of each club.
 - Where possible, attend AMSA Global Health Councils along with the Vice President Global Health
 - Manage the recruitment of new H4H members - including preparing presentations, working with the orientation committees, attending Orientation Camp, and collaborating with allied health representatives to improve on allied health engagement
 - Chair all H4H core executive meetings, executive meetings and member's meetings
 - Ensure that the elected officers of H4H perform their duties and be on hand to help and provide advice and encouragement wherever necessary
 - Facilitate the handover between outgoing & incoming executive and act as elections officer at the end of your term

- Write a summary of the year and what was achieved in the role for the H4H Annual Review to be published at the end of the year
- Commit to an ongoing role in the core executive in the consecutive year in the role of Director of Alumni to provide experience and advice to the new core exec and to ensure the continued running of the club

Secretary

Responsibilities include

- Maximum of 1 x selected position (by the current H4H Executive committee only)
- Prepare agendas for committee meetings and release them to the members one week prior to the next scheduled meeting
- Schedule, book the venue, and organise catering for H4H meetings
- Communicate to members with regards to meetings and events in conjunction with Social Media Officer
- Record minutes during meetings and upload to Google Drive and OrgSync
- Assist portfolio holders with promotion of events and organising promotional material via MailChimp
- Collate information and distribute quarterly newsletter to H4H members
- Liaise with Student Guild
- Ensure Constitution is updated and registered with Student Guild as determined by H4H Executive
- Collect H4H mail and distribute to appropriate people
- Liaise with H4H Executive and ensure reports are submitted at the end of the year for the 'H4H Annual Review'

Treasurer

- Maximum of 1 x selected position (by the current H4H Executive committee only)
- The Treasurer works closely with the core executive to map out and ensure the future financial sustainability of H4H

Responsibilities include:

- Prospective applicants should be available for 'Treasurer Training' during summer holidays and one just before university returns. You can have as much training as you want.
- Be available to answer questions from the treasurer that took over from you
- Prepare a budget for the year in consultation with H4H Council
- Keep accurate financial records of the organisation; such responsibilities include but not limited to managing the bank account, checking statements match transaction records, ensuring signatories to account are current
- Process reimbursement request forms and ensure they are appropriate and approved
- Create invoices and ensure payments are received
- Creation of Cash Summary after each event
- Liaise with the Sponsorship Office to during scholarship/additional funding applications
- Liaise with ATO regarding ABN and GST and with the Auditor to prepare Annual Financial Report (audit) and liaise with Secretary and Office Fair Trading regarding AGM
- Liaise with Student Guild and NRHSN regarding club subsidies and submit all funding proposals
- Present a Financial Report for the preceding year at the AGM and submit a report to Secretary for inclusion in 'H4H Annual Review'
- Accept payments at events that require payments to be made, e.g. UTH dinner, JDD, etc

Vice President: Global Health

- Maximum of 1 x selected position (by the current H4H Executive committee only)
- Preferably a penultimate or final year MEDICAL student (due to AMSA GH attendance) with previous experience in the H4H Executive
- The Vice-President Global Health works to ensure the smooth running of the following streams:
 - Sumba
 - Ubuntu Through Health
 - AMSA Global Health Code Green/Healthy Communities and AMSA Global Health Crossing Borders Officers
 - Global Health Events Officer(s)
- Their specific roles and responsibilities include:
 - Helping Officers/Coordinators when required during the planning of their projects/functions (e.g. official scheduling of events, room bookings, etc.)
 - Ensuring that all event summaries from designated Officers/Coordinators are received and transferred to Publication Officer(s)
- The Vice-President Global Health also takes on the roles and responsibilities of the AMSA Global Representative. This means they connect H4H with the Global Health Groups of all the Medical Schools in Australia
 - Key responsibilities include -
 - Attend monthly AMSA Global Health teleconferences
 - Attend AMSA Global Health councils held in different locations across Australia - one in March, and one in September
 - Be involved in AMSA Think Tanks along with the GUMS AMSA Representative and encourage H4H participation to vote on policies
 - Liaise with TIME (UQ) and MAD (Bond University)
 - Coordinate H4H delegation to attend Global Health Conference (GHC)
 - Complete event reports/summaries for all events organised and submit a yearly report to President for inclusion in 'H4H Annual Review'
- Other responsibilities include:
 - Supporting the President in their role with planning, decision making and attendance at H4H functions
 - Assisting with the 2020 H4H launch during Orientation week at Griffith Gold Coast
 - Attending executive and members meetings
 - Attending (where possible) all functions run by the H4H organisation in a supportive role
 - Performing the functions of the President when the President is otherwise unavailable

