



MSA

Medical Students' Association

GKT MSA Elections 2019

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1 Eligible Voters

All MSA members are eligible to vote and stand in MSA elections. This includes:

- Students enrolled on the MBBS Programme
- Students enrolled on the Extended Medical Degree Programme (EMDP)
- Students enrolled on the four-year Graduate and Professional Entry Programme (GPEP), including those on the MaxFax Entry Programme
- Students who have interrupted their MBBS programme at KCL to undertake an Intercolated degree programme within any academic department at KCL
- Students who have interrupted their MBBS programme at any other institution to undertake an Intercolated degree programme within any academic department at KCL (Such students will only be considered a Member for the duration of their Intercolated degree programme at KCL)
- Students who have interrupted their study on any of the above programmes and are awaiting a decision as to their progression
- Students who have interrupted their study on any of the above programmes and have a confirmed place on any of the above programmes for the future

2 Core Committee

All roles are leadership and representative positions. An exemplary level of professional behaviour is expected of individuals in all roles. A guide to behaviours expected of medical professionals in leadership positions is outlined by the Faculty of Medical Leadership and Management (<https://www.fmlm.ac.uk/individual-standards>). The purpose of the Core Committee is to collectively represent all GKT students, supported by the reps; and to run events and services that meet the needs of students. It is the decision-making authority of MSA.

Unless you're running for president, you do not necessarily need to have been involved in MSA before to make a big impact: any relevant previous experience you can bring will add to the diversity and expertise of the team. Handover and training will take place throughout April to ensure you have the best possible start to your roles. Your wellbeing and education comes first, so we firmly suggest that for senior roles especially, you avoid big commitments in other organisations. The MSA is a team and your work can and should be shared with MSA colleagues. You can email msa@kcl.ac.uk or the outgoing president Joshua (joshua.etheridge@kcl.ac.uk) with any questions about the election and roles.

2.1 President

The President leads the MSA and oversees its overall direction. They ensure that team members are well supported in their roles. They represent students directly, for example through membership of committees. They are supported by the VP in their duties. Further to this, they will automatically be a member of the United Hospitals MedGroup committee, working with other London MSA's to address broader student issues. This is a very time consuming role which requires Committee experience. As per the MSA constitution, only previous committee members can stand for election. Email joshua.etheridge@kcl.ac.uk for questions about the role.

Key responsibilities:

- To promote and defend the interests of all students at Guy's, King's and St Thomas' School of Medical Education
- To act as the lead voice of students to the School, KCLSU, and external organisations
- To set the strategic direction of the Association
- To promote the reputation of the Association and its members
- To lead the Core Committee team ensuring that:
 - The team has clear aims and objectives, aligned to the strategic direction of the Association
 - The team is working cohesively
 - The team has access to training and support for their work
 - The team's outputs are of a consistently high quality
 - The team's outputs meet the needs of students
 - The team's expertise and professional values are developed over their tenure
- To chair the MSA's monthly Core Committee
- To chair Programme Student Staff Liaison Committee jointly with the Dean of Medical Education
- To table papers to School of Medical Education Committee (SMEC) and its subcommittees to promote the interests of students
- To scrutinise the actions of SMEC and its subcommittees to defend the interests of students
- To sit on appointment panels of executive education roles in the School as student representative
- To lead campaigns, reviews and projects that promote and defend the interests of students
- To assist in and guide the events, campaigns, reviews and projects of other committee members
- To review the association's constitution regularly and ensure compliance with it, as supported by the Association secretary
- To ensure compliance with KCLSU's Bye-Laws, Articles of Association and all other finance, insurance and health & safety policies and guidelines of the union, as supported by the secretary and treasurer
- To represent GKT at the United Hospitals MedGroup monthly meetings
- To recall committee members who fall short of the Association's expectations of their professional behaviour or who fail to fulfil their remit

2.2 Vice President

The role of the Vice President is to support the president in the running of the MSA and more specifically to organise and run the rep scheme. The VP is expected to attend school meetings, e.g. Programme management meetings, SSLCs and faculty development meetings as the student representative. Occasionally you may be asked to sit on faculty interview panels and interview candidates from a student perspective. You are expected to be a point of contact for both faculty and students and need to be able to facilitate communication between the two.

