

# **Medical Society Committee Job Descriptions**

Updated February 2020



## President

The President is the chair of the MedSoc Committee. Candidates must have held a position on the MedSoc committee for at least one full committee year to be eligible for this role.

They must also have completed the level of Phase 2b of the Sheffield MBChB curriculum.

A large part of the President's time is spent at meetings. They are required to: chair regular general committee meetings and is invited to attend Curriculum Management Committee meetings, Student Affairs Committee Meetings and Communication Groups meetings, with Faculty. They are also entitled to co-chair Staff-Student Committee Meetings, usually with the Director of Teaching.

The President is also entitled to attend any sub-committee meetings as they sees fit; such as: academic sub-committee meetings and Phase co-ordination meetings. The President acts as a figurehead and as the public face of Sheffield Medical Society. The role also involves making decisions affecting both the society and the committee. As some decisions can alter the direction of the society, good communication with the MedSoc committee is important.

The President (assisted by the Vice-President) is responsible for the management and wellbeing of all members of the committee. In addition to this is important that the President and Vice-President work together to ensure all committee members pursue any personal aims to enhance the society, as per their manifesto. Good managerial skills are essential to ensure that the committee works together for the benefit of its members.

The President is required to undertake training organised by the Student's Union Activities Department for this role. Should they fail to do this they can be removed from their post.

Additional tasks include: the production and editing of the Freshers' welcome video, the election of the MedSoc Honorary President and nomination of the MedSoc annual charity. These tasks can be delegated to be undertaken by the Vice-President.

Ultimate responsibility for the Society and its actions is placed upon the successful candidate by the Union of Students. The President needs to lead by example and further the aims of the society.

### Vice-President

Candidates for the position of Vice-President must have sat on the MedSoc committee for at least one full year before being able to apply for this position.

Their first role is to assist the President. This can involve taking over any responsibilities, duties or correspondence requested by the President. Committee discipline also falls within the remit of this role. The Vice-President is in place to make sure that everyone fulfils their job description, is aware of their job and current tasks and deadlines, as well as being encouraged to develop and work hard for the society's benefit as well as their own. In addition to this is important that the President and Vice-President work together to ensure all committee members pursue any personal aims to enhance the society, as per their manifesto.

He or she will also attend any MedSoc sub committee meetings and report back to the President. Other responsibilities include looking after the new intake of Freshers each September. Events such as the Freshers' Fayre and the Clinical Fayre are also the responsibility of the candidate in this role. Overseeing each committee member along with the day to day activities of MedSoc make this a busy role. The Vice-President can, with the permission of the President, attend any of the meetings that the President does and take over any correspondence, as needed.

Should the President be absent from Sheffield and unable to administer their role then the Vice-President, along with the Executive Committee, has responsibility for the society and its actions. In this situation the Vice-President would deputise for the President, assuming all of his/her duties as needed.

The role challenges the successful candidate in their leadership, diplomacy, teamwork and motivational skills.

### Secretary

The Secretary must have held another position on the MedSoc committee for at least one full year before applying for this position. They must attend the training offered by Student's Union Activities Department, should they fail to do this they can be removed from their post.

Responsibilities include:

- Taking and recording the minutes at each general and Executive committee meeting (general meetings are fortnightly)
- Taking and recording the minutes of the Annual General Meeting (AGM)
- Taking and recording the minutes of an Extraordinary General Meeting (EGM) if one such meeting is called
- Collecting the agenda points and preparing the agenda for all meetings

It is then the responsibility of the society Secretary to email the minutes to all committee members as a record, and adequately store the minutes so that they may be made available at the request of any committee or society member. The Secretary will also send a copy of any (general committee) minutes taken to the Website Co-ordinator so that they may be placed on the Medical Society's website.

The Secretary is also responsible for:

- Room bookings; including arranging accommodation for each general committee meeting, AGM and EGM. Any bookings made are then communicated to the committee with a time to attend.
- Organising accommodation for any other meetings as needed by the President/Vice-President
- Compiling the Freshers' packs, liaising with Faculty and making sure everything is included and sent out in advance of each new intake
- Organising the committee away day(s) and committee t-shirts as well as collecting money from each committee member for these

The secretary also assists the President and Vice-President in co-ordinating the society and helping cover the MedSoc office when the Medsoc PA is on annual leave.

## Treasurer

Candidates for the position of Treasurer must have sat on the MedSoc committee for at least one full year before being able to apply for this position.