Vice President: Local and Allied Health

- Maximum of 1 x selected position (by the current H4H Executive committee only)
- Preferably a penultimate or final year medical or allied health student with previous experience in the H4H Executive
- The Vice-President Local and Allied Health works to ensure the smooth running of the following streams:
 - Scholarships Officer/SEA Coordinator
 - Local Events Officer
 - Sponsorship Officer
 - Allied Health Coordinator
- The Vice President Local and Allied Health also acts as an official student representative at the Interprofessional and Simulation-Based Learning Committee meetings
- Their specific roles and responsibilities include:
 - Helping Officers/Coordinators when required during the planning of their projects/functions (e.g. scheduling of events, room bookings, etc.)
 - Ensuring that all event summaries from designated Officers/Coordinators are received and transferred to Publication Officer(s)
- Other responsibilities include:
 - Supporting the President in their role with planning, decision making and attendance at H4H functions
 - Assisting with the 2020 H4H launch during Orientation week at Griffith Gold Coast - specifically in promoting greater allied health involvement in H4H
 - Attending executive and members meetings
 - Attending (where possible) all functions run by the H4H organisation in a supportive role
 - Performing the functions of the President when the President is otherwise unavailable

Vice-President: Rural and Indigenous

- Maximum of 1 x selected position (by the current H4H Executive committee only)
- Preferably a penultimate or final year medical or allied health student with previous experience in the H4H Rural or Indigenous Portfolios
- The Vice-President Rural and Indigenous, NRHSN Representative works to ensure the smooth running of the following streams:
 - Rural Events Officer(s)
 - Indigenous Events Officer(s)
 - Rural Trips Officer
 - High School Officer
 - Cherbourg Dental Clinic
- Their specific roles and responsibilities include:
 - Helping Officers/Coordinators when required during the planning of their projects/functions (e.g. official scheduling of events, room bookings, etc.)
 - Ensuring that all event summaries from designated Officers/Coordinators are received and transferred to Publication Officer(s)
 - Organising delegations for rural conferences such as RDAQ, Goondiwindi Medical Muster, JRHCW
- The Vice President Rural and Indigenous also acts as the RHC President for National Rural Health Student Network (NRHSN) Council purposes.
 - Link between HOPE4HEALTH and the National Rural Health Student Network (NRHSN) which connects and represents all Rural Health Clubs in Australia.
 - Key responsibilities include –
 - Attending all NRHSN Council Face to Face meetings
 - Participating in teleconferences involving the Clubs in their region or relevant portfolio
 - Ensuring they discuss voting and election decisions with the Executive of HOPE4HEALTH
 - Voting on behalf of HOPE4HEALTH with HOPE4HEALTH's decision which may not necessarily be their own personal opinion
 - Disbursing relevant information from NRHSN to club members, such as newsletters, funding opportunities, RHSVs, scholarships etc
 - Acting as primary point of communication with NRHSN Executive regarding activity reports, newsletter articles for NRHSN newsletter, club feedback for NRHSN projects or policy submissions, club demographics (in consultation with Secretary)
 - Ensuring Hope4Health is meeting its NRHSN affiliation requirements in a timely manner
 - Liaising with TROHPIQ (UQ), RHINO (JCU), BUSHFIRE (Bond) regarding potential collaborations or events

- Completing event reports/summaries for all events organised and submit a yearly report to President for inclusion in 'H4H Annual Review'
- Other responsibilities include:
 - Overseeing the rural conferences RDAQ, Goondiwindi Medical Muster, and JRHCW
 - Organising delegation, transport and accommodation for the conferences
 - Liaising with RDAQ, Health Workforce Queensland and QRME to facilitate H4H attendance at these events
 - Ensuring that event summaries are done for these conferences/events
 - Supporting the President in their role with planning, decision making and attendance at HOPE4HEALTH functions
 - Assisting with the 2020 HOPE4HEALTH launch during Orientation week at Griffith Gold Coast
 - Attending executive and members meetings
 - Attending (where possible) all functions run by the HOPE4HEALTH organisation in a supportive role
 - Performing the functions of the President when the President is otherwise unavailable

