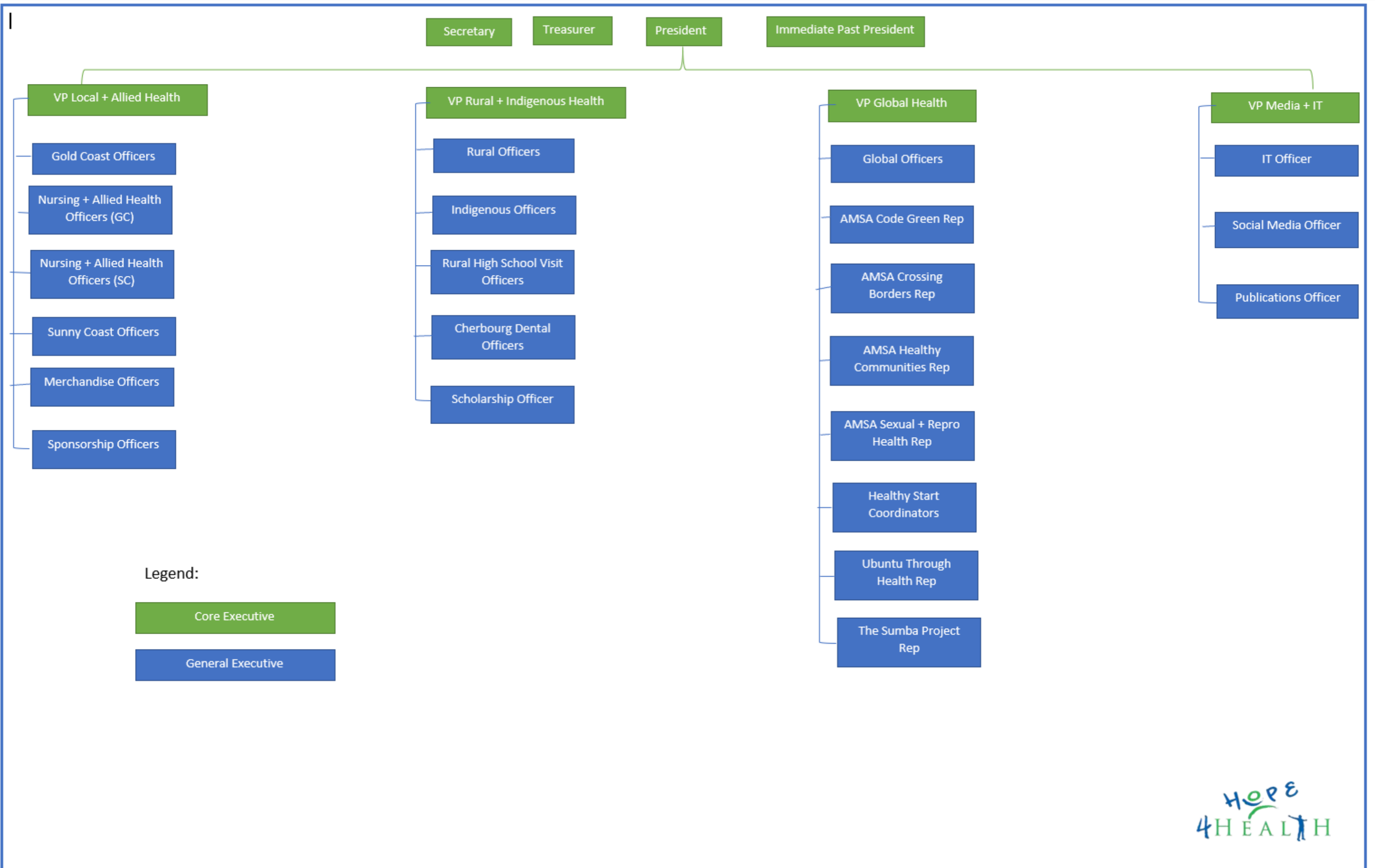




**CORE AND GENERAL EXECUTIVE  
INFORMATION DOCUMENT**



### **Objects of HOPE4HEALTH Inc**

To operate on a non-profit basis to coordinate fundraising and educational activities for the following charitable purposes:

- a) Relief of poverty for local, rural, Indigenous and international communities
- b) Relief of sickness or distress for local, rural, Indigenous and international communities
- c) Advancement of education on health issues facing local, rural, Indigenous and international communities
- d) Other purposes beneficial to local, rural, Indigenous and international communities

### **Objects of Proposed Organisational Structure 2021**

- a) To improve HOPE4HEALTH Inc's engagement with Griffith University's 3 campuses: Gold Coast, Nathan and Sunshine Coast
- b) To increase the involvement of nursing, dentistry and other allied health students with HOPE4HEALTH Inc
- c) To better achieve the objects of HOPE4HEALTH Inc as stated above

### **What has changed?**

- a) Immediate Past President to be play an active supporting role in core executive team to assist with transition of new exec into role
- b) Opening more positions for allied health students
- c) Local Health: Officers in local campuses; Scholarships officer now under rural and indigenous; SEA role now redundant, Nursing + Allied Health Officers present
- d) Rural and Indigenous Health: Scholarships Officer now under Rural and Indigenous since most scholarships are rural and Indigenous based
- e) Global Health: Global Health portfolio expanded; roles such as AMSA reproductive rights and AMSA Healthy Communities rep present to be more consistent with AMSA Global Health Projects to organise more targeted initiatives.