The role of Treasurer comes with a wide range of important responsibilities.

The Medical Society Treasurer is:

- The principal signatory on all of the society's accounts
- Responsible for the day-to-day running of *all* of the Medical Society's accounts and is responsible to the committee and all members, for all society books, statements, receipts, amount and balances therein. They should be knowledgeable and be in a position to justify all expenditure
- Responsible for overall society budgeting
- Responsible for allocating monies to all MedSoc affiliated societies and sports teams as needed
- Responsible for meeting with the Student's Union Activities Officer and other staff members regarding funding from the Student's Union
- Responsible for all outgoing remittance i.e., paying bills, invoices and other remittance as needed
- Responsible for checking all society expenditure
- Responsible for ensuring the safety of money belonging to the MedSoc members, and for ensuring a MedSoc membership is worthwhile
- Responsible for arranging budgets for the Academic, Welfare and International sections of the committee, and keeping track of their spending
- Responsible for keeping a record of all proceeds raised by MedSoc for charity and arranging a transfer to be made to said charity at the end of the committee
- Responsible for keeping a record of all profits and spending by the socials team
- Responsible for presenting the committee's finances at the AGM
- Responsible for delegating any of these tasks to the Deputy Treasurer as needed by the committee, and to assist the Deputy Treasurer when they are unable to fulfil their role.

The society Treasurer is must undertake training organised by the Student's Union Activities Department for this role. Should they fail to do this they can be removed from their post.

### Academic Representative

Candidates for the position of Academic Representative must have sat on the MedSoc committee for at least one full year before being able to apply for this position.

They must also have completed the level of Phase 2b of the Sheffield MBChB curriculum.

The Academic Representative is:

- The lead for Sheffield Medical Society on all academic issues relating to undergraduate medical students
- The lead representative of the Medical Society at course curriculum meetings
- Responsible for holding monthly academic meetings which are to be advertised to all of the Medical Society
- Responsible for leading the Phase Representatives of all on academic issues; and to offer assistance where necessary on these issues
- Responsible for attending Staff-Student Committee meetings which will take place a minimum of two times during the Academic Representative's term
- Responsible for delegating any of these tasks to the Deputy Academic Representative as needed by the committee

The Academic Representative, as per the needs of the society, may also be responsible for:

- Organising the Phase 1 Mock Spotter
- Organising the Phase 2b Mock OSCE
- Organising the Phase 4 Mock OSCE
- Arranging revision lectures. This duty may be delegated to Phase Representatives as needed
- Organising guest lectures on a variety of academic subjects

The Academic Representative may also appoint a sub-committee as required.

This is one of the busiest jobs on the MedSoc committee, with great demands on the candidate's time. There is usually an overlap period between candidates to allow for introductions to Faculty members to take place.

### Welfare Representative

Candidates for the position of Welfare Representative must have sat on the MedSoc committee for at least one full year before being able to apply for this position.

Their duties are to:

- Liaise with the welfare team (comprising Treasurer, Academic Representative, International Representative and Phase Representatives) to give advice on any medicine-specific welfare issues
- Keep the President informed of any welfare-related issues affecting both members and non-members, whilst protecting confidentiality
- Take on the role of Editor of *Freshwing*
- Organise the MedSoc Buddy Scheme in advance of each new intake of Freshers with the assistance of the society Secretary
- Liaise with the Union Welfare Officer to keep up-to-date with news, events and issues affecting students
- Keep welfare notice board up-to-date and email students with advice and assistance where appropriate
- Liaise with faculty regarding any issues with the mentor scheme
- Ensure the availability of the STI Kits in the male and female bathrooms of the Medical School Cafe is maintained.
- Arrange the consent workshops for 1st years during Freshers Week.
- Run a monthly welfare cafe in the Medical School Cafe and publicise the time and date to the members of the society.

The Welfare Representative is required to undergo training organised by the Student's Union Activities Department and is in place to act as the society '*Inclusion Officer*'.

This aspect of the role ensures that the Welfare Representative, as well as the Medical Society, acts on behalf of *all* students regardless of, amongst others; gender, colour, nationality, including citizenship, ethnic or national origin, age, socio-economic status, marital/parental status, family circumstances, sexual orientation, physical or mental disability or political or religious beliefs (*N.B., this list is not exhaustive*).

The Welfare Representative may delegate any of these duties, as needed, to the Deputy Welfare Representative.