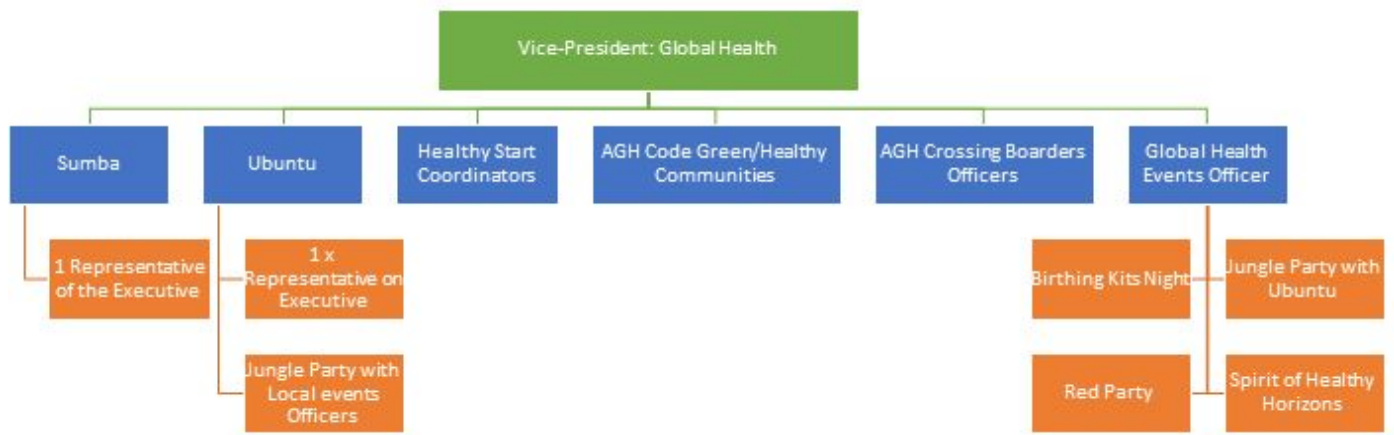
Director of Media/IT

- Maximum of 1 x elected position (open to all students)
- As most aspects of this position can be managed offsite, this position is suitable for applicants who are not based on the Gold Coast
- Responsibilities include working with and managing the 3 executives under this position to
 - Ensure that post event reports are received after each event
 - Update H4H social media throughout the year (Facebook, Instagram, and Twitter) and aspects associated with these platforms (e.g. posts on H4H and year level/degree pages, likes, photos, notifications and responding to messages)
 - Working with other H4H Officers/Coordinators to create and promote H4H functions via social media
 - Create the H4H Annual with Publications Officers
 - Ensure post event reports are received and updated into social media platforms and the H4H Annual
 - Oversee H4H website posting and improvement
 - Manage membership information
 - Train new IT/Media team members

Director of Alumni

- Maximum of 1 position which MUST be taken by the immediate H4H past President.
- Responsibilities include:
 - Facilitate handing over of H4H to the new executive
 - Liaise with H4H stakeholders such as the Griffith Health Group, School of Medicine, and external stakeholders to introduce the new executive
 - Provide experience and advice to the new core exec and ensure the continued effective running of the club.
 - Be available to provide timely and thorough answers to any questions or concerns raised by the current core executive.

Global Health Branch



Healthy Start Coordinator

- Selected position (selection is made by the Healthy Start Coordinators together with the Healthy Start Executive)
- Please speak to the Healthy Start team directly if you are interested in being involved
- Promote and run the Healthy Start project in QLD. This is a preventative health education project run by Griffith University medical students who work with newly arrived refugees to increase their health literacy.

