



Position Descriptions 2024

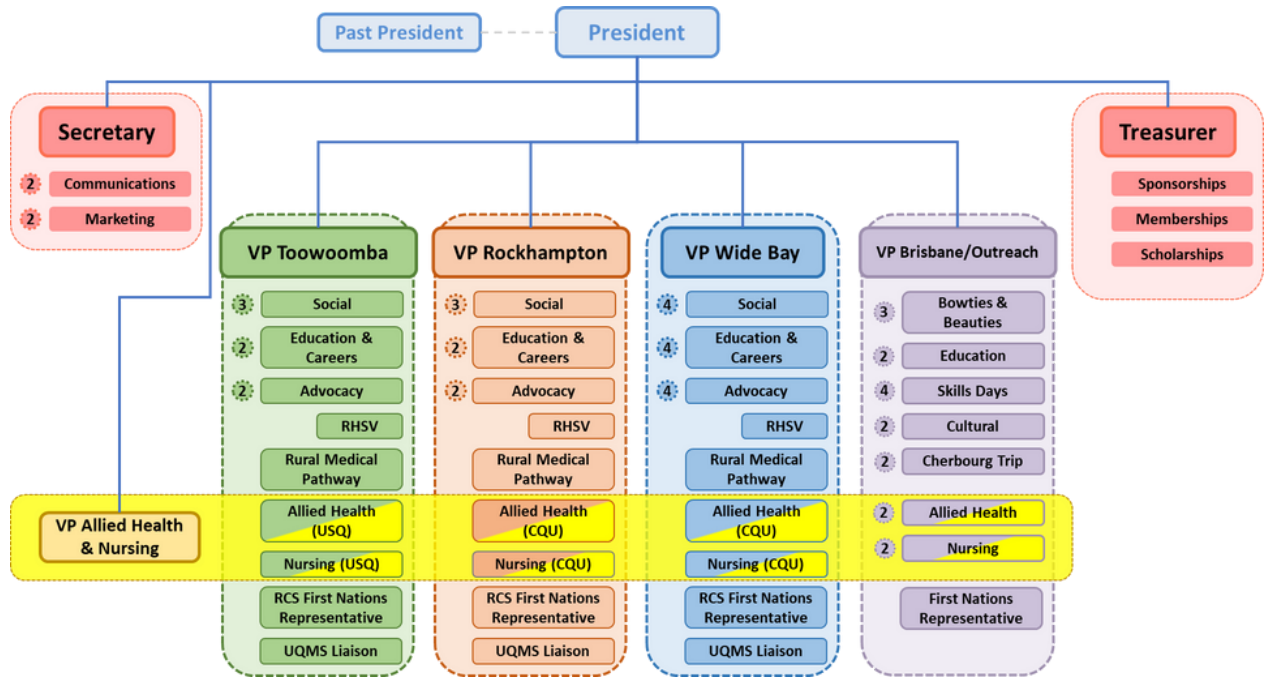
Contact secretary@trohpiq.org for more
information

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The TROHPIQ Committee

Towards Rural and Outback Health Professionals In Queensland (TROHPIQ) was founded in 1994 and is now comprised of a diverse range of students from UQ, QUT, ACU, CQU and USC across all health areas. Each year we elect an **Executive Committee** and a **Management Committee**. Both committees work together throughout the year to deliver events, advocate for members and promote rural health opportunities.



Executive roles

- President
- Past President
- Secretary
- Treasurer
- Chair of Nursing
- Chair of Allied Health
- Vice President Outreach
- Vice President Regional - Wide Bay, Toowoomba, Rockhampton

Management roles

- Administrative subcommittee
 - Communications
 - Marketing
 - Membership
 - Sponsorship
 - Scholarships and Conferences
- Outreach subcommittee
 - Cultural officer
 - Education officer
 - First Nations officer
 - Medical Skills convenors
 - Allied Health Skills convenors
 - Bowties and Beauties Charity Gala convenors
 - Cherbourg trip convenors
- Regional subcommittees
 - Social Representatives
 - Careers and Education Representatives
 - Advocacy Representatives
 - Regional and Medical Pathways Representatives
 - RCS First Nations officers
 - Nursing and Allied Health representatives
- Nursing and Allied Health subcommittee
 - Nursing representatives
 - Allied Health representatives

Subcommittees

There are four subcommittees that will meet throughout the year, usually once per month, to discuss relevant tasks and events.

