



ASMIRT STUDENT AMBASSADOR/REPRESENTATIVE POSITION DESCRIPTION 2023

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| REPORTS TO: | LOCAL ASMIRT STATE BRANCH COMMITTEE |
| TERM PERIOD: | 1 January 2023 to 31 December 2023 |

Your local ASMIRT State Branch have volunteer Student Representative positions available for 2023. Student Representatives sit on the Student Branch Committee and may nominate for an office-bearer position.

Position Purpose

ASMIRT Student Representatives:

- Provide ASMIRT student members with representation, programs, events and support throughout their studies.
- Engage and participate within the medical radiation science community to develop professional skills, knowledge, and build networks.

Key Responsibilities

A Student Representative is expected to demonstrate and achieve the following key responsibilities throughout the term period:

- Strengthen student engagement and foster new members
- Continuously advocate the value of student membership
- Work with the local Branch to organise events such as Student Paper Days, Early Careers Forums etc.
- Advocate for student conference involvement and attendance
- Advocate for Student Paper Day and encourage abstract submissions
- Promote and recruit student members at campus orientation week and at other times, both formally and informally
- Organise for ASMIRT sponsored Sausage