## Overview of HOPE4HEALTH Inc

HOPE4HEALTH Inc. (H4H) is a non-profit incorporated association 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 the global health group for Griffith University and as such is 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 (and University of Sunshine Coast) 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...

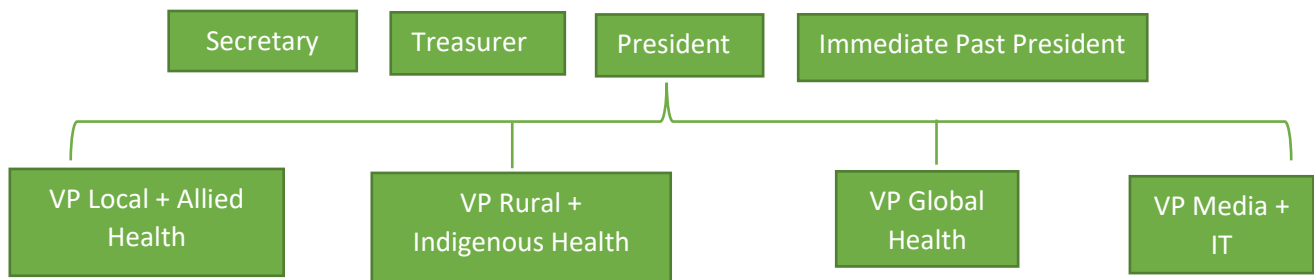
**Professionalism**  
**Teamwork**  
**Empowerment**  
**Relationships**

**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!



# CORE EXECUTIVE



## Common Criteria

- Must be current members of the HOPE4HEALTH Executive
- Demonstrate passion and dedication towards achieving HOPE4HEALTH's mission to create a world without health inequalities.
- Be able to commit to 'Leadership Training' during summer break
- Be able to commit to HOPE4HEALTH's monthly meetings
- Good communication, teamwork and time management skills

## President

**Position criteria**                      **1x Selected position by the current HOPE4HEALTH executive team Preferably penultimate or final year medical or allied health student with experience in the H4H executive**

<b>Description</b>	<p>Willing to commit to a position in H4H in the year directly after their term as president as the Immediate Past President.</p> <p>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.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that all club activities fulfil the H4H core values and are implemented in a manner that is sustainable</li> <li>• Being familiar with the rules and requirements of an incorporated association and ensuring that H4H is always abiding by these.</li> <li>• Act as the official representative of H4H at all functions and events</li> <li>• Establish and maintain good relationships with Griffith University, external organisations, and other Rural and Global health clubs in Queensland and nationally</li> <li>• Attend Student Guild events and workshops</li> <li>• Liaise with other Griffith University club presidents (GUMS, Surgica, GPSN, IntoMed) to minimise event clashes and to optimise the functioning of each club.</li> <li>• Where possible, attend AMSA Global Health Councils along with the Vice President Global Health</li> <li>• 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</li> <li>• Chair all H4H core executive meetings, executive meetings and member’s meetings</li> <li>• Ensure that the elected officers of H4H perform their duties and be on hand to help and provide advice and encouragement wherever necessary</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitate the handover between outgoing &amp; incoming executive and act as elections officer at the end of your term</li> <li>• 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</li> </ul>
<b>Time commitment</b>	<p>Average: 4-5 hours per week                  Peak average: 6-8 hours per week (can go up to 10 hours/week depending on club activities)</p>

## Treasurer

<b>Position criteria</b>	<b>1x Selected position by the current H4H executive team</b>
<b>Description</b>	The Treasurer works closely with the core executive to map out and ensure the future financial sustainability of H4H.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Be available to answer questions from the treasurer that took over from you</li> <li>• Prepare a budget for the year in consultation with H4H Council</li> <li>• 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</li> <li>• Process reimbursement request forms and ensure they are appropriate and approved</li> <li>• Create invoices and ensure payments are received</li> <li>• Creation of Cash Summary after each event</li> <li>• Liaise with the Sponsorship Officer during scholarship/additional funding applications</li> <li>• 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</li> <li>• Liaise with Student Guild and NRHSN regarding club subsidies and submit all funding proposals</li> </ul>

	<ul style="list-style-type: none"> <li>• Present a Financial Report for the preceding year at the AGM and submit a report to Secretary for inclusion in 'H4H Annual Review'</li> <li>• Accept payments at events that require payments to be made, e.g. UTH dinner etc</li> </ul>
<b>Time commitment</b>	'Treasurer Training' based on arrangement with outgoing treasurer Average time: ~2-4 hours per week

## Secretary

<b>Position criteria</b>	<b>1x Selected position by the current H4H executive team</b>
<b>Description</b>	The secretary manages HOPE4HEALTH's administration, and ensures all relevant documentation is completed in a timely fashion
<b>Responsibilities</b>	<p>Prepare agendas for committee meetings and release them to the members one week prior to the next scheduled meeting</p> <p>Submit annual report to Office of Fair Trading at the beginning of the year.</p> <p>Schedule, book the venue, and organise catering for H4H meetings</p> <p>Communicate to members with regards to meetings and events in conjunction with Social Media Officer</p> <p>Record minutes during meetings and upload to Google Drive and Campus Groups</p> <p>Assist portfolio holders with promotion of events and organising promotional material via MailChimp</p> <p>Collate information and distribute quarterly newsletter to H4H members</p> <p>Liaise with Student Guild</p> <p>Ensure Constitution is updated and registered with Student Guild as determined by H4H Executive</p> <p>Collect H4H mail and distribute to appropriate people</p> <p>Distribute emails to relevant executive team members</p> <p>Primary responsibility for looking after HOPE4HEALTH storage key.</p> <p>Liaise with H4H Executive and ensure reports are submitted at the end of the year for the 'H4H Annual Review'</p>
<b>Time commitment</b>	~2-3 hours per week in the first 3 months 1-2 hours per week (more depending on meetings, etc.)