### Social Secretary

Candidates for the position of Social Secretary must have sat on the MedSoc committee for at least one full year before being able to apply for this position.

This is one of the most pressured jobs in the society. We need to cater for over 1200 members and their social life – and the Social Secretary has that responsibility.

The Social Secretary has responsibilities for organising and overseeing MedSoc's social functions, including:

- Fresher's Fever
- The Legendary Fancy Dress social
- Merry MedSoc / The MedSoc Christmas Social
- Mayfest
- Annual Medical Society Ball

They are responsible for organising the main social functions and is responsible for negotiating their budgets with the society Treasurer. Advertising, promotion and sponsorship are carried-out in conjunction with the Publicity Representative and Deputy Treasurer, respectively.

Assisting the President and Treasurer, the candidate must help to maintain MedSoc's member/non-member policy and must work to ensure value for all of the society's socials.

Other socials required by the society can be organised by the two Deputy Social Secretaries and by Phase Representatives, depending on need, but MedSoc's headline events fall under the remit of the Social Secretary.

They may form a Social sub-committee if deemed necessary and can delegate any of the above socials to the two Deputy Social Secretaries.

The ideal person for the job needs to be friendly, energetic and organised with some experience and understanding of how MedSoc socials work and are run.



### Deputy Treasurer

Candidates for the role of Deputy Treasurer can be any member of the society, they do not need to have previously held a MedSoc committee position.

The Deputy Treasurer is primarily responsible for:

- Liaising with MedSoc's external corporate sponsors
- Maintaining relations with MedSoc's external corporate sponsors
- Ensuring corporate partners who attend the Freshers Fayre are billed £250 in a timely fashion as appropriate.
- Arranging sponsorship for MedSoc's social calendar, freshers fair and academic events
- Arranging sponsorship for *Freshwing* and the MedSoc web-pages
- The in-goings and out-goings of the 'Tickets in Advance Account' held at the student's union
- The Deputy Treasurer should ACTIVELY seek out new sponsorship and approach local businesses with a view to supporting the Medical Society via MedSoc Spleens
- Arranging publication of 'MedSoc Spleens'
- Co-ordinate the production of the Freshers Pack Welcome Pack, liaising with committee members for assistance with this as they see fit.

The Deputy Treasurer is also in place to take over any of the Treasurer's duties as needed by the society.

The Deputy Treasurer should attend Union training for this role.

They will also be required to undertake other duties, as required by the committee.

The Deputy Treasurer must attend all committee meetings and events and help to further the aims of the society.

### Deputy Academic Representative

Candidates for the role of Deputy Academic Representative can be any member of the society, they do not need to have previously held a MedSoc committee position.

The Deputy Academic Representative is in place to assist the Academic Representative in their duties, including:

- Attending staff-student liaison meetings, curriculum management meetings and MedSoc academic committee meetings
- Helping to organise the 1a Mock Spotter and phase 2 Mock OSCE
- Organise revision lectures in collaboration with MedSoc sub-societies
- Organise guest lectures on a variety of academic subjects for the MedSoc Lecture Series

The Deputy Academic Representative is also in place to support and deputise for any of the Academic Representative's duties as needed by the society.

They will also be required to undertake other duties, as required by the committee.

They must attend all general committee meetings and events and help to further the aims of the society.

### Deputy Welfare Representative

Candidates for the role of Deputy Academic Representative can be any member of the society, they do not need to have previously held a MedSoc committee position.

The Deputy Welfare Representative is primarily responsible for assisting the Welfare Representative with the following duties:

- Producing/editing *Freshwing*
- Organisation of the buddy scheme
- Maintaining the welfare notice board and ensuring that Welfare posters are displayed and changed regularly in the MedSoc Office window.
- Campaigning on the behalf of Medical Society members

The Deputy Welfare Representative is also in place to take over any of the Welfare Representative's duties as needed by the society.

The Deputy Welfare Representative can attend Union training for certain aspects of this role, if required.

They will also be required to undertake other duties, as required by the committee.

They must attend all committee meetings and events and help to further the aims of the society.

**Deputy Social Secretaries (x2)**

Candidates for the role of Deputy Social Secretary can be any member of the society, they do not need to have previously held a MedSoc committee position.

The role involves helping the Social Secretary to organise major socials such as:

- May-Fest
- Fresher's Fever
- Merry MedSoc
- Medics Legendary Annual Fancy Dress Bar Crawl
- Annual Medical Society Ball

You are also expected to organise other events throughout the year and help the Phase Reps and Post-Grad Rep organise any socials they wish to run.