In terms of committee and rep responsibility, the Vice President is expected to liaise with KCLSU in organising the rep elections. You are to lead the induction, training and general running of the rep scheme (with support from core committee, the medical school, and KCLSU). It is your responsibility to ensure that reps are attending their meetings and engaging with their constituency. Within the committee the VP is expected to help the president and secretary organise meetings, delegate roles and follow up action plans. Ideally the VP and president should have regular individual meetings with committee members to discuss manifesto points, plans for the MSA and general MSA experience.

As VP you need to be comfortable in meeting and talking to faculty members and should be able to engage and keep on top of your emails. You will need to be flexible with your timetable and try wherever possible to support your committee members in their events/initiatives. As you will be attending meetings where potentially sensitive matter may be discussed, you need to be sensible in what you discuss with your peers outside of these. Expect to put aside at least one afternoon a week for MSA meetings and another 1-2 hours for admin.

In light of curriculum and placement changes over previous years, we will be suggesting that this person directs a major overhaul of the GKT Academic Rep structure, potentially allowing for follow-on changes to the MSA core-committee structure in 2020-21.

Email anushka.srinivas@kcl.ac.uk for questions about the role.

Key responsibilities:

- To promote and defend the interests of all students at Guy's, King's and St Thomas' School of Medical Education
- To act as deputy to the president
- To advise the President and Committee on representation aspects of strategy
- To lead in facilitating the voice of students to the School
- To assist the president in leading the Core Committee
- To lead a team of democratically academic reps ensuring that:
 - The reps are democratically representing the interests of their constituents
 - The reps are working cohesively as teams across sites and year-groups
 - The reps have access to training and support for their work
 - The rep's outputs are of a consistently high quality
 - The rep's outputs meet the needs of students
 - The rep's expertise and professional values are developed over their tenure
- To organise systems of effective and inclusive student representation of all students
- To sit on appointment panels of education roles in the School as student representative
- To lead campaigns, reviews and projects that promote and defend the interests of students
- To assist in and guide the events, campaigns, reviews and projects of other committee members

- To table papers to SMEC's subcommittees to promote the interests of students
- To scrutinise the actions of SMEC's subcommittees to defend the interests of students
- To support reps to table papers to Programme Management Groups to promote the interests of students
- To scrutinise the actions of Programme Management Groups to defend the interests of students
- To recall reps who fall short of the Association's expectations of their professional behaviour or who fail to fulfil their remit

2.3 Secretary

The secretary keeps the MSA running as smoothly as possible and makes sure that internal information is managed properly. They stay on top of emails and prepare the weekly newsletter to students. They pull together important documents such as the Freshers' guide. Email Safya.Saleem@kcl.ac.uk for questions about the role. This role will work closely with the Communication and Technology team, particularly regarding the newsletter email/social media inbox and the Freshers' guide.

Key responsibilities:

- To promote and defend the interests of all students at Guy's, King's and St Thomas' School of Medical Education
- To support the President in ensuring the smooth running of Core Committee monthly meetings through:
 - Effective and timely organisation of monthly meetings and accurate minuting
 - Following-up committee members' outstanding actions
- To support the President in ensuring the smooth running of the Association through:
 - Observing compliance with KCLSU's Bye-Laws and Articles of Association etc
 - Observing compliance with the association's own constitution
- To support the Communications Director in sharing with students the work of Core Committee, its subcommittees and reps
- To draft, prepare and distribute correspondence of the Association, and receive correspondence from students, supported by the Communications Director
- To lead campaigns, reviews and projects that promote and defend the interests of students
- To assist in the events, campaigns, reviews and projects of other committee members
- To be available to deputise for other committee members
- To update the MSA archives each year, recording the members of the GKT MSA core committee and its subcommittees.