Subsequent time would be dependent on level of advice, and support required by the executive

## Vice President Global Health (AMSA Global Health Representative)

**Position criteria** 1x Selected position by the current H4H executive team  
**Preferably a penultimate or final year MEDICAL student with previous experience in the H4H executive**

<b>Description</b>	<p>Ensure smooth running of the following streams:</p> <ul style="list-style-type: none"> <li>- Global Health Events Officers</li> <li>- AMSA Portfolio Officers—Code Green, Crossing Borders, Reproductive Health, Healthy Communities</li> <li>- Sumba</li> <li>- Ubuntu Through Health</li> </ul> <p>Other VP role description:</p> <ul style="list-style-type: none"> <li>- Supporting the President in their role with planning, decision making and attendance at H4H functions</li> <li>- Assisting with the H4H launch during Orientation week at Griffith Gold Coast</li> <li>- Attending executive and members meetings</li> <li>- Attending (where possible) all functions run by the H4H organisation in a supportive role</li> <li>- Performing the functions of the President when the President is otherwise unavailable</li> </ul>
<b>Responsibilities</b>	<p>Specific:</p> <ul style="list-style-type: none"> <li>- Helping Officers/Coordinators when required during the planning of their projects/functions (e.g. official scheduling of events, room bookings, etc.)</li> <li>- Ensuring that all event summaries from designated officers are received and transferred to Publication Officer(s)</li> </ul> <p>AMSA GH Rep roles:</p> <ul style="list-style-type: none"> <li>- Attend monthly AMSA Global Health teleconferences</li> <li>- Attend AMSA Global Health councils held in different locations across Australia – one in March, and one in September</li> </ul>

	<ul style="list-style-type: none"> <li>- Be involved in AMSA Think Tanks along with the GUMS AMSA Representative and encourage H4H participation to vote on policies</li> <li>- Liaise with TIME (UQ) and MAD (Bond University)</li> <li>- Coordinate H4H delegation to attend Global Health Conference (GHC)</li> <li>- Complete event reports/summaries for all events organised and submit a yearly report to President for inclusion in 'H4H Annual Review'</li> </ul>
<b>Time commitment</b>	<p>2 hours per week</p> <p>Can get up to 6-8 hours/week depending on events</p>

## Vice President Local and Allied Health

**Position criteria** 1x Selected position by the current H4H executive team  
**Preferably a penultimate or final year allied health or medical student with previous experience in the H4H executive**

<b>Description</b>	<p>Ensure smooth running of the following streams:</p> <ul style="list-style-type: none"> <li>- Gold Coast Officers</li> <li>- Nursing and Allied Health Coordinators</li> <li>- Sponsorship officers</li> <li>- Sunshine Coast Officers</li> </ul> <p>Other VP role description:</p> <ul style="list-style-type: none"> <li>- Supporting the President in their role with planning, decision making and attendance at H4H functions</li> <li>- Assisting with the H4H launch during Orientation week at Griffith Gold Coast</li> <li>- Attending executive and members meetings</li> <li>- Attending (where possible) all functions run by the H4H organisation in a supportive role</li> <li>- Performing the functions of the President when the President is otherwise unavailable</li> </ul> <p>The Vice President Local and Allied Health also acts as an official student representative at the Interprofessional and Simulation-Based Learning Committee meetings</p>
<b>Responsibilities</b>	<p>Helping Officers/Coordinators when required during the planning of their projects/functions</p>

	(e.g. scheduling of events, room bookings, etc.) Ensuring that all event summaries from designated officers are received and transferred to Publication Officer(s)
<b>Time commitment</b>	~2-3 hours per week ~6 hours per week during peak times

## Vice President Rural and Indigenous Health (NRHSN Representative)

**Position criteria** 1x Selected position by current H4H executive team  
Preferably a penultimate or final year allied health or medical student with previous experience in the H4H executive