Administrative subcommittee

The role of the Administrative subcommittee is to ensure the day to day running of the club including coordinating communications, marketing, event promotion and financial aspects of the club. The subcommittee is overseen by the President, Secretary and Treasurer.

Nursing and allied health subcommittee

The role of the Nursing and Allied Health subcommittee is to promote engagement and advocacy for nursing and allied health students across all campuses. The subcommittee is overseen by the Chairs of Nursing and Allied Health, but are also involved in their local Regional subcommittee.

Regional subcommittees

The role of the Regional subcommittee is to engage and advocate for medical students and promote the Rural Clinical Schools and other rural medicine opportunities for students. The committee is overseen by the VP in each region; Toowoomba, Wide Bay, and Rockhampton.

Outreach subcommittee

The role of the Outreach subcommittee is to create vibrant and enjoyable cultural, educational and recreational experiences for our members whilst promoting TROHPIQ's rural health promotion objectives. The subcommittee is overseen by the VP Outreach.

Roles and responsibilities

All members of the TROHPIQ committee have clear roles and responsibilities for their year of term. Our aim is to support you in having the best year possible on our team, while you learn and grow your professional skills through your role.

What we expect from you

General roles and responsibilities for **all committee members** include:

- Understand and fulfill the roles and responsibilities of your portfolio
- Attending monthly committee or subcommittee meetings
- Routinely checking and responding to club communication in a timely manner
- Read and understand the Management Committee handbook
- Preparing an event report for any event the representative runs
- Maintaining relevant club Google Drive folders in a tidy and organised state
- Regularly reach out for help and support as needed
- Treat others with respect, kindness and dignity
- Prepare and maintain handover materials for future convenors detailing their role

What to expect from us

As a member of the TROHPIQ committee, you can expect the following from us:

- A supportive and non-judgemental environment to learn new skills
- Clear and timely communication about meetings and events
- Recognition for your hard work
- Opportunities to make new friends and connect with students from around the state

PRESIDENT

This position is available to all members.
Prior TROHPIQ committee experience is recommended.

The President has the role of leading all policy development and strategic planning for the Club. They serve as the public face of TROHPIQ and play an important role in the club's promotion. They also liaise with and attend NRHSN events to promote the club's interest and objectives. Specific roles and responsibilities of the President include:

- Representing TROHPIQ at public events and media engagements
- Liaising with external stakeholders such as UQMS, UQRCS and Health Workforce Queensland
- Authorising all statements on club policy
- Maintaining communication between NRHSN and the TROHPIQ committee and members
- Delegating and overseeing management committee tasks and events
- Preparing an Annual Report for presentation at the Annual General Meeting (AGM)
- Overseeing the administrative subcommittee in conjunction with the Secretary and Treasurer
- Any other executive duties that may arise in the day-to-day running of the club

Please note, this role is a significant time commitment of at least 1-2 hours/day.

Applicants must display a strong understanding of the day-to-day running and structure of the club, have a demonstrable interest in rural and remote health, and be available to take on the role of Past President in 2025.

PAST PRESIDENT

This role is automatically given to the President once they have finished their term.

The Past President serves as the returning officer for the new committee in the year following their appointment as President. Their role is to support the new committee (particularly in the transition period of November to February but extending throughout the year) and administer TROHPIQ's alumni network.



SECRETARY

This position is available to all members.

Prior TROHPIQ committee experience is recommended.