2.4 Finance Team

2.4.1 Finance Director

This role has recently been expanded to emphasise student representation on student finance issues. The Finance Director keeps the Association's books balanced, and is responsible (with the president) for the management of MSA finances. This requires managing a turnover of approximately £90,000 from Grant, sponsorship and event revenue. Treasurers in previous years often had experience in other societies. You'll be supported by KCLSU Finance to fulfil this role, and a Sponsor Liaison Officer to generate revenue. They are expected to attend a regular Directors' meeting as well as a monthly Committee Meeting. Email the current treasurer ghulam.majeed@kcl.ac.uk for questions about the role.

- To promote and defend the interests of all students at Guy's, King's and St Thomas' School of Medical Education, especially on issues pertaining to student finance
- To advise the President and Committee on financial aspects of strategy
- To draft papers on student finance issues for the President and VP to table at SMEC and its subcommittees
- To be responsible for Group funds and accounting, in accordance with KCLSU and School regulations.
- To be responsible for all accounts held with KCLSU by the MSA and its subcommittees.
- To ensure the financial accountability and stability of the Committee and Subcommittees and mitigate financial risk
- To present cashflow reports and projections to the Core Committee monthly meeting
- To meet regularly with KCLSU finance
- To ensure compliance with KCLSU's finance policies and attend training
- To oversee cost-effective procurement and purchasing
- To assist in the events, campaigns, reviews and projects of other committee members
- To be available to deputise other committee members

2.4.2 Sponsorship Officer

The Sponsorship Officer has 2 main roles: organising incoming sponsorship for the MSA and overseeing outgoing sponsorship for GKT sports and societies, through the means of the GKT development fund.

Incoming sponsorship involves liaising with external companies to secure funds for the year in exchange for publicizing their brand or hosting them at Fresher's Fair. A major part of this job is hosting the sponsors at GKT Fresher's Fair and ensuring everything is set up for them. Similarly, there are often other events throughout the year that sponsors may attend or even put on events themselves and it is up to the sponsorship officer to plan and run these events.

Outgoing sponsorship involves organising the application process for GKT sports and societies and then following up with the appropriate distribution of funds. This role involves working heavily with the Treasurer, Sports and Societies Officer, and Education Director.

A good sponsorship officer needs to be extremely organised, efficient and confident working with new people outside of the GKT community. They are expected to attend a monthly Committee Meeting and meet regularly with relevant MSA colleagues. Email the current Officer sobha.singh@kcl.ac.uk for questions about the role.

2.5 Community and Activities Team

2.5.1 Community and Activities Director

The remit of this role includes social activities, campus events and sports and societies, with a renewed emphasis on representing students and activity groups. In 2019/20 this team will be responsible the MSA's charitable activities and/or events. This includes facilitating the choice of supported chartered charities and coordination of fundraising efforts. With the support of Events Officers, they welcome new students to the community by planning and overseeing an inclusive, exciting Freshers' Fortnight. Alongside the other directors and other GKT student groups, they are expected to plan events and projects throughout the year that bring together the whole community. They should be willing to introduce new events that are inclusive for all students and should aim to facilitate inter-year and intra-year mixing. They should be willing to spend time over summer organising plans for Freshers' Fortnight. Plans should be finalised by early August, in time for A-Level results day, after which information and tickets to events should be made available to freshers. They are expected to attend a regular Directors' meeting as well as a monthly Committee Meeting, and regularly meet with their Officer team to oversee their work. They are the key link between the subcommittees and the Core Committee. They recognise excellence in the student community, for example through Blues and Shields. Email kirsten.raphael.@kcl.ac.uk for questions about the role.