Working alongside the Deputy Treasurer the candidates are in place to work to ensure value-for-money for Medical Society members.

The Deputy Social Secretaries are also in place to take over any of the Social Secretary's duties as needed by the society.

They will also be required to undertake other duties, as required by the committee.

They must attend all committee meetings and events and help to further the aims of the society.

### Phase Representatives (Phases 1, 2a/b, 3a, 3b)

The Phase Representatives can be any member of the society and each sits on the Medical Society committee alongside any sub-committees they wish to form.

All Phase Representatives should:

- Represent the views of students in their phase to the MedSoc committee and keep the committee up-to-date with any issues arising from each respective phase
- Represent the views of the MedSoc committee to the students in their phase
- **Take on responsibility for promoting any Medical Society Social or Academic Events to their year group as directed by the Social Secretaries, Academic Rep and Publicity Officer.**
- Liaise between students in their phase and members of the Faculty
- Attend fortnightly MedSoc meetings
- Attend Phase Committee meetings with Faculty
- Attend other MedSoc or faculty meetings as requested
- Arrange socials for students in their phase

The role of Phase Representative is multi-layered and each candidate is often the first port-of-call for students with academic, welfare or pastoral concerns.

Phase Representatives are there to represent their fellow students; this occurs in several forms:

#### *Academic*

In conjunction with the MedSoc Academic Representatives, each Phase Representative acts as an intermediary between Sheffield medical students and Faculty. Attending Phase Committee meetings, Academic Committee meetings and Course-Curriculum meetings they are here to make sure your voice is heard.

#### *Social*

Bringing each year together is another important aspect of the role. A medical degree is long and hard, so socials – with and without alcohol – are crucial in keeping everyone happy.

#### *Support*

The Phase Representatives are the first rung in the support and pastoral network at medical school. They are often the first person to be approached and are there to pass on concerns to those that can help further.

Each Phase Representative is also the link for each year to the Medical Society committee, their respective year and every other medical student at Sheffield.

**Each Phase Representative has specific tasks in relation to their respective phases, as follows:**

### Phase 2A/B Representative

- Phase 2 mock OSCE support – assist the Academic Representatives with Phase 2 exam preparation
- Preparation and organisation of the Half Way Ball – includes; fundraising and forming a sub-committee
- Assist with clinical Christmas social
- Co-ordinate and run the LICP Rep. and Hospital Rep. Schemes

**Phase 3a/3b Representative**

- Finalises Halfway ball and begins preparations for Graduation Ball - includes; fundraising and forming a sub-committee
- Assist the Intercalation and Electives Rep. with maintaining and updating the electives booklet.

**Phase 3b/4 Representative**

- Liaise with Faculty regarding FPAS preparations
- Continue preparation/fundraising for Graduation Ball
- Finalise Graduation Ball; including event hire and social hire
- Begin preparations for yearbook should their Phase

### Intercalation and Electives Representative

Candidates for the role of Electives Representative can be any member of the society, they do not need to have previously held a MedSoc committee position. However, it is preferable for those applying for this role to be intercalating or to have completed an Intercalation and/or their Elective.

The main responsibilities of the job are:

- To update the newsletter sent to those students who are visiting Sheffield and be available for them to contact in regard to any information they need
- Liaise with Victoria Hattersley and Mr Derek Rosario, who are in charge of Electives in Sheffield
- To help facilitate the Visiting Elective Student Buddy Scheme with Victoria Hattersley and Mr Rosario
- To organise the Electives Fair in association with Faculty
- Organise the annual elective photo competition in conjunction with the Honorary President.
- Take the lead in maintaining the Electives Booklet, assisted by the Phase 3a/3b Rep.
- Work with the Medical School to publicise deadlines for completing Intercalation and Elective applications.
- Update those in Phase 3a who might be considering intercalation on opportunities available.
- Compile and update a list of bursaries and grants available for those students wishing to intercalate or for electives in conjunction with the Medical School.
- Act as the first point of contact for those who may have questions about planning their intercalation and/or elective.
- Attend the Staff-Student Liaison Committee meetings to feedback concerns from intercalating students and to keep updated on any changes the Medical School are considering.
- Attend additional meetings concerning intercalation at the Medical School as required.

They will also be required to undertake other duties, as required by the committee.

