

## **SMG student representative job description**

### **General**

The primary role of the student representative is to raise awareness of the Royal Society of Medicine and the Student Members Group within their University Medical or Dental or Veterinary School with a view to increase membership from their institution as well as attendance at RSM and SMG meetings. It is a professional role that will allow for excellent prospects for networking with like minded students and professionals from around the country as well as democratically representing your university at an international institution.

If you have an idea for a meeting, we can help you set this up, either to be held here at the RSM or at your university. Get more involved with organising academic and social events and the services we provide to RSM student members.

As the SMG goes from strength to strength, and with membership numbers from out of London steadily rising, we are now setting up regional groups who meet and organise their own local meetings with the support of the RSM. We now visit many fresher's fairs, have meetings using video-conferencing and a number of 'out-of-house' meetings.

### **Expected duties**

The SMG meets at ordinary meetings six times a year and once for an annual representative meeting (ARM) usually in April/May. In taking up a role of representing your University Medical and Dental School to the SMG, you accept the following duties:

- To increase student awareness of the RSM and SMG by advertising meetings of interest to students using posters, e-mail, flyers and word of mouth and any other means available at individual universities.
- To co-ordinate between other reps of your medical dental schools so that all students at all campuses or colleges are covered.
- Should attend at least two committee meeting of the SMG over the course of the academic year (01 October – 30 September) aside from the ARM and at least one in six months. Apologies should be sent to the co-ordinator if the representative is unable to attend.
- To develop new meeting/ event ideas for the SMG committee to consider. This includes events that can be held at the RSM or local events that are jointly run by the University and the RSM.
- To work with the core officers of the SMG committee developing out of house meetings (outside the RSM building) which may be held at your university, as well as other requested activity from the core officers.
- To provide relevant dates of freshers and clinical fairs as well as contact details to the committee and inform the RSM of other existing and new opportunities to promote the RSM/SMG at your university
- To attempt to provide an up to date list of societies and clubs and their contact details at representative's own universities – this allows the RSM to target event promotion to specific groups within universities as appropriate.
- Strongly advised to join at least one working group.

### **Other information**

Full travel expenses for one representative from each university will be paid.

The Annual Representatives Meeting allows for all the reps that year to meet and discuss the current year's business as well as the forthcoming year's activity. To this end, the SMG committee allows for travel (and if necessary, accommodation) expenses to be paid for this meeting so that all reps will have an opportunity to present their work at the committee meeting, especially reps outside of London where it is accepted it is harder for them to attend ordinary committee meetings.