<b>Description</b>	<p>Maximum of 1 x selected position (by the current H4H Executive committee only).</p> <p>Preferably a penultimate or final year medical or allied health student with previous experience in the H4H Rural or Indigenous Portfolios.</p> <p>The Vice-President Rural and Indigenous, NRHSN Representative works to ensure the smooth running of the following streams:</p> <ul style="list-style-type: none"> <li>- Rural Events Officer(s)</li> <li>- Indigenous Events Officer(s)</li> <li>- Rural Trips Officer</li> <li>- Cherbourg Dental Clinic</li> </ul> <p>Link between HOPE4HEALTH and the National Rural Health Student Network (NRHSN) which connects and represents all Rural Health Clubs in Australia.</p> <p>Other VP role description:</p> <ul style="list-style-type: none"> <li>- Supporting the President in their role with planning, decision making and attendance at H4H functions</li> <li>- Assisting with the H4H launch during Orientation week at Griffith Gold Coast</li> <li>- Attending executive and members meetings</li> <li>- Attending (where possible) all functions run by the H4H organisation in a supportive role</li> <li>- Performing the functions of the President when the President is otherwise unavailable</li> </ul>
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<p><b>Responsibilities</b></p>	<p>Specific to H4H:</p> <ul style="list-style-type: none"> <li>- Helping Officers/Coordinators when required during the planning of their projects/functions</li> <li>- (e.g. official scheduling of events, room bookings, etc.)</li> <li>- Ensuring that all event summaries from designated Officers/Coordinators are received and transferred to Publication Officer(s)</li> <li>- Organising delegations for rural conferences such as RDAQ, Goondiwindi Medical Muster, JRHCW</li> </ul> <p>Specific to NRHSN (National Rural Health Student Network):</p> <ul style="list-style-type: none"> <li>- Attending all NRHSN Council Face to Face meetings</li> <li>- Participating in teleconferences involving the Clubs in their region or relevant portfolio</li> <li>- Ensuring they discuss voting and election decisions with the Executive of HOPE4HEALTH</li> <li>- Voting on behalf of HOPE4HEALTH with HOPE4HEALTH's decision which may not necessarily be their own personal opinion</li> <li>- Disbursing relevant information from NRHSN to club members, such as newsletters, funding opportunities, RHSV's, scholarships etc</li> <li>- 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)</li> <li>- Ensuring Hope4Health is meeting its NRHSN affiliation requirements in a timely manner</li> <li>- Liaising with TROHPIQ (UQ), RHINO (JCU), BUSHFIRE (Bond) regarding potential collaborations or events</li> <li>- Completing event reports/summaries for all events organised and submit a yearly report to President for inclusion in 'H4H Annual Review'</li> </ul>
<p><b>Time commitment</b></p>	<p>~2-3 hours per week in the first 3 months Subsequent time would be dependent on level of advice, and support required by the executive</p>

## Vice President Media + IT

**Position criteria** As most aspects of this position can be managed offsite, this position is suitable for applicants who are not based on the Gold Coast

<b>Description</b>	<p>Oversees the following streams:</p> <ul style="list-style-type: none"> <li>- Social Media Officer</li> <li>- IT Officer</li> <li>- Publications Officer</li> <li>- Event Photographer</li> </ul> <p>Other VP role description:</p> <ul style="list-style-type: none"> <li>- Supporting the President in their role with planning, decision making and attendance at H4H functions</li> <li>- Assisting with the H4H launch during Orientation week at Griffith Gold Coast</li> <li>- Attending executive and members meetings</li> <li>- Attending (where possible) all functions run by the H4H organisation in a supportive role</li> <li>- Performing the functions of the President when the President is otherwise unavailable</li> </ul>
<b>Time commitment</b>	<p>~2-3 hours per week in the first 3 months                  Subsequent time would be dependent on level of advice, and support required by the executive</p>

## Immediate Past President

**Position criteria** Most recent outgoing President of HOPE4HEALTH Inc.  
**Only alumnus allowed to be part of the HOPE4HEALTH executive**

<b>Description</b>	Advisory role in the HOPE4HEALTH Core executive team Assists incoming president in all presidential duties
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>- Run 'Leadership Training' for the incoming core executive during summer break.</li> <li>- Facilitate handing over of H4H to the new executive</li> <li>- Liaise with H4H stakeholders such as the Griffith Health Group, School of Medicine, and external stakeholders to introduce the new executive</li> <li>- Provide experience and advice to the new core exec and ensure the continued effective running of the club.</li> <li>- Be available to provide timely and thorough answers to any questions or concerns raised by the current core executive.</li> <li>- Provide active support the incoming core executive team during transition into their new roles.</li> <li>- Provide any additional support where required by the executive team.</li> <li>- Attendance to monthly core executive meetings only if required by the team.</li> </ul>
<b>Time commitment</b>	~2-3 hours per week in the first 3 months Subsequent time would be dependent on level of advice, and support required by the executive

## GENERAL EXECUTIVE

ANY HOPE4HEALTH Member can apply!

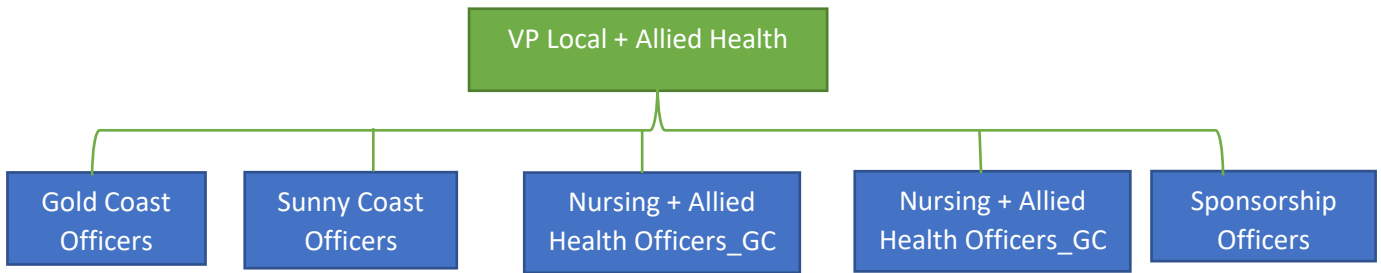
Common Criteria:

- Be current members of HOPE4HEALTH
- Show passion and dedication to participate in HOPE4HEALTH events, regular member's meetings
- Show commitment to the growth of HOPE4HEALTH Inc
- Good communication and teamwork skills

PLEASE READ THE POSITION DESCRIPTIONS AND SEND  
YOUR ENQUIRIES TO OUR FACEBOOK PAGE OR TO  
[president@hope4health.org.au](mailto:president@hope4health.org.au)