Global Health Events Officer

- Maximum of 2 x elected positions, open to all students
- Responsibilities include:
 - Plan and help advertise the following events/functions:
 - Birthing Kits Evening
 - Jungle Party (in conjunction with Ubuntu Through Health)
 - Red Party
 - Spirit of Healthy Horizons (in conjunction with Indigenous Events Officer)
 - Establish and maintain links with appropriate organisations for this role, including Global Health clubs at University of Queensland and Bond University
 - Complete event summaries (including some photographs of the event) after all events/functions organised and submit these to the Vice-President Global Health for inclusion in the H4H Annual Review

AMSA Global Health Code Green/Healthy Communities

- Maximum of 1 x elected position. Open to MEDICAL students only, as this role falls under AMSA
- In this role you will act as both the AMSA GH Code green AND AMSA GH Healthy Communities representative
- Code Green is an initiative of the AMSA which works closely with Doctors for the Environment Australia (DEA) to provide a platform from which medical students and doctors can educate, engage and inspire colleagues and the wider community to act now to prevent the worst health consequences of climate change
- Healthy Communities is AMSA's newest global health advocacy portfolio. It is a global health project focused on improving non-communicable disease prevention & awareness in Australia & globally.
- Responsibilities include:
 - Create Code Green & Healthy Communities events/functions at Griffith University campus(es)
 - Encourage Griffith community involvement in local and national events of significance to Code Green & Healthy Communities values
 - Liaise with Doctors for the Environment Australia and the National Code Green Executive as well as Code Green representatives from UQ and Bond University
 - Liaise with National Healthy Communities Executive as well as Healthy Communities representatives from UQ and Bond University
 - You are encouraged to attend AMSA Global Health council, if possible
 - Complete event summaries (including some photographs of the event) after all events/functions organised and submit these to the Vice-President Global Health for inclusion in the H4H Annual Review

AMSA Global Health Crossing Borders

- Maximum of 1 x elected position. Open to MEDICAL students only, as the role falls under AMSA
- Crossing Borders is an internationally established network of medical students who aim to help remove barriers to healthcare for refugees, asylum seekers and undocumented migrants. Crossing Borders is a part of the Australian Medical Students' Association Global Health Committee and exists at most medical schools around Australia, including Griffith University
- Responsibilities include:
 - Create Crossing Borders events/functions at Griffith University campus(es)

- Encourage Griffith community involvement in local and national events of significance to Crossing Borders values
- You are encouraged to attend AMSA Global Health council, if possible
- Complete event summaries (including some photographs of the event) after all events/functions organised and submit these to the Vice-President Global Health for inclusion in the H4H Annual Review

Local and Allied Health Branch



Scholarships Officer/SEA coordinator

- Maximum of 2 x elected position, open to all students
- H4H offers several scholarships for both medical and allied health students wishing to improve the health outcomes of communities at local and international levels
- The Scholarships Officer will be responsible in overseeing the advertisement of these opportunities to students, as well as collating student applications and liaising with the core executive to decide upon successful applications.
- Student Elective Aid (SEA) is a program which allows H4H student members to deliver medical aid to impoverished countries during their overseas placements.
- Key responsibilities include:
 - Collating applications for:
 - Developing Community Grants from final year medical and allied health students
 - Bush Bursaries
 - Daniel Payne Award
 - Additional funding for conferences from H4H members
 - Liaising with H4H Executive to decide upon which applicants will receive grants
 - Establishing and managing the SEA team. This involves recruiting enthusiastic students to ensure all aspects of the program are fulfilled. These include; approaching manufacturers, general practitioners, hospitals and pharmacies for the donation of excess medical supplies
 - Negotiate the next 12-month lease of the SEA storage unit (annually in June)

- Complete summaries (including some photographs of student placements/conferences) after successful student applicants have returned from their chosen electives/conferences and detailed their trips (including how grants/equipment have impacted their chosen communities). These are to be submitted to the Vice-President Local and Allied Health for inclusion in the H4H Annual Review

