
OPERATIONAL GUIDELINES OF THE MSAND EMIG GROUP

NAME OF GROUP

The name of this group is the: *MSAND Emergency Medicine Interest Group (EMIG)*.

MISSION AND GOALS

The MSAND EMIG was established with the goal of maximizing students' exposure and extracurricular education in the field of:

emergency medicine and emergency surgery both in a practical and knowledge point of view.

The purpose of this group, a Medical Students' Association Notre Dame (MSAND) Special Interest Group, shall be to:

- i. further students' interest in emergency medicine and surgery
 - a. through extracurricular activities, of a social and educational nature
 - b. through the distribution of resources and current information, especially that from the Australasian College of Emergency Medicine (ACEM)
- ii. provide a learning environment conducive to the upgrading of both clinical and non-clinical skills
- iii. facilitate a means for interaction between students with a common interest in emergency medicine and emergency surgery

MEMBERSHIP

Membership is restricted to students enrolled in Bachelor of Medicine/Bachelor of Surgery at the University of Notre Dame (Fremantle) that are "members" of MSAND. This does not preclude the involvement of students from other faculties in events.

GOVERNANCE

The MSAND EMIG consists of:

- i. Chair
- ii. Clinical Students' Representative
- iii. Pre-Clinical Students' Representative
- iv. Immediate Past-Chair

The term of the committee shall be one year.

The Chair of MSAND NDEMIG shall:

- i. be known as the “Chair of MSAND EMIG”.
- ii. be responsible for liaising with the Secretary of MSAND
- iii. be responsible for liaising with MSAND portfolio holders that the group is holding events in conjunction with.
- iv. oversee the committee and be responsible for the actions of the officers and any other offices/committees created under his/her jurisdiction.
- v. act as chief liaison to other groups and organisations.
- vi. must participate in any MSAND EMIG activity where help is needed and a previous engagement of high importance cannot preclude him/her from such duties.
- vii. co-ordinate and direct social and education assemblies.
- viii. be responsible for helping to arrange appropriate speakers for each event.
- ix. be responsible for sending e-mail notifications about the group’s activities.
- x. be responsible for maintaining a membership list of active members.

The Chair shall act in an advisory role following their term. The obligations of the immediate past co-chairs shall be to:

- i. act as an advisor to the MSAND EMIG committee
- ii. act as a mentor to the new MSAND EMIG chairs
- iii. maintain continuity between the outgoing and incoming committees

The Clinical Students Representative shall:

- i. liaise with the clinical students regarding notification of events.
- ii. promote the activities of MSAND EMIG .
- iii. be responsible for assisting in the set-up and running of functions.

The Pre-clinical Students Representative shall:

- i. liaise with the pre-clinical students regarding notification of events.
- ii. promote the activities of MSAND EMIG.
- iii. be responsible for assisting in the set-up and running of functions.

The role of the MSAND Secretary shall be to:

- i. liaise with MSAND committee in lieu of the MSAND SIG chairs
- ii. provide guidance to the MSAND EMIG Committee

If a chair is removed from or is unable to carry on responsibilities of the office, a member of the current committee will assume responsibilities of the chair.

SELECTION OF OFFICERS

MSAND EMIG committee members are selected on the basis of:

- i. a written application to a selection panel consisting of the MSAND executive and the outgoing MSAND EMIG chair.

Clinical Students' Representative and Pre-Clinical Students' Representative will be selected by:

- i. nomination by the incoming MSAND EMIG chair
- ii. and then approved by the MSAND Executive

MEETINGS

- i. The committee will meet at the discretion of the chair
- ii. Or upon the recommendation of the MSAND Secretary
- iii. MSAND Secretary is not required to attend meetings
- iv. MSAND Secretary must be provided with minutes of the meetings

LENGTH OF CONTRACT

The MSAND EMIG agrees to the terms of this Memorandum of Understanding with the Medical Students' Association of Notre Dame from the date of approval 07.10.2011 until the date of the 2012 MSAND Annual General Meeting.