## LOCAL AND ALLIED HEALTH PORTFOLIO



### Gold Coast Officers (Previously Local Officers)

**Position criteria**    **Maximum of 2 elected positions**

**All allied health and medical students eligible to apply**

*\*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.*

<b>Description</b>	The roles of the Local Events Officer include coordinating all local H4H events/functions at the Gold Coast
<b>Responsibilities</b>	<p>These include:</p> <ul style="list-style-type: none"> <li>o Organising the following events/functions: <ul style="list-style-type: none"> <li>▪ Op Shop Ball - H4H's first event of the year</li> <li>▪ International Women's Day</li> <li>▪ Check it Out</li> <li>▪ Teddy Bear Hospital sessions</li> </ul> </li> <li>o Establish and maintain links with appropriate organisations in this portfolio e.g. Radio Lollipop at GCUH</li> <li>o Purchase and maintain equipment required to run Teddy Bear Hospital program and Check itOut</li> <li>o Specific to Teddy Bear Hospital: <ul style="list-style-type: none"> <li>▪ Liaise with the Griffith SOM to determine appropriate time and location to run Teddy Bear Hospital program</li> <li>▪ Liaise with schools to develop time and curriculum for Teddy Bear Hospital program</li> <li>▪ Coordinate and manage medical students who attend schools to deliver program</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>▪ Coordinate the Cherbourg TBH trip along with the Indigenous Portfolio Coordinators and any allied health TBH trips</li> <li>o Continuing to develop this role with new initiatives alongside consultation with the core executive</li> <li>o 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</li> </ul>
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

### Sunny Coast Officers

**Position criteria**    **Maximum of 2 elected positions**  
**All allied health and medical students eligible to apply**  
*\*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.*

<b>Description</b>	The roles of the Local Events Officer include coordinating all local H4H events/functions at the Sunshine Coast
<b>Responsibilities</b>	<p>These include:</p> <ul style="list-style-type: none"> <li>o Collaborating with GC local officers, rural officers and global events officers to organise local events at the Sunshine Coast.</li> <li>o Establish and maintain links with appropriate organisations in this portfolio e.g. Radio Lollipop at GCUH</li> <li>o Purchase and maintain equipment required to run Teddy Bear Hospital program and Check itOut</li> <li>o Specific to Teddy Bear Hospital: <ul style="list-style-type: none"> <li>▪ Liaise with the Griffith SOM to determine appropriate time and location to run Teddy Bear Hospital program at the Sunshine Coast</li> <li>▪ Liaise with schools to develop time and curriculum for Teddy Bear Hospital program</li> <li>▪ Coordinate and manage medical students who attend schools to deliver program</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Coordinate the Cherbourg TBH trip along with the Indigenous Portfolio Coordinators and any allied health TBH trips</li> <li>o Continuing to develop this role with new initiatives alongside consultation with the core executive</li> <li>o 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</li> </ul>
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

### Nursing and Allied Health Officers—Gold Coast (NEW!)

- Position criteria**    **Maximum of 2 elected positions**
- **1x Nursing + Midwifery student**
  - **1x Allied Health student**
- MUST be from the Gold Coast**

<b>Description</b>	This is a new executive role. Primary role is to lead the allied health stream and run a subcommittee team of nursing and allied health students to run allied health and nursing-specific events. If this role is proven successful, a vice president for this stream may be elected in the subsequent year along with current officer roles.
<b>Responsibilities</b>	<p>Organise events specific for the nursing and allied health stream at the GC, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Allied health and nursing careers night</li> <li>- Clinical skills</li> <li>- Collaboration with medical students to run teddy bear hospital programs</li> <li>- Collaborate with rural, indigenous and international officers to promote and run events that encourage allied health and nursing student participation</li> </ul> <p>Continue to develop the role</p> <p>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</p>

<b>Time commitment</b>	To be determined by incoming executive
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## Nursing and Allied Health Officers—Sunshine Coast (NEW!)

- Position criteria**    **Maximum of 2 elected positions**
- **1x Nursing + Midwifery student**
  - **1x Allied Health student**
- MUST be from the Sunshine Coast**

<b>Description</b>	This is a new executive role. Primary role is to lead the allied health stream and run a subcommittee team of nursing and allied health students to run allied health and nursing-specific events. If this role is proven successful, a vice president for this stream may be elected in the subsequent year along with current officer roles.
<b>Responsibilities</b>	<p>Organise events specific for the nursing and allied health stream at the GC, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Allied health and nursing careers night</li> <li>- Clinical skills</li> <li>- Collaboration with medical students to run teddy bear hospital programs</li> <li>- Collaborate with rural, indigenous and international officers to promote and run events that encourage allied health and nursing student participation</li> </ul> <p>Continue to develop the role</p> <p>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</p>
<b>Time commitment</b>	To be determined by incoming executive