The Secretary is responsible for all of TROHPIQ's secretarial duties to ensure the smooth every day running of the club. The specific roles and responsibilities of the Secretary include:

- Arranging the AGM and monthly committee meetings, including making venue bookings, arranging the agenda, chairing the meeting and recording and circulating minutes to committee members
- Managing the TROHPIQ calendar of events and coordinating the calendar with the UQMS calendar
- Being familiar with the TROHPIQ constitution and ensuring that it is upheld
- Representing the interests of TROHPIQ and its members when the President is unavailable
- Overseeing the administrative subcommittee in conjunction with the President and Treasurer
- Providing official communications within the club
- Acting as the first point of contact for club and committee enquiries
- Routinely checking emails and the TROHPIQ Facebook group
- Overseeing the TROHPIQ website and ensuring it is up to date in coordination with the Communication Officer and President
- Any other executive duties that may arise in the day-to-day running of the club

TREASURER

This position is available to all members.

Prior TROHPIQ committee experience is recommended.

The Treasurer is responsible for overseeing all financial aspects of the club. The specific roles and responsibilities of the Treasurer include:

- Preparing an annual budget and approving individual event budgets
- Reporting to external bodies (NRHSN, UQU, RCS) in a timely manner
- Reviewing and discussing annual partnerships with NRHSN, RHMT and the UQRCS and ensuring annual obligations are met for funding
- Developing new and maintaining continued relationships with sponsorship partners in conjunction with the Sponsorships officer
- Ensuring that annual obligations with sponsorship partners are met and upheld in conjunction with the sponsorships officer
- Preparing the yearly audit for the Annual General Meeting
- Maintain TROHPIQ's QPAY in conjunction with the memberships officer
- Ensuring proper and fair event ticketing processes in conjunction with the memberships officer
- Overseeing the administrative subcommittee in conjunction with the President and Secretary
- Overseeing the running of UQU club barbeques for the club
- Maintaining a current inventory list of TROHPIQ assets, in conjunction with the Skills Day Convenors
- Any other executive duties that may arise in the day-to-day running of the club

CHAIR OF NURSING

This position is available to nursing and midwifery members only.

The Chair of Nursing is responsible, in conjunction with the Chair of Allied Health in engaging and promoting the interests of TROHPIQ nursing students across campuses. To be eligible for this role, you must be a current nursing student.

The specific roles and responsibilities of the Chair of Nursing include:

- Co-chairing monthly meetings of the Nursing and Allied Health subcommittee, including organising an agenda and making and circulating minutes to relevant committee members
- Represent the interest of Nursing students at all TROHPIQ affiliated universities
- Overseeing and supporting all TROHPIQ nursing and allied health representatives
- Promoting the club to nursing and midwifery students with the aim to increase TROHPIQ membership
- Liaising with the Scholarships and Conferences Officer to ensure the continuation of SPARQ
- Liaising with other relevant clubs to promote TROHPIQ events and engagement with rural health (e.g. NAMSA)
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio
- Any other executive duties that may arise in the day-to-day running of the Club

CHAIR OF ALLIED HEALTH

This position is available to allied health members only.

The Chair of Allied Health is responsible, in conjunction with the Chair of Nursing in engaging and promoting the interests of TROHPIQ allied health students across campuses. To be eligible for this role, you must be a current allied health student.

The specific roles and responsibilities of the Chair of Allied Health include:

- Co-chairing monthly meetings of the Nursing and Allied Health subcommittee, including organising an agenda and making and circulating minutes to relevant committee members
- Represent the interest of Allied Health students at all TROHPIQ affiliated universities
- Overseeing and supporting all TROHPIQ nursing and allied health representatives
- Promoting the club to allied health students with the aim to increase TROHPIQ membership across allied health disciplines
- Liaising with the Scholarships and Conferences Officer to ensure the continuation of SPARQ
- Liaising with other relevant clubs to promote TROHPIQ events and engagement with rural health (e.g. QPSA)
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio
- Any other executive duties that may arise in the day-to-day running of the Club

VP OUTREACH

This position is available to all members.