Key responsibilities:

- To promote and defend the interests of all students at Guy's, King's and St Thomas' School of Medical Education; especially in terms of an inclusive, supportive and diverse student community
- To lead events and projects that make extracurricular opportunities available to students and encourage students to meet with one another
- To support and represent other GKT student groups such as sports and societies to the School, KCLSU and external organisations
- To lead the MSA's charitable arm, utilising the Community & Activities Officers
- To advise the President and Committee on Community and Activities aspects of strategy
- To oversee the work of all MSA subcommittees, by:
 - Ensuring their work meets minimum standards
 - Ensuring their work aligns with the Association's aims and objectives
 - Presenting reports of their work to the Core Committee
 - Ensuring their financial accountability, supported by the Financial Director
- To lead a team of two Events Officers and a Sports and Societies Liaison Officer
- To recognise excellence in the student community
- To assist in the events, campaigns, reviews and projects of other committee members
- To be available to deputise other committee members

2.5.2 Community & Activities Officer x 2

These roles join a team led by the Community & Activities Director. They work with each other and the Director to organise Freshers' Fortnight over the summer holidays, so should be available to deliver a clear plan by the end of July, in time for when A Level results are released. Inclusively welcoming new students to the community is incredibly important work. They will run inclusive and engaging events throughout the year to build and maintain a sense of community amongst medical students across sites and across years. These events have previously taken place predominantly in bars and clubs but we hope that the new Officers will have creative ideas for new types of event. They will be supported by the reps in this, especially to build a presence and sites outside of London. In 2019/20, they will also be assisting the Community and Activities

Director in the coordination and running of the MSA's charitable activities. They will be a fun and approachable committee member during all MSA events! They are expected to attend a monthly Committee Meeting as well as meet regularly with the Director. Email wasay.khan@kcl.ac.uk or Millicent.metz@kcl.ac.uk for questions about the role.

2.5.3 Sports and Societies Liaison Officer

This role joins a team led by the Community & Activities Director. They contribute to Fresher's Fortnight by organising the GKT Fresher's Fair for GKT Sports and Societies, so should be available to deliver a clear plan by the end of July 2018. They act as the liaison between GKT student groups and the MSA Core Committee, and advise the Director on how best to represent their interests to the School and KCLSU on issues such as facilities. They also support the Education Director in organising Medical Societies Academic Forum, and the Sponsorship Officer in administering outgoing sponsorship. They will be a fun and approachable committee member during all MSA events! They are expected to attend a monthly Committee Meeting as well as meet regularly with the Director and other relevant colleagues. Email siddarth.raj@kcl.ac.uk for questions about the role.

2.6 Education Team

2.6.1 Education Director

The mainstay of this role is to manage the MSA's educational outputs such as Peer Assisted Learning and What I Wish I Knew, with the support of Officers. Further to this, the role should include representation for GKT students' educational needs. The new Education Director will advise the President and Vice-President on how to develop the MSA with respect to education, and how to proactively represent students on education and assessment issues. We envisage this role working closely with the VP to ensure that they are supported by the reps. They will be expected to revitalise and chair the Medical Societies Academic Forum which shares information, enables collaboration, and develops leadership skills amongst GKT Societies. They are expected to attend a regular Directors' meeting as well as a monthly Committee Meeting, and meet regularly with the Education Officers. Email ahmed.kerwan@kcl.ac.uk for questions about the role.

2.6.2 Education Officer

This role joins a team led by the Education Director. It is responsible for the organisation of the MSA's events and services such as What I Wish I Knew and OSCE series, under the guidance of the Director. They are expected to attend a monthly Committee Meeting as well as meet regularly with the Education team. We hope that the team will increasingly engage the reps in their work if they need an extra pair of hands. Email mohammed.amin@kcl.ac.uk for questions about the role.

2.6.3 Peer Assisted Learning Officer

This role joins a team led by the Education Director. It is responsible for the organisation, coordination and scrutiny of the MSA's Peer Assisted Learning scheme. This requires ensuring that tutors are trained and well supported and that the overall quality of the Scheme is high. They are expected to attend a monthly Committee Meeting as well as meet regularly with the Education team. Email faeez.ramjan@kcl.ac.uk for questions about the role.