## Sponsorship Officers

**Position criteria** **Maximum of 2 elected positions**

**Allied Health and Medical Students eligible to apply**

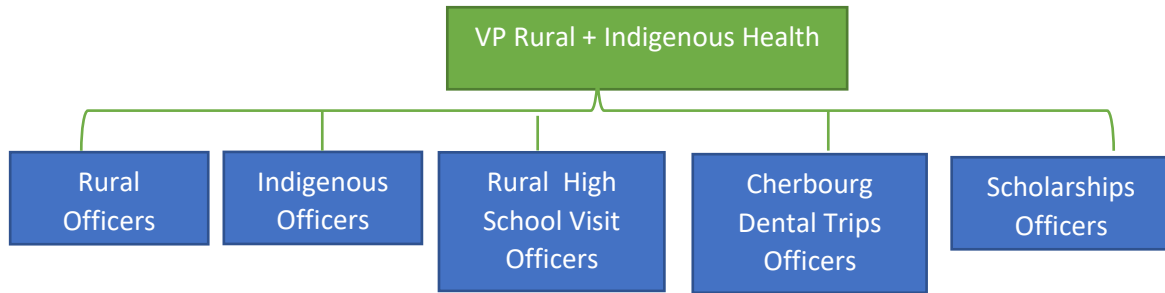
<b>Description</b>	<p>This position brings in much of the funds that support H4H as an organisation over the year.</p> <p>Throughout the years, H4H has made good relationships with multiple companies who are eager to continue supporting our club. If you are good at negotiating and like being taken out for lunch and schmoozing, then this could be the perfect position for you!</p>
<b>Responsibilities</b>	<p>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, Hillcross, AVANT etc.          Approaching businesses and sponsors to raise funds and gifts for specific events.          Providing discounts to H4H members e.g. Baskin Robbins and Noodlebox discount cards.</p> <p>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</p>
<b>Time commitment</b>	<p>~2 hours a week; subjected to change in the leadup to organising events</p>

## Merchandise Officer (NEW!)

**Position criteria**    **Maximum of 1 elected position**  
**Allied Health and Medical Students eligible to apply**

<b>Description</b>	This position is responsible for organising any new merchandise, and developing HOPE4HEALTH's branding. If you have a creative mind, then this is for you!
<b>Responsibilities</b>	Develop HOPE4HEALTH's branding Develop new merchandise to promote HOPE4HEALTH Inc as an organisation Continually develop this role in subsequent years.
<b>Time commitment</b>	~1 hour a week; subjected to change in the leadup to organising events

## RURAL AND INDIGENOUS HEALTH PORTFOLIO



### Rural Officers

**Position criteria**    **Maximum of 3 elected positions**  
**Allied health and medical students eligible**

<b>Description</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• Support the Indigenous Events officer with the Indigenous Events</li> <li>• 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.</li> </ul>
<b>Responsibilities</b>	<p>Organising Bush Bash Fundraiser          Publicising the John Flynn Placement Program          Organising delegations for          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 Indigenous Events officer when required</p>
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

## Indigenous Officers

**Position criteria**    **Maximum of 2 elected positions**  
**Allied health and medical students eligible**

<p><b>Description</b></p>	<p>Support the Rural Events officer with the Rural Events                  The role of Indigenous Events Officer is to liaise with Griffith University and the First Peoples’ Health Unit to coordinate all the following H4H events/functions:</p> <ul style="list-style-type: none"> <li>o Close the Gap</li> <li>o First Peoples Health Symposium</li> <li>o NAIDOC Week</li> <li>o Cherbourg Clinical Trip</li> <li>o Convene The Global and Aboriginal and Torres Strait Islander Health Conference (GATSIH) with Global Health Events Officer</li> </ul>
<p><b>Responsibilities</b></p>	<p>Attending Cherbourg Clinics committee meetings (monthly) between Gold Coast Hospital, Griffith University and H4H</p> <ul style="list-style-type: none"> <li>o Attend Medical program Committee (MPC) meetings. As requested by the school and First Peoples Health Unit (FPHU) to assist in Indigenous health curriculum development.</li> <li>o Encouraging H4H members to attend the Cherbourg Clinics</li> <li>o Coordinating with Local Events Officer to run the Teddy Bear Hospital: Outreach in Cherbourg program</li> <li>o Run a subcommittee for the GATSIH conference with Global Events Officer and ensure smooth organisation in the lead-up to conference.</li> <li>o Encouraging HOPE4HEALTH involvement in other Indigenous health or community festivals</li> <li>o Establishing and maintaining links with appropriate organisations in this portfolio, such as the First People’s Health Unit, GUMURRI</li> <li>o Continuing to develop this portfolio in consultation with H4H Core Executive</li> <li>o 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</li> <li>o Working with and assisting the Rural Events officer when required</li> </ul>

	o Completing event reports to submit to Vice-President Rural and Indigenous for submission to NRHSN to comply with the NRHSN funding requirements of Hope4Health.
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

## Rural High School Visit Officers

**Position criteria**    **Maximum of 1 elected position**  
**Allied health and medical students eligible**

<b>Description</b>	Organise and run physical and/or virtual rural high school visits to at least 2 sites
<b>Responsibilities</b>	<p>Coordinate visits to rural high schools (both physical and virtual)</p> <p>Create a visual resource for rural high school students for reference to aid in their decision-making.</p> <p>Coordinate membership sign up days as required</p> <p>Continue to develop this portfolio in consultation with H4H executive</p> <p>Complete event reports/summaries for all events organised and submit a yearly report to President for inclusion in 'H4H Annual Review'</p>
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