They must attend all committee meetings and events and help to further the aims of the society.

**NOTE:** *the 2020-2021 Committee year will be the first in which this role has been held. As such the holder of this role is required to keep an accurate record of their activities and areas in which they feel the job description needs updating so that a final, accurate role can be defined for future holders of this post going forward. This clause will be removed from the job role description from 2021.*

### Sports Secretary

Candidates for the role of Sports Secretary can be any member of the society, they do not need to have previously held a MedSoc committee position.

The Sports Secretary is in place to act as an intermediary and contact point for all of the sportsmen and women at Sheffield Medical School and to:

- Ensure the smooth running of all of the sports clubs that are within MedSoc, and answer or redirect any questions that they may have
- Encourage new clubs, and welcome any member of MedSoc who wants to head a club
- Ensure that each club has a registered bank account
- Ensure that each club receives relevant funding throughout the year
- Organise (with the Societies Secretary) and attend Sports/Societies Meetings on a regular basis
- Maintain the Sports Timetable throughout the year.
- Organise MedSoc Annual Charity Staff vs Students Sports Tournament inviting Faculty Staff , MedSoc Committee Alumni and Sports Teams to raise money for MedSoc's chosen charity.
- Arrange for each Sports Club to comply with Union regulations regarding events and health and safety. This includes guidance with risk assessments, social action plans and a code of conduct.
- Arrange for the Sports Clubs to attend the Freshers Fair and organise their stalls.

They will also be required to undertake other duties, as required by the committee.

They must attend all committee meetings and events and help to further the aims of the society.



### Societies Secretary

Candidates for the role of Societies Secretary can be any member of the society, they do not need to have previously held a MedSoc committee position.

The Societies Secretary is in place to act as an intermediary and contact point for all of the medical societies with MedSoc.

Their aim is to allow the societies to get their voices heard at committee level and help with recruitment, finance and advertising for events and socials. This can be done directly or by passing them on to the appropriate member of the MedSoc committee.

The Societies Secretary is responsible for organising regular Societies Meetings each year alongside the Sports Secretary. This allows societies to meet with the MedSoc President, Vice-President and Treasurer in order to communicate any concerns or problems that we can help with.

They are there as a first point of contact for any individual who

- Wishes to create a new society for medical students at Sheffield
- Who has any questions about running a society i.e., insurance issues

The Societies Secretary shall regularly update and publicise the “Sub-Societies Calendar” to inform members of the society of sub-society events taking place.

They will also be required to undertake other duties, as required by the committee.

They must attend all committee meetings and events and help to further the aims of the society.

### Publicity Representative

Candidates for the role of Publicity Representative can be any member of the society, they do not need to have previously held a MedSoc committee position.

The Publicity Rep is responsible for making and distributing publicity and advertising MedSoc events in advance.

This role involves:

- Maintaining all of the MedSoc boards on B-Floor of the medical school and the information displayed in the Society Office window.
- Working alongside the Social and Academic Secretaries along with other members of the committee to prepare publicity for any society events
- Preparing posters/publicity for non-social events
- Working with the Deputy Treasurer when using corporate logos
- Jointly managing the MedSoc Facebook page with the Phase Reps for each Phase.
- Maintain the MedSoc Instagram Page
- Work alongside the President and Technology officer to create the Freshers Welcome Video.

Please bear in mind that although previous Publicity representatives have also taken on the role of official photographer for MedSoc socials, this is not strictly part of the job description.

They will also be required to undertake other duties, as required by the committee.

They must attend all committee meetings and events and help to further the aims of the society.

### **International Representative**

Candidates for the role of International Representative can be any member of the society, they do not need to have previously held a MedSoc committee position.

They are in place to represent the needs of Sheffield Medical School's international students to the Medical Society committee and to Faculty.

They will organise socials for international students to promote a sense of community as well as facilitate integration with home students.

The International Representative will liaise with the designated faculty member to work towards further supporting the international students.

The International Representative will also liaise with the Elective Officer to provide support, help and a voice for part-time elective students visiting Sheffield.

They will also be required to undertake other duties, as required by the committee.

They must attend all committee meetings and events and help to further the aims of the society.

### Admissions Liaison Officer

Candidates for the role of Admissions Liaison Officer can be any member of the society, they do not need to have previously held a MedSoc committee position.