2.7 Welfare Team

2.7.1 Welfare Director

This role is responsible for managing and developing the MSA's Welfare events, campaigns and projects; with the support of a Projects Officer. They also represent students on welfare, wellbeing, and professionalism. They are a member of the School's Student Affairs and Professionalism Subcommittee, which means they can scrutinise its actions and table student-drafted papers. This is a role for someone who has a good grasp of the wellbeing issues that medical students face. They are expected to attend a regular Directors' meeting as well as a monthly Committee meeting. Email Abraham.bashir@kcl.ac.uk for questions about the role.

2.7.2 Welfare Officer x 2

These roles work with the Welfare Director to assist in organising welfare events and services such Wellbeing Week. This year, there has been the addition of an extra welfare officer, with the anticipation of expanding and elaborating on the teams provision. We expect that next year's Welfare team will develop the MSA's outputs to fully meet the needs of GKT medical students. They are expected to attend a monthly Committee Meeting as well as meet regularly with the Education team. Email james.mcparlin@kcl.ac.uk for questions about the role.

2.8 Communications and Technology Team

2.8.1 Communications and Technology Director

This role is responsible for the creation and maintenance of the MSA's digital front. This includes the management and update of the website, the creation of graphic/publicity materials for MSA events/campaigns and the management of the social media officer and their activity. They must be proactive in maintaining communication with students and other interacting groups (e.g. the faculty). The workload is spread through the year, but the busiest period is before and during Freshers fortnight. They are expected to attend a fortnightly Directors' meeting as well as a monthly Committee Meeting, and should work closely with the secretary throughout the year. Email brandon.smith@kcl.ac.uk for questions about the role.

2.8.2 Social Media Officer

This is an exciting new role for the 2019/20 MSA committee, introduced to reflect the importance and size of the MSA's social media activity. The mainstay of their job will be working under the guidance of the Communication and Technology Director to disseminate and publicise the MSA work and events. Further to this, they will work closely with the secretary to manage the MSA social media (Facebook) inbox. In addition to this, this person will be expected to expand the MSA's social media presence, particularly embracing Instagram. This would be an ideal role for a younger student, looking to get their first experience of working on the core committee. For any questions regarding this new and exciting role, please email joshua.etheridge@kcl.ac.uk.

3 Subcommittee Chairs

3.1 Final Year Committee Chair

Responsible for organising and promoting the Graduation Ball, Yearbook, Results Day celebrations and a mock clinical examination for students. Reports to and is supported by the Community & Activities Director. They will appoint or elect a wider team in consultation with the Director.

Notes on nominating and voting: any student entering their final year of study i.e. Stage 3 Year 5 of MBBS

3.2 Summer Ball Committee Chair

Responsible for organising and promoting the annual GKT Summer Ball and any appropriate fundraising events. Reports to and is supported by the Community & Activities Director. They will appoint or elect a wider team in consultation with the Director.

Following a year without a summer ball, this person will be expected to work closely with the Community and Activities Director, to ensure smooth running. The MSA has a goal of collaborating with other Health Schools for this event in coming years, so the chair must be confident in working cross-party.

Notes on nominating and voting: Any student from the Faculty of Life Sciences and Medicine, Faculty of Nursing and Midwifery, School of Dentistry, or the Institute of Psychiatry, Psychology, and Neuroscience

3.3 Halfway Dinner Committee Chair

Responsible for organising and promoting the annual Halfway Dinner for third year students. Reports to and is supported by the Community & Activities Director. They will appoint or elect a wider team in consultation with the Director.

Notes on nominating and voting: Any student entering their third year of study at GKT (this will be students currently in Stage 2 Year 2, or EMDP students in Stage 1B, or GPEP students in Stage 2 Year 3).