## Cherbourg Dental Trips Officers

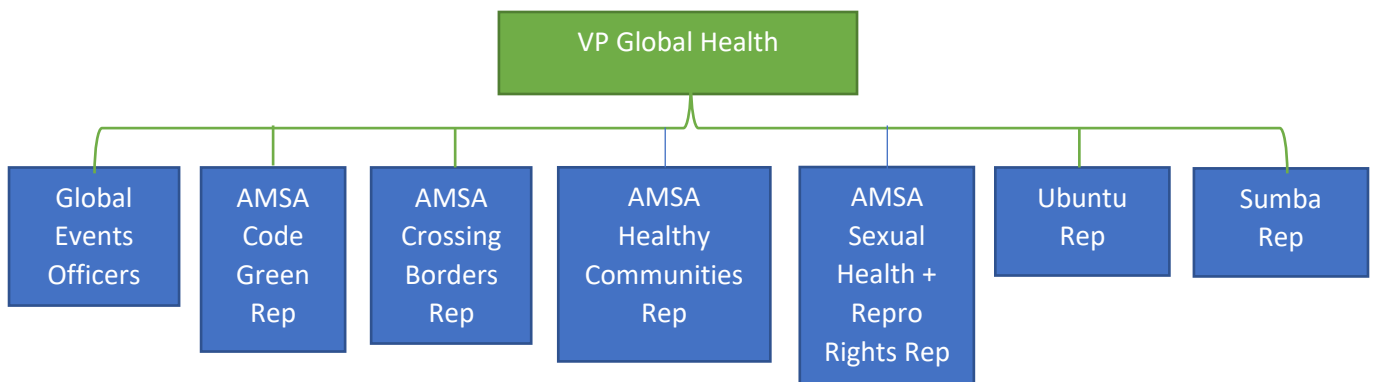
**Position criteria**    **Maximum of 2 selected positions**  
**MUST be a current Dentistry student**

<b>Description</b>	Suitable for Clinical year dental students; positions are selected by the 2020 Dental clinic coordinators. Please contact them for further information and to express interest.
<b>Responsibilities</b>	<p>Organisation of the Cherbourg Dental Clinic trips: e.g. liaising with Cherbourg community representatives, students, organise transport and dental equipment required for the clinic</p> <p>o Apply for funding for the clinical skills trips e.g. NRHSN funding, sponsorship via companies</p> <p>o Liaise with all members of the H4H Executive</p> <p>o Coordinate membership sign up days as required</p>



	<ul style="list-style-type: none"> <li>o Continue to develop this portfolio in consultation with H4H Executive</li> <li>o Complete event reports/summaries for all events organised and submit a yearly report to President for inclusion in 'H4H Annual Review'</li> </ul>
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

## GLOBAL HEALTH PORTFOLIO



### Global Events Officer

**Position criteria**    **Maximum of 2 elected positions**  
**Both allied health and medical students eligible to apply**

<b>Description</b>	
<b>Responsibilities</b>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>o Plan and help advertise the following events/functions: <ul style="list-style-type: none"> <li>▪ Birthing Kits Evening</li> <li>▪ Jungle Party (in conjunction with Ubuntu Through Health)</li> <li>▪ Red Party</li> <li>▪ GATSIH convenors (in conjunction with Indigenous Events Officer)</li> </ul> </li> <li>o Establish and maintain links with appropriate organisations for this role, including Global Health clubs at University of Queensland and Bond University</li> <li>o Complete event summaries (including some photographs of the event) after allevents/functions organised and submit these to the</li> </ul>

	Vice-President Global Health for inclusion in the H4H Annual Review
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

### AMSA Code Green Representative

**Position criteria** **Maximum of 1 x elected position. Open to MEDICAL students only, as this role falls under AMSA**

<b>Description</b>	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.
<b>Responsibilities</b>	<p>Create Code Green events/functions at Griffith University campus(es).</p> <p>Encourage Griffith community involvement in local and national events of significance to Code Green values.</p> <p>Liaise with Doctors for the Environment Australia and the National Code Green Executive as well as Code Green representatives from UQ and Bond University.</p> <p>You are encouraged to attend AMSA Global Health council, if possible</p> <p>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.</p>
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

### AMSA Crossing Borders Representative

**Position criteria** **Maximum of 1 x elected position. Open to MEDICAL students only, as the role falls under AMSA**

<b>Description</b>	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.
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	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
<b>Responsibilities</b>	<p>Create Crossing Borders events/functions at Griffith University campus(es)</p> <p>Encourage Griffith community involvement in local and national events of significance to Crossing Borders values</p> <p>You are encouraged to attend AMSA Global Health council, if possible</p> <p>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</p>
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

### AMSA Healthy Communities Representative (NEW!)

**Position criteria**    **Maximum of 1 elected position. Open to MEDICAL students only, as the role falls under AMSA**

<b>Description</b>	<p>Healthy Communities is a part of the Australian Medical Students' Association Global Health Committee and exists at most medical schools around Australia, including Griffith University.</p> <p>Healthy Communities is a nationally established network of medical students with a strong focus on nutrition, exercise, and their role in preventing non-communicable diseases (NCDs).</p>
<b>Responsibilities</b>	<p>Collaborate with AMSA Global Health to create Healthy Communities events/functions at Griffith University campus(es)</p> <p>Encourage Griffith community involvement in local and national events of significance to Crossing Borders values</p> <p>You are encouraged to attend AMSA Global Health council, if possible.</p> <p>Develop this role to expand this portfolio to help achieve the aims of AMSA Healthy Communities.</p> <p>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.</p>

<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events
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## AMSA Sexual and Reproductive Health Representative (NEW!)

