



Ignite positions 2010

Please nominate yourself by emailing ignite.globalhealth@gmail.com. Make sure that you:

- email from your personal Monash student account
- Specify “Ignite elections” in the subject heading
- Include your full name and year level in 2010, and the position(s) for which you are nominating
- Include a short description of your vision for Ignite in 2010 (optional)

Note all nominations except Clinical Chair close on midnight Friday October 16th.

Elections will take place at Ignite’s Annual General Meeting, Saturday 17th October.

- 11am, Menzies Building, Monash University, Clayton.

Nominations for Clinical Chair will be open until October 31st, for elections to occur in November.

<u>Role</u>	<u>Description</u>
Clinical Chair (single) NB: applications for this position will be open until October 31st (i.e. after clinical placements have been confirmed), for elections to occur in November.	<ul style="list-style-type: none"> • Generally oversee all activities, keen good knowledge about all working parties • Work with the pre-clinical chairs (but ultimately be responsible for) organising and publicising agenda and dates & places of monthly meetings. • Be responsible for the end of year selection of new committee and the calling of the AGM • Be a yahoo groups owner • Be a signature person for the bank account <p>More info? Email Alice Xu (alice2187@gmail.com) or Nadine Ata (ncatal@student.monash.edu)</p>
Preclinical Co- Chairs (paired)	<ul style="list-style-type: none"> • Work in conjunction with the clinical chair to oversee initiatives/activities of Ignite. • Oversee activities and events at a pre-clinical level • Be owners of the yahoo groups • Take responsibility of <u>organising and publicising</u> agenda and dates & places of <u>meetings between monthly meetings</u> • Be signature person for the bank account <p>More info? Email Mindy Miles (merinda.miles@gmail.com) or Anita Pither (arpit1@student.monash.edu)</p>
Secretary (single)	<ul style="list-style-type: none"> • Take minutes at all monthly meetings and promptly place them on the Ignite yahoo groups, as well as email them to the committee • Check the Ignite email account and Ignite post box • Collate and chase up reports of all Ignite events. • Collate the Annual Reviews of each committee member to compile an Ignite Annual Review. • Be in charge of collecting names and contact details of Ignite members <p>More info? Email Freya Langham(freyalangham@gmail.com)</p>

Treasurer (single)	<ul style="list-style-type: none"> • Be responsible to the Committee for all financial matters, including: <ul style="list-style-type: none"> ○ Holding of the cheque-book ○ The responsibility for bank account ○ Maintaining organised financial accounts of Ignite events <p>More info? Email Hilary Hardefeldt (hahar2@student.monash.edu)</p>
E-bulletins officer	<ul style="list-style-type: none"> • Be responsible for getting material from ignite members 1-2 weeks in advance of collating the material, then editing and sending out material in the form of a monthly E-bulletin <p>More info? Email Dhanushi Fernando (dtfer2@student.monash.edu)</p>
Website officer	<ul style="list-style-type: none"> • Overseeing the design and layout of website, including: <ul style="list-style-type: none"> ○ Ensuring consistency ○ Keeping it up to date - including the calendar and particular pages ○ Developing and improving the website content and design <p>More info? Email Cara Fox (csfox2@student.monash.edu)</p>
Burnet liaison	<ul style="list-style-type: none"> • Organise Burnet talks • Maintain close and amiable connection with the Burnet institute and its staff • Organise use of Burnet facilities/equipment for Burnet talk <p>More info? Email Prashanti Manchikanti (pmanchikanti@gmail.com)</p>
Publicity Officer	<ul style="list-style-type: none"> • Take attractive photos of events/initiatives and hand them to the website designer for publicity • Making promotional material for Ignite if necessary (eg power point, posters, booth info) <p>More info? Email Hiep Pham (hpha9@student.monash.edu)</p>
Sponsorship Officer	<ul style="list-style-type: none"> • Maintain sponsorship links with Ignite's key partners, including the Faculty of Medicine, Nursing and Health Sciences; the Burnet Institute and others. • Be responsible for gaining adequate financial support for Ignite's key events. <p>More info? Email Michael Loftus (mjlof3@student.monash.edu)</p>
MWOP (Member without Portfolio)	<ul style="list-style-type: none"> • Assist others portfolios when required • Help and instigate the organisation of events <p>More info? Email Mindy Miles (merinda.miles@gmail.com)</p>