



ASIAN MEDICAL STUDENTS' ASSOCIATION (AMSA) INTERNATIONAL

Australia. Bangladesh. Cambodia. China. Hong Kong. India. Indonesia. Japan. Jordan. Korea.
Malaysia. Mongolia. Nepal. New Zealand. Pakistan. Palestine. Philippines. Saudi Arabia.
Singapore. Taiwan. Thailand. Ukraine. United Kingdom

Asian Medical Students' Association International Duties and Responsibilities of Executive Committee 2010 -2011

A. Overall Chairperson (code: OC)

1. To lead and coordinate activities of the AMSA International Executive Committee – hereafter referred to as EC.
2. To officially represent the Association.
3. To form necessary subcommittees for the purpose of coordinating activities in times of need.
4. To exercise discretionary powers in situations that require immediate decisions and actions, under circumstances stated in the constitution.
5. To convene and preside over all meetings of the EC.
6. To preside over the elections for the incoming EC.
7. To ensure a smooth handover of all affairs of the current EC to the incoming EC.
8. To assist and act as advisor to the incoming EC.

B. Vice Overall Chairperson Internal (code: VOCi)

1. Represent the OC in the absence of the OC for internal matters relating to the executive board, leadership and online meetings.
2. Support the OC with internal matters relating to the executive board, accountability and support for executive members.
3. Provide support and strategy to executive officers.
4. Provide a point for grievances to be properly investigated
5. Reports directly to the OC.

Headquarters: Medical Faculty, Hasanuddin University.
Jln. Perintis Kemerdekaan Km.10, Makassar, Indonesia
Ph. +62 411 5406700

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C. Vice Overall Chairperson External (VOCe)

1. Represent the OC in the absence of the OC to external organizations and to AMSA Intl.
2. Support the OC in representing the organization.
3. Provide support and strategy particularly to MnD, development and new partners.
4. Report directly to the OC.

VoCi and VoCe (*addendum*) – joint duties

1. To take over the responsibilities and authorities of the Overall Chairperson in times of his/her absence
2. To officially represent the association with the Overall Chairperson
3. Cooperating in partnership with the Overall Chairperson to lead the Executive Committee
4. Provide input to the Overall Chairperson in decision making for development of AMSA

D. General Secretary (code: GS)

1. To compile the minutes of regular meetings of the EC.
2. To assist the Overall Chairperson and Vice Overall Chairperson in ensuring that meetings are run smoothly.
3. To keep and safeguard all official files and documents of the Association.
4. To continuously update all official files of the Association by securing relevant material or reports.
5. To assist the Overall Chairperson and Vice Overall Chairperson in compiling official documents and reports.
6. To compile yearly progress reports from members of the EC.
7. To closely collaborate with the Secretary of Publications and Promotion in compiling and updating the content of official publications, including the website and presentations at conferences.
8. To respond to emails to the Association and direct them to the EC member(s) concerned if necessary.
9. To initiate contact with organizations that are currently not affiliated with the Association, if necessary.

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E. Secretary for Membership and Development (code: MnD)

1. To formulate and update the membership regulations of the Association.
2. To coordinate and maintain contact with RCs of member countries.
3. To recommend revocations of membership in the event of violations of the Constitution.
4. To promote and recruit membership of new countries, working in close collaboration with the Liaison Officers.
5. To facilitate the setting up of the Executive Committee in new member countries, working in close collaboration of the RCs concerned.
6. To coordinate and promote public welfare activities intended for further development of the Association.

F. Secretary for Finance (code: SoF)

1. To safeguard all funds of the Association.
2. Is responsible for the collection of official fees for the Association.
3. To keep records of all funds and expenses of the Association.
4. To prepare an annual report on the financial status of the Association.

G. Marketing and Sponsorship Officer (code: MnS)

1. To organize sponsorship and to conduct fund-raising activities for the Association.
2. To maintain contact and record of any sponsors of the Association.
3. To contact the media in collaboration with the AMSC/EAMSC Organizing Committee in order to promote the Association.
4. To initiate contact with organizations that do not have existing affiliations with AMSA, working in close collaboration with the General Secretary.
5. To participate in conferences or meetings of organizations that the Association currently liaises with and represent AMSA, especially where the Liaison Officer concerned is unable to be present.

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H. Secretary for Academics (code: SoA)

1. To lead and coordinate the annual Academic Project of the Association, which will be presented during the AMSC every year (progress reported at EAMSC) and published in leading national and international medical journals. This project should include as many member nations as possible where possible, in processes such as research and review.
2. To promote and facilitate the intra-national and international sharing of medical/health information and subsequent exploration and discussions.
3. To support and encourage academic excellence and provoke thought and research amongst AMSA members through regular academic content in the AMSA International Newsletter.
4. To oversee the International Academic Council, supporting these regional representatives in their academic projects and assisting them wherever appropriate and possible.
5. To ensure the publication of the winning paper and poster presentations from the AMSA conferences in the next AMSA newsletters, encouraging ongoing learning amongst members.
6. To create and coordinate any other relevant projects or activities that aim to promote awareness of international health issues among members of AMSA.

I. Chief Editor of the Official AMSA Newsletter (code: CEN)

1. To be in charge of compiling and publishing the official AMSA Newsletter.
2. To recruit and coordinate a team, if necessary and with the consent of the EC, to assist in the publication of the official Newsletter.
3. Is responsible for the continuity of the official Newsletter.

J. Director of AMSEP (code: AMSEP)

1. To lead and coordinate the subcommittee of AMSEP, its activities and meetings.
2. To promote and encourage wider participation of students in AMSEP.
3. To regularly update the EC on the progress of AMSEP.

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K. Secretary for Promotion and Publication (code: PnP)

1. Cooperate with Webmaster and General Secretary to update the official websites
2. Is responsible for the printing of official publications and documents of the Association.
3. To work in close coordination with the Chief Editor of the Official AMSA Newsletter in promoting the Association to medical students.

L. IT Officer (code: IT)

1. To be in charge of the development and maintenance of the official website, while collaborating with the General Secretary in publishing and updating of its content.
2. To work in close coordination with the Chief Editor of the Official AMSA Newsletter in promoting the Association to medical students.
3. To regularly reporting web usage and monitoring tuning server performance.
4. To initiate activities that will improve the IT skills of the members of the EC.

M. Liaison Officers for AMDA, ASEAN, EMSA, IFMSA and WHO (LO AMDA/ASEAN/EMSA/IFMSA/WHO)

1. To establish and maintain mutual understanding and cooperation with representatives of organizations that are affiliated or related to the Association.
2. To represent the Association at meetings or conferences of these organizations.
3. To coordinate any projects or activities held jointly by AMSA and the organization concerned.
4. To work in close collaboration with the Secretary for Membership and Development in the recruitment of new members of the Association.

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