Local Events Officer

- Maximum of 2 x elected position, open to all students*
 - *However, it is a requirement by the Griffith SOM that there must be at least 1 medical student in year 2-4 of medicine who is available for signing off Teddy Bear Hospital attendance sheets; this is typically the representative or another member of the H4H Executive team.
- The roles of the Local Events Officer include coordinating all local H4H events/functions
- Key responsibilities include:
 - Organising the following events/functions:
 - Op Shop Ball - H4H's first event of the year
 - International Women's Day
 - Check it Out
 - Healthy Start - Local health screening program run on South-East Queensland
 - Teddy Bear Hospital sessions
 - Purchase and maintain equipment required to run Teddy Bear Hospital program and Check it Out
 - Specific to Teddy Bear Hospital:
 - Liaise with the Griffith SOM to determine appropriate time and location to run Teddy Bear Hospital program
 - Liaise with schools to develop time and curriculum for Teddy Bear Hospital program
 - Coordinate and manage medical students who attend schools to deliver program
 - Coordinate the Cherbourg TBH trip along with the Indigenous Portfolio Coordinators and any allied health TBH trips
 - Continuing to develop this role with new initiatives alongside consultation with the core executive
 - Complete event summaries (including some photographs of the event) after all events/functions organised and submit these to the Vice-President Local and Allied Health for inclusion in the H4H Annual Review

Sponsorship Officers

- Maximum of 2 x elected positions, open to all students
- This position brings in much of the funds that support H4H as an organisation over the year. Throughout the years, H4H has made good relationships with multiple companies who are eager to continue supporting our club. If you are good at negotiating and like being taken out for lunch and schmoozing, then this could be the perfect position for you!
- Key responsibilities include -
 - Working closely existing sponsors- e.g. Medical Defence Organisations (AVANT, MIPS, MDA National, MIGA)
 - Establishing new relationships with other potential sponsors e.g. finance companies, law firms, other companies from health sector
 - Maintaining relationships with other existing sponsors e.g. MIPS, Hillross, AVANT etc.
 - Approaching businesses and sponsors to raise funds and gifts for specific events, e.g. Sunset Soiree
 - Providing discounts to H4H members e.g. Baskin Robbins and Noodlebox discount cards
 - Organising Finance Night and Graduation Breakfast events
 - Ensuring that H4H fulfils all contracts with sponsors
 - Completing event summaries (including some photographs of the event) after all events/functions organised and submit these to the Vice-President Local and Allied Health for inclusion in the H4H Annual Review
 - Liaising with Publications Officer to create the H4H Annual Review

Allied Health Coordinator

- Maximum of 1 x elected position, open to all students
- Each allied health discipline is responsible for appointing a H4H representative. Selection or election will vary depending on the discipline
- Key responsibilities include:
 - Overseeing the smooth running of the representatives of our allied health discipline streams
 - Collating the event summaries provided by allied health representatives after all their events/functions and submitting these to the Vice-President Local and Allied Health for inclusion in the H4H Annual Review
- Discipline specific representatives include:
 - Dentistry and Oral Health
 - Biomedical and Medical Science
 - Nursing and Midwifery
 - Nutrition and Dietetics

- Occupational Therapy
- Pharmacy
- Social Work
- Speech Pathology
- Psychology
- Paramedicine
- Other allied health disciplines
- Each discipline will have a maximum of one representative and their responsibilities include:
 - Promoting H4H amongst students from your discipline and recruit new members
 - Advertising Rural Clinical Skills trips and obtaining or delegates from health disciplines for these trips Rural clinical skills trips
 - Advertising all H4H opportunities and events to your discipline
 - Liaising with all members of the H4H Executive
 - Representing the interests of students from your discipline on H4H Executive
 - Coordinating membership sign up days as required
 - Continuing to develop your role in consultation with H4H Core Executive
 - Completing event summaries (including some photographs of the event) after all events/functions organised and submit these to the Allied Health Coordinator for inclusion in the H4H Annual Review

Cherbourg Dental Clinic Coordinators:

- 2 x selected positions available
- Suitable for Clinical year dental students; positions are selected by the 2019 Dental clinic coordinators. Please contact them for further information and to express interest.
- Key responsibilities include:
 - Organisation of the Cherbourg Dental Clinic trips: e.g. liaising with Cherbourg community representatives, students, organise transport and dental equipment required for the clinic
 - Apply for funding for the clinical skills trips e.g. NRHSN funding, sponsorship via companies
 - Liaise with all members of the H4H Executive
 - Coordinate membership sign up days as required
 - Continue to develop this portfolio in consultation with H4H Executive
 - Complete event reports/summaries for all events organised and submit a yearly report to President for inclusion in 'H4H Annual Review'