The Vice President Outreach is responsible for overseeing the Outreach subcommittee and supporting committee members in running quality events. The VP Outreach oversees the running of existing events within the subcommittee and coordinates new events for TROHPIQ members.

The specific roles and responsibilities of the Vice President Outreach include:

- Oversee and provide support to the Outreach subcommittee
- Chairing meetings of the Outreach subcommittee including arranging the agenda and keeping and circulating minutes to subcommittee members and the Secretary
- Monitor progress of events and trips organised by members of the subcommittee
- Liaise with the Executive Committee to authorise new events proposed by the Outreach subcommittee
- Encourage and support events that promote multidisciplinary engagement and participation
- Any other executive duties that may arise in the day-to-day running of the club

VP REGIONAL - Toowoomba, Wide Bay, Rockhampton

This position is available to all members (medical, nursing, or allied health) located in each region.

The Vice President for each region is responsible for overseeing each Regional Subcommittee.

The specific roles and responsibilities of each Vice President Regional include:

- Organising and chairing meetings of their subcommittee by arranging the agenda, and recording and circulating meeting minutes to subcommittee members and the relevant executives.
- Directing and supporting their regional committee members in running local TROHPIQ events.
- Regularly communicating with the Executive Committee to update, discuss and receive support for local events on behalf of their subcommittee.
- Coordinating with other subcommittees in promoting and running TROHPIQ-wide events in their region.
- Holding accountability for the regional budget allocated by the Treasurer, allocating the regional budget appropriately for local and TROHPIQ-wide events in their region, and co-approving the responsible use of the regional budget by their subcommittee with the Treasurer.
- Liaising with regional sponsors to create local sponsorship agreements for local TROHPIQ events in conjunction with the Sponsorships Officer and the Treasurer.
- Coordinate with membership officer to ensure relevant students are added to the local TROHPIQ group page which VP monitors
- Collecting event summaries prepared by their local representatives for publication
- Liaising with local Regional Medical Pathway stakeholders, RCS, and UQMS representatives.
- Any other executive duties that may arise in the day-to-day running of the club

COMMUNICATIONS

This position is available to all members. There are two Communications Officers.

The Communications Officer is responsible for managing TROHPIQ's digital presence, primarily through the club's website, Facebook, Twitter and Instagram accounts. They also manage club communications via committee email and the TROHPIQ newsletter.

The specific roles and responsibilities of this position include:

- Maintaining the TROHPIQ website, including ensuring all published information is correct and up to date and any sponsorship requirements are met
- Promoting club events and news via Facebook, Twitter and Instagram
- Collating and circulating the monthly TROHPIQ newsletter
- Supporting the IT requirements of TROHPIQ committee members including email accounts, Google Drive access and other troubleshooting as necessary, in conjunction with the Secretary



MARKETING

This position is available to all members. There are two Marketing Officers.

The role of the Marketing Officer is to create and maintain attractive and uniform branding and promotional material for TROHPIQ, and to support event convenors and representatives to promote their events and opportunities. It is an ideal role for anyone with a creative streak.

Specific roles and responsibilities of the position include:

- Liaising with other members of the committee to collate photos and other resources to promote the club
- Creating general promotional and marketing collateral for use on the club's website and social media
- Creating event specific marketing materials in collaboration with relevant committee members
- Ensuring that marketing materials adhere to relevant legislative and regulative requirements, including providing image request and consent forms to event convenors and monitoring materials to ensure no children or unconsented adults appear in promotional materials
- Liaising with the Membership Officer and Executive Committee to create marketing material and promotional strategies for market day
- Liaising with the Treasurer to update the Prospectus yearly to effectively market the club to potential sponsors

MEMBERSHIP

This position is available to all members. There is one Membership Officer.

The Membership Officer is responsible for maintaining TROHPIQ membership databases and liaising with other relevant committee members to ensure TROHPIQ's presence at market days and other promotional events.