The varied responsibilities of this role include:

- Ensuring there are guides for each of the tours that take place on interview days. These run from November through to March. If no tour guide turns up on the day you will be responsible for giving that tour  
*Please note: you will be responsible for running and attending open day tours, many of which fall out of term time.*
- Giving a 10 minute presentation on Open Days about the University and Medical School  
*(There are 8 in Open Days in total; 4 Medical School Open Days and 4 University Open Days)*
- Being available all day to guide visiting students on Open Days
- Recruiting volunteers as necessary to help with Open Days
- Promoting higher education (and medicine in particular) in local schools
- Updating the MedSoc website with admissions news; e.g., *advice on interviews, application forms and admission criteria*
- Being a contact for any prospective students with questions

They will also be required to undertake other duties, as required by the committee.

They must attend all committee meetings and events and help to further the aims of the society.

**\*\*PLEASE NOTE: this role requires the candidate to be available throughout the summer after Phase 1 on the dates of each Open Day**

### Technology Officer

Candidates for the role of Website Coordinator can be any member of the society, they do not need to have previously held a MedSoc committee position.

The main duties of the Website Coordinator are to:

- Take on the role of webmaster for [www.sheffmedsoc.com](http://www.sheffmedsoc.com),
- ensure the domain name and email server is renewed each year and handed over to the new committee members
- Maintain, update & improve the medical society website in line with the needs of the society
- Work alongside the committee with aim of increasing traffic to the website
- Liaise with the Peer Teaching Society regarding uploading monitoring, editing and uploading resources to their section of the website
- Work alongside the President and Publicity Officer to create the Freshers Welcome Video.
- Maintain the Medical Society's Facebook page and groups in conjunction with the Publicity officer and Phase Reps
- Act as administrator for MedSoc's committee email system
- **Responsible for updating the SU web page and managing the online platform they provide, creating circular emails to members, updating the membership list and types and creating events where needed in conjunction with the social secretaries**
- They will also be required to undertake other duties, as required by the committee.
- They must attend all committee meetings and events and help to further the aims of the society.

### Charity and Events Officer

Candidates for the role of Charity and Events Officer can be any member of the society, they do not need to have previously held a MedSoc committee position.

The Charity and Events Officer is in place to co-ordinate all charity fundraising and volunteering initiatives taken on by the Medical Society. To do this they will be required to:

- Liaise with the Medical Society's annual charity regarding events and fundraising opportunities
- Be the main organiser for the MedSoc Charity Week
- Coordinate charity fundraising throughout the year
- Arrange volunteering opportunities for Society members
- Liaise with Sheffield RAG and Sheffield Volunteering
- Keep a record of any fundraising or charitable volunteering members take part in (For example: videos, photos, quotes etc.) to use for publicity
- Coordinate vote to select the Medical Society's annual charity as soon as possible after the Medical Society AGM.
- Liaise with the Social Secretary and deputies to arrange and co-ordinate charitable initiatives within the Social events organised by the Society.
- Liaise with the Societies Secretary and Sports Secretary in order to promote volunteering and fundraising for the Medical Society's annual charity to sports teams and sub-societies
- Liaise with society treasurer to ensure all money is appropriately placed and manage the volunteering budget.

They will also be required to undertake other duties, as required by the committee. They must attend all committee meetings and events and help to further the aims of the society.

**\*\*PLEASE NOTE: it is highly recommended that the role of Charity and Volunteering Coordinator is considered by Phase 1/2a students\*\***

### Postgraduate and Mature Students Representative

Candidates for the role of Postgraduate and Mature Student Rep. can be any member of the society who entered Medical School aged 21 or over, they do not need to have previously held a MedSoc committee position.

- The main duties of the Postgraduate and Mature Students Representative are to:  
Represent the views of postgraduate and mature students to the MedSoc committee and keep the committee up-to-date with any issues arising
- Represent the views of the MedSoc committee to postgraduate and mature students
- Liaise between postgraduate and mature students and members of the Faculty
- Arrange to meet the new students on the 4 year MBChB course and act as a point of contact for them to help them integrate within to Phase 2a
- Ensure that the specific PA membership is offered to PA students and liaise with their course lead to make sure that they are invited to Society Events.
- Provide advice on all aspects on being a Postgraduate and Mature Student at Sheffield Medical School, including on financial, housing and academic matters
- Organise socials and gatherings specifically for Postgraduate and Mature Students

They will also be required to undertake other duties, as required by the committee.

They must attend all committee meetings and events and help to further the aims of the society.