Rural and Indigenous Health Branch



Rural Events Officer

- Maximum of 1 x elected positions, open to at least one medical, plus one medical or allied health student
- The role of Rural Events Officer is to coordinate all rural H4H events/functions which aim to support and encourage students with a rural interest, scholarship or rural background.
- Support the Indigenous Events officer with the Indigenous Events
- This will include liaising with stakeholders such as NRHSN, QRME, RDAQ and HWQ, as well as possibly working with rural club representatives from Bond University, University of Queensland and James Cook University.
- Key responsibilities include:
 - Organising Bush Bash Fundraiser
 - Publicising the John Flynn Placement Program
 - Completing event summaries (including some photographs of the event) after all events/functions organised and submit these to the Vice-President Rural and Indigenous for inclusion in the H4H Annual Review
 - Working with and assisting the Rural Events officer when required

Indigenous Advocacy Officers

- Maximum of 2 x elected positions, open to at least one medical, plus one medical or allied health student
- Key expectations of the advocacy role include:
 - You will serve as the voice for indigenous students to communicate with the School of Medicine. Must be willing to make time to chat, whether face-to-face, email, Facebook, etc, to indigenous students about their concerns and be proactive in updating them on how you are addressing their concerns.
 - Attend the Medical program Committee Indigenous Health Subcommittee (MPC IHS) meetings. As requested by the school and First Peoples Health Unit (FPHU) to assist in Indigenous health curriculum development.
 - Recording meeting minutes for the MPC IHS and making these available to the student body.
 - To work closely with the GUMS Advocacy team, and attend relevant GUMS advocacy meetings to maintain open communication and update them on indigenous student concerns and MPC IHS meetings
- The Indigenous Advocacy Officers liaise with Griffith University and the First Peoples' Health Unit to coordinate all the following H4H events/functions:
 - Close the Gap
 - First Peoples Health Symposium
 - NAIDOC Week
 - Cherbourg Clinical Trip
 - Spirit of Healthy Horizons (in conjunction with Global Health Events Officer)
 - Laura Aboriginal Dance Festival
- Other key responsibilities include:
 - Attending Cherbourg Clinics committee meetings (monthly) between Gold Coast Hospital, Griffith University and H4H
 - Encouraging H4H members to attend the Cherbourg Clinics
 - Coordinating with Local Events Officer to run the Teddy Bear Hospital: Outreach in Cherbourg program
 - Encouraging HOPE4HEALTH involvement in other Indigenous health or community festivals
 - Establishing and maintaining links with appropriate organisations in this portfolio, such as the First People's Health Unit, GUMURRI
 - Continuing to develop this portfolio in consultation with H4H Core Executive
 - Completing event summaries (including some photographs of the event) after all events/functions organised and submit these to the Vice-President Rural and Indigenous for inclusion in the H4H Annual Review

- Completing event reports to submit to Vice-President Rural and Indigenous for submission to NRHSN to comply with the NRHSN funding requirements of Hope4Health.