The specific roles and responsibilities of this position include:

- Managing the TROHPIQ membership database
- Overseeing Indigenous student memberships
- Analysing and reporting on annual membership data
- Liaise with Chairs of Nursing and Allied Health and VP RCS to ensure TROHPIQ presence at promotional events such as market days and open days
- Regularly inform the committee on opportunities to improve membership processes and numbers



SPONSORSHIP

This position is available to all members. There is one Sponsorship Officer.

The role of the Sponsorship Officer is to liaise with current, potential and former club sponsors for annual and event-specific sponsorships.

The specific roles and responsibilities of the Sponsorship Officer include:

- Maintaining, updating and revising the TROHPIQ sponsorship prospectus document
- Liaising with existing and new sponsors to create sponsorship agreements and generate revenue for the club
- Ensuring that the specifics of our sponsorship agreements are met, including liaising with the Treasurer to ensure invoices are received and paid
- Approaching potential sponsors for specific TROHPIQ events
- **Largely in conjunction with the Treasurer**



SCHOLARSHIPS AND CONFERENCES

This position is available to medical students only. There is one Scholarships and Conferences Officer.

The role of the Scholarships and Conferences Officer is to provide club members with information and support to apply for scholarships and conferences. The roles and responsibilities under this portfolio include:

- Keeping up to date with all scholarships and conferences (e.g. RDAQ, NRHSN Council) applicable to TROHPIQ members
- Investigating options for new scholarships and opportunities relevant to TROHPIQ members
- Advertising and circulating details of relevant scholarships and conferences to TROHPIQ members via the club's website, social media outlets and newsletter in conjunction with the Communications Officer and Secretary
- Working with the Discipline of Rural and Remote Medicine to organise TREES, including: creating application forms, selecting and notifying applicants of application outcome, organising and facilitating a pre-observership workshop, and being a key point of contact for students during the observership
- Collecting feedback from TREES scholars, and compiling/presenting this to relevant stakeholders, including sponsors and/or the UQ's Discipline of Rural and Remote Medicine.
- Attend relevant observership information evenings to promote the TREES program, including the TIME elective information night and the UQ Faculty of Medicine observership information lecture
- Coordinating SPARQ, including creating application forms, and notifying applicants of the outcome of their application, in collaboration with the Chairs of Nursing and Allied Health
- Collaborating with TROHPIQ's President and other executive to facilitate the selection of students to attend conferences where needed, communicating with relevant conference bodies and coordinating student attendance at these conferences

NURSING REPRESENTATIVES

This position is available to nursing or midwifery students only. There are at least seven nursing representatives across all TROHPIQ affiliated universities, with at least two from UQ and at least one each from QUT, USQ, ACU, CQU, QUT.

The role of the Nursing Representatives is to engage nursing and midwifery students at their university, promote rural health, and support and advocate for rural placements and other opportunities relevant to their site. They work closely with the Allied Health representatives at each university to run joint events and promotions.

The specific roles and responsibilities of the Nursing representatives include:

- Representing the interest of nursing and midwifery students at their university on the TROHPIQ committee
- Representing TROHPIQ at nursing, midwifery and allied health events at their university
- Promoting TROHPIQ and events to students in nursing and midwifery via lectures, email and social media, with RCS representatives
- Representing TROHPIQ at relevant university open and market days
- Hosting and organising the Careers in Rural Health Seminar in conjunction with the Allied Health representative at their relevant university
- Liaising with relevant Faculties and Schools within their university to engage students through official channels and to advocate for and promote rural placement opportunities
- Engaging, liaising and representing TROHPIQ to other relevant health clubs at their university
- Liaising with local sponsors (nursing organisations) in coordination with sponsorship officer

ALLIED HEALTH REPRESENTATIVES

This position is available to allied health students only. There are at least seven Allied Health representatives across all TROHPIQ affiliated universities, with at least two from UQ and at least one each from QUT, USQ, ACU, CQU, QUT.