**Position criteria** **Maximum of 1 elected position. Open to MEDICAL students only, as the role falls under AMSA**

<b>Description</b>	<p>Sexual and Reproductive Health (SRH) is a part of the Australian Medical Students' Association Global Health Committee and exists at most medical schools around Australia, including Griffith University.</p> <p>SRH is a nationally established network of medical students and utilises a holistic, rights-based approach to reproductive health care, and the right of every individual to have the tools necessary to have a safe sexual and reproductive health journey throughout their lives.</p>
<b>Responsibilities</b>	<p>Collaborate with AMSA Global Health, and with HOPE4HEALTH's Global Events officer to run SRH events/functions at Griffith University campus(es). This includes, but not limited to:: Birthing kits night and Red Party</p> <p>Encourage Griffith community involvement in local and national events of significance to Crossing Borders values</p> <p>You are encouraged to attend AMSA Global Health council, if possible.</p> <p>Develop this role to expand this portfolio to help achieve the aims of AMSA Sexual and Reproductive Health.</p> <p>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.</p>
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

## Ubuntu Through Health Representative

**Position criteria** **Maximum of 1 selected position**  
**Member of Ubuntu Through Health**

<b>Description</b>	Acts as a representative for Ubuntu Through Health, a partner not-for-profit organisation that aims to help improve health outcomes in developing communities worldwide. Current projects include the malnutrition project at the Ruben Centre, Kenya, and COSAN women's health initiative in Nepal.
<b>Responsibilities</b>	Attend HOPE4HEALTH member's meetings Update the HOPE4HEALTH core executive team on upcoming events organised by Ubuntu Through Health Represent Ubuntu Through Health in any correspondence with VP Global Health 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.
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

### The Sumba Project Representative

**Position criteria**    **Maximum of 1 selected position**  
**Member of the Sumba Project**

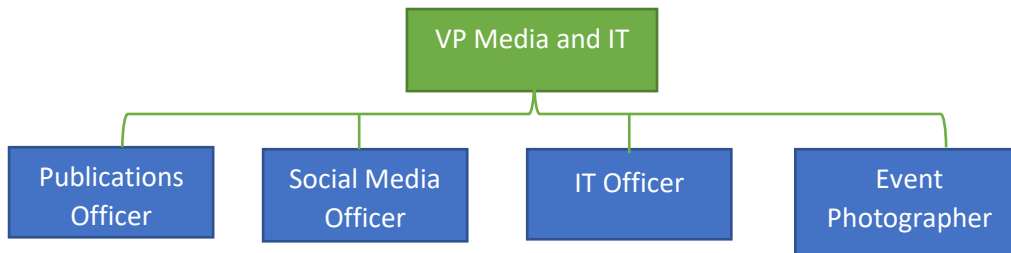
<b>Description</b>	Act as a representative for the Sumba Project, a partner not-for-profit organisation that aims to help improve health outcomes among citizens in the island of Sumba, Indonesia. This includes supporting hand hygiene education and tuberculosis screening programs.
<b>Responsibilities</b>	Attend HOPE4HEALTH member's meetings Update the HOPE4HEALTH core executive team on upcoming events organised by The Sumba Project Represent The Sumba Project in any correspondence with VP Global Health 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.
<b>Time commitment</b>	~2 hours a week; subjected to change in the leadup to organising events

## Healthy Start Coordinators

**Position criteria**    **Maximum of 3 selected positions**

<b>Description</b>	Selected position (selection is made by the Healthy Start Coordinators together with the Healthy Start Executive).
<b>Responsibilities</b>	Promote and run the Healthy Start project in QLD. This a preventative health education project run by Griffith University medical students who work with newly arrived refugees to increase their health literacy.
<b>Time commitment</b>	~1 hour/week Subjected to increase closer to event.

## MEDIA AND IT PORTFOLIO



## Publications Officer(s)

**Position criteria**    **Maximum of 2 Elected positions**  
**Allied health and medical students eligible to apply**

<b>Description</b>	Editor-in-chief: Responsible for designing and putting together the H4H Annual Publication
<b>Responsibilities</b>	Obtain reports/summaries along with pictures from every portfolio within the H4H Executive <ul style="list-style-type: none"> <li>o Proof-read and edit summaries to ensure grammatical correctness</li> <li>o Work with Canva design which have our graphics</li> <li>o Coordinate advertisements with sponsorship team to ensure all sponsorship requirements are met</li> <li>o Send drafts to core exec for editing purposes</li> <li>o Ensure printing and publication is carried out and distributed to the required recipients</li> </ul>
<b>Time commitment</b>	Average 1-2 hours a week during peak times

## Social Media Officer

**Position criteria**    **Maximum of 1 Elected position**  
**Allied Health and Medical Students eligible to apply**

<b>Description</b>	Must liaise with the Director of Social Media/IT. Additionally they will liaise with members of the H4H Executive to prioritise advertising.
<b>Responsibilities</b>	Promotion- via the H4H page, Instagram, and Twitter o Liaising with H4H exec and portfolio coordinators, and prioritising timing of event advertisements on social media o Running the H4H Facebook page – posts, likes, photos, checking notifications, replying to Facebook messages o Managing HOPE4HEALTH’s Facebook, the H4H Instagram and the H4H Twitter accounts o Creating Facebook events & invitations o Posting on year level/ degree pages
<b>Time commitment</b>	Average 1-2 hours a week during peak times

## IT Officer

**Position criteria**    **Maximum of 2 elected positions**  
**Allied health and medical students eligible to apply**

<b>Description</b>	1 senior IT officer elected position 1 Junior IT officer will work under the senior IT officer with the view to become the senior IT officer in the following year
<b>Responsibilities</b>	Maintaining the H4H website o Receiving updated information from each portfolio to add to the website and ensure information is accurate. o Liaising with external website developers in the case of any issues and troubleshooting o Updating H4H’s NRHSN webpage o Maintaining an up to date membership database
<b>Time commitment</b>	1 hour/ week