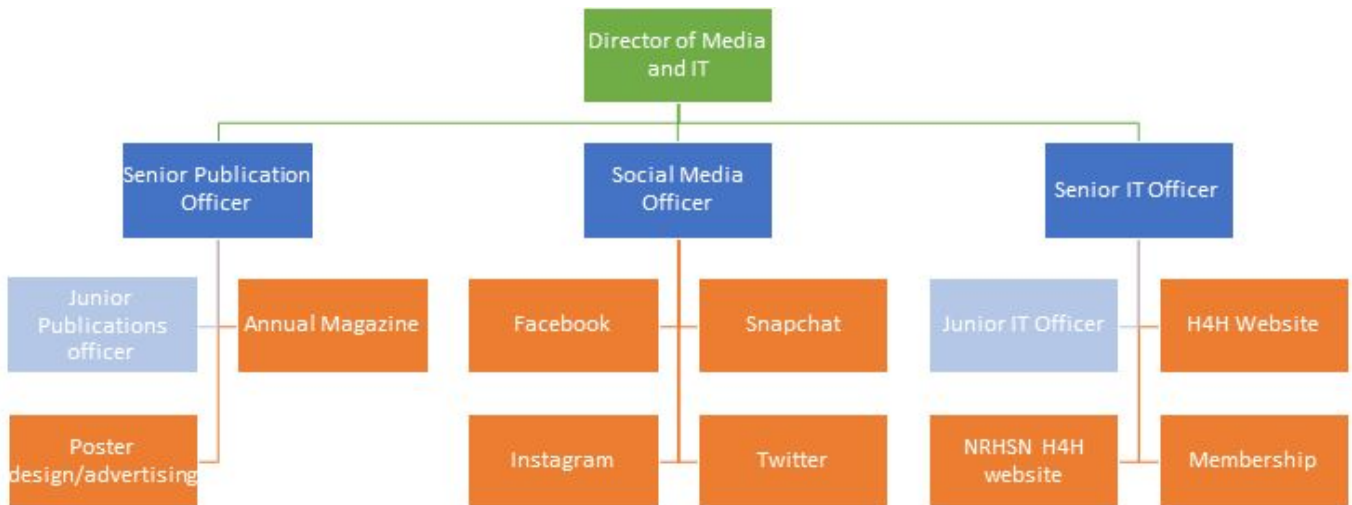
Rural Trips Officer

- The role of the Rural Trips Officer is to work closely with QRME to organise H4H's four annual clinical skills trips in the following destinations
 - Kingaroy
 - Stanthorpe
 - Toowoomba
 - Warwick
- Key responsibilities include:
 - Encouraging both medical and allied health attendance to clinical skills trips
 - Organising accommodation, transportation and activities for the trips
 - Completing event summaries (including some photographs of the event) after all events/functions organised and submit these to the Vice-President Rural and Indigenous for inclusion in the H4H Annual Review

Rural High School Visits Officer:

- Roles include overseeing at least 2 Rural High School Visits (RHSVs) with allied health representatives
- Key responsibilities include:
 - Contacting rural high schools and arranging for a RHSV from HOPE4HEALTH members
 - Encouraging both medical and allied health attendance on RHSVs
 - Organising the presentation, education stations, and transportation for the visits
 - Writing a report of these visits to submit to the NRHSN to comply with the NRHSN funding requirements of H4H
 - Completing event summaries (including some photographs of the event) after all events/functions organised and submit these to the Vice-President Rural and Indigenous for inclusion in the H4H Annual Review.

Media and IT



Social Media Officer:

- 1 x elected position
- Open to any medical or allied health student. This is suitable for applicants who are not based on the Gold Coast, as most aspects of this position can be managed offsite
- Must liaise with the Director of Social Media/IT. Additionally they will liaise with members of the H4H Executive to prioritise advertising
- Key responsibilities include:
 - Promotion- via the H4H page, Instagram, and Twitter
 - Liaising with H4H exec and portfolio coordinators, and prioritising timing of event advertisements on social media
 - Running the H4H Facebook page – posts, likes, photos, checking notifications, replying to Facebook messages
 - Managing HOPE4HEALTH’s Facebook, the H4H Instagram and the H4H Twitter accounts
 - Creating Facebook events & invitations
 - Posting on year level/ degree pages

Publications Officers

- 2 elected positions from any year group.
- Editor-in-chief: Responsible for designing and putting together the H4H Annual Publication
- Role responsibilities include:
 - Obtain reports/summaries along with pictures from every portfolio within the H4H Executive
 - Proof read and edit summaries to ensure grammatical correctness
 - Work with C squared design which have our graphics
 - Coordinate advertisements with sponsorship team to ensure all sponsorship requirements are met
 - Send drafts to core exec for editing purposes
 - Ensure printing and publication is carried out and distributed to the required recipients

IT Officer

- 1 elected position from any year group
- Medical and allied health students eligible
- Role responsibilities include:
 - Update web content
 - Liaise with the Director of Media and IT and the web developer for ongoing maintenance of the website
 - Liaise with other members of the executive team to update the website with relevant pictures and imagery
 - Improve student and sponsorship engagement with the HOPE4HEALTH website