The role of the Allied Health Representatives is to engage allied health students at their university, promote rural health, and support and advocate for rural placements and other opportunities relevant to their site. Their portfolio spans across all allied health disciplines and they work closely with the Nursing representatives at each university to run joint events and promotions. The specific roles and responsibilities of the Allied Health representatives include:

- Representing the interest of allied health students at their university on the TROHPIQ committee
- Representing TROHPIQ at allied health events at their university
- Promoting TROHPIQ and events to students in allied health disciplines via lectures, email and social media, with RCS representatives
- Representing TROHPIQ at relevant university open and market days
- Hosting and organising the Careers in Rural Health Seminar in conjunction with the Nursing representative at their relevant university
- Liaising with relevant Faculties and Schools within their university to engage students through official channels and to advocate for and promote rural placement opportunities
- Engaging, liaising and representing TROHPIQ to other relevant health clubs at their university
- Organise and liaise with local sponsors (allied health organisations) for TROHPIQ

CULTURAL OFFICERS

This position is available to all members. There are two Cultural Officer positions.

The role of the Cultural Officer is to plan and deliver cultural and social events to TROHPIQ members. This is an exciting role best suited to someone who is keen to help our team create vibrant and enjoyable opportunities for our members to mingle, and make lifelong friends.

The roles and responsibilities of Cultural Officers include:

- Organise and facilitate the TROHPIQ welcome event at the start of the year (Cocktails in the TROHPIQs)
- Coordinate and delegate the organisation of social sport teams in Brisbane and RCS sites
- Run the TROHPIQ trivia night
- Developing and coordinate any new events under the Cultural Officer portfolio in conjunction with the Executive Committee
- Preparing summaries suitable for publication in the TROHPIQ newsletter for events held under the role's portfolio



EDUCATION OFFICERS

This position is available to all members. There are two Education Officer positions.

The Education Officer is responsible for overseeing TROHPIQ's educational program, including workshops and information evenings in collaboration with other clubs and societies.

The roles and responsibilities under the Education Officer portfolio include:

- Organising TROHPIQ's Information Evening in collaboration with the Executive Committee
- Liaising with other UQMS affiliate clubs to run relevant events such as the Women in Rural Medicine Networking Evening with SWIM
- Organising TROHPIQ's Careers in Rural Medicine Nights (UQ):
 - One in collaboration with the Nursing and Allied Health Subcommittee
 - One for UQ medical students
- Developing any new events under the Education Officer portfolio in conjunction with the Executive Committee
- Assist Careers and Education RCS representatives with trips to RCS from Brisbane - in person contact at Brisbane
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio

FIRST NATIONS REPRESENTATIVE / INDIGENOUS LIAISON OFFICERS

This position is available to all members. There are at least two Indigenous Liaison Officer positions, with preference given to students of Aboriginal or Torres Strait Islander origin.

The role of the Indigenous Affairs Officer is to engage and promote rural health opportunities to students of Aboriginal and Torres Strait Islander origin, and to assist in advocacy and education for the ongoing appreciation and respect for Indigenous culture, community and values.

The roles and responsibilities of the Indigenous Affairs Officer includes:

- Maintaining links with the Indigenous community and other key stakeholders
- Organising TROHPIQ's involvement in NAIDOC Family Fun Day celebrations
- Organising the attendance of TROHPIQ members to at least one Indigenous festival (e.g. Laura Dance Festival, Winds of Zenadth) in collaboration with NRHSN's other rural health clubs
- Assisting with the organisation of the Cherbourg Trip with the Cherbourg Convenors
- Assisting in the organisation of events to promote indigenous health and cultural awareness
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio

MEDICAL SKILLS CONVENORS

This position is available to medical students only. There are at least three Medical Skills Convenor positions.

Three coordinators are responsible for organising and running TROHPIQ's three Skills Days. Coordinators are responsible for:

- Organising budgets, venues, programs, tutors, TROHPIQ volunteers to setup (Saturday night)/pack up (Sunday) and supplies for the event
- Advertising the event in collaboration with the Communications Officer
- Managing student sign up and payment via QPAY in collaboration with the Treasurer
- Collaborate with and assist the Allied Health Skills Convenors in running multidisciplinary skills events
- Preparing summaries suitable for publication in the TROHPIQ newsletter for events under the role's portfolio

Time commitment: average 1hr/week, with 5-10hrs/week in 2 weeks prior to event



ALLIED HEALTH SKILLS CONVENORS

This position is available to nursing, midwifery and allied health students only. There are at least two Allied Health Skills Convenor positions.

Two coordinators are responsible for organising and running TROHPIQ's Allied Health Skills Day and Allied Health Bush Cup Challenge, with assistance from the Nursing and Allied Health Co-Chairs and Representatives. Coordinators are responsible for:

- Selecting an appropriate date for each event, in collaboration with the Secretary and Chairs of Nursing and Allied Health
- Organising budgets, venues, programs, tutors, and supplies for the Allied Health Skills Day and the Allied Health Bush Cup Challenge
- Arranging food, transport and accommodation as required for the Bush Cup Challenge
- Advertising the events in collaboration with the Communications Officer
- Managing student sign up and payment via QPAY in collaboration with the Treasurer
- Collaborate with and assist the Medical Skills Convenors in running multidisciplinary skills events
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio

BOWTIES AND BEAUTIES CHARITY GALA CONVENORS

This position is available to all members. There are at least three Bowties and Beauties Charity Gala Convenor positions.

The Bowties and Beauties Charity Gala is one of TROHPIQ's premiere social events. It is a casual cocktail night that raises money for BUSHkids, an organization which provides healthcare for children in rural Queensland communities. This position is a great opportunity to build your event management skills in a well-supported environment and raise money for a great cause, all while having an awesome night.

Convenors are responsible for:

- Arranging advertising, the venue, band, and food for the night
- Liaising with the treasurer to approve a budget for the event
- Liaising with BUSHkids representatives to facilitate payment of donations
- Liaising with RCS representatives and committee members to ensure fundraising from each RCS and TROHPIQ event is collected and counted, in collaboration with the Treasurer and VP RCS
- Performing fundraising activities to raise awareness of the event, as well as money for BUSHkids
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio

CHERBOURG TRIP CONVENORS

This position is available to all members.



Cherbourg is an Aboriginal community in South East Queensland and was a Government settlement in the early 1900s. The Cherbourg Trip is held annually and is one of TROHPIQ's most popular events. This multidisciplinary trip aims to provide students with an opportunity to engage with the local Indigenous community and learn about Cherbourg's culture and history. This event is extremely well received by TROHPIQ members and convenors have a great time attending the trip and making new friends. This role involves:

- Contacting relevant stakeholders within the Cherbourg community
- Organising a trip itinerary and ordering any supplies required
- Arranging food, transport and accommodation for the duration of the trip
- Advertising the event and managing student sign up and payment
- Ensuring the smooth running of the weekend
- Preparing a summary suitable for publication in the TROHPIQ newsletter of the event

REGIONAL MEDICAL PATHWAY REPRESENTATIVES

This position is available to students currently studying in the Regional Medical Pathway program. There is one RMP representative position for each of the RMP clinical school sites – Bundaberg, Toowoomba, and Rockhampton.

The specific roles and responsibilities of RMP representatives include:

- Representing the interests of RMP students and liaising between TROHPIQ and its members belonging to these cohorts
- Hosting RMP prep week barbeques and organising other events at RMP sites based on the needs of that cohort
- Working to extend opportunities and events with associated universities in the area
- Fundraise for TROHPIQ's chosen charity, BUSHkids, at events held at the RMP
- Completing a handover document detailing the role for the following year's representatives
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio

RCS CAREERS AND EDUCATION REPRESENTATIVES

This position is available to medical students currently studying at a regional site. There are two RCS representative positions at each Rural clinical school site – Toowoomba, Bundaberg, Hervey Bay and Rockhampton.

The specific roles and responsibilities of Careers and Education Representatives include:

- Assist in organising the end of year RG breakfast at their site with other Careers and Education Reps from other RCSs, and Brisbane Education Officer
- Overseeing and coordinating the TROHPIQ RCS trips for medical, nursing and allied health students
 - Liaising with the relevant RCS site and other RCS representatives in the planning of the event
 - Arranging food, transport and accommodation as necessary
 - Advertising the event and managing student sign up and payment
- Completing a handover document detailing the role for the following year's representatives
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio

RCS ADVOCACY REPRESENTATIVES

This position is available to medical students currently studying at a regional site. There are up to three RCS representative positions at each Rural clinical school site – Toowoomba, Bundaberg, Hervey Bay and Rockhampton.

The specific roles and responsibilities of Advocacy Representatives include:

- Representing the interests of RCS students and liaising between TROHPIQ and its members belonging to these cohorts.
- Supporting TROHPIQ members in all disciplines undertaking placements in the area, and working to extend opportunities and events with associated universities in the area
- Run at least 2 high school visits to complete criteria from NRHSN
 - Contacting schools and confirming dates
 - Preparing presentations and workshops, including ordering supplies required
 - Arranging volunteers to attend and run the event
 - Arrange food, transport and accommodation for the duration of the trip
 - Advertising for participants and organising student sign up
 - Updating trip details in a timely manner on the NRHSN website
- Liaising with UQMind to promote mental and physical wellbeing activities during semester suited to each individual cohort (e.g. book clubs, yoga in the park).
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio

RCS SOCIAL REPRESENTATIVES

This position is available to medical students currently studying at a regional site. There are up to three RCS representative positions at each Rural clinical school site – Toowoomba, Bundaberg, Hervey Bay and Rockhampton.

The specific roles and responsibilities of RCS Social representatives include:

- Hosting and catering RCS Introductory Week Barbeques twice yearly (liaising with local RCS regarding scheduling in each RCS' intro week calendar and additional funding from RCS or local sponsors).
- Organising RCS sites based social and networking activities tailored to the needs of that cohort. (e.g. cocktail event, trivia night, hikes etc.)
- Organising a gala event in the year for the local RCS and
- Organising the end of year trip for RCS students: e.g. Wide Bay K'gari Whale Watching trip, Toowoomba Brewery Tour, Rockhampton Kipple Island Trip.
- Hervey Bay and Bundaberg representatives: together organise and host the Wide Bay Series sports day.
- Completing a handover document detailing the role for the following year's representatives
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio

RCS FIRST NATIONS REPRESENTATIVE / INDIGENOUS LIAISON OFFICER

This position is available to all First Nations members. In the event no nominations are received from members with a First Nations background, the role of Indigenous Liaison officer becomes available to all members. Two positions are available at each RCS location. The role of the First Nations Representative/ Indigenous Liaison Officer is to engage and promote rural health opportunities to First Nations students, and to assist in advocacy and education for the ongoing appreciation and respect for First Nations culture, community and values.

The roles and responsibilities of the First Nations Representative/ Indigenous Liaison Officer includes:

- Maintaining links with the Indigenous community and other key stakeholders
- Organising TROHPIQ's involvement in NAIDOC Family Fun Day celebrations
- Organising the attendance of TROHPIQ members to at least one Indigenous festival (e.g. Laura Dance Festival, Winds of Zenadth) in collaboration with NRHSN's other rural health clubs Assisting in the organisation of an Indigenous Health Seminar
- Working with and liaising with members of panels with similar focusses such as the UQMS Indigenous Committee, local First Nations groups etc.
- Assist with the Cherbourg trip in coordination with the Cherbourg Trip convenors
- Preparing summaries suitable for publication in the TROHPIQ newsletter for all events held under the role's portfolio





KEEN ON A GOOD TIME?

Join our team!

You'll be a great fit if you:

- Study a health related discipline at one of our universities
- Want to build your skills with a supportive team
 - Are keen to make lifelong friends
- Have ever thought about what rural life would look like for you

For more details about us, visit our website trohpiq.org. For information and inquiries, throw us a line at secretary@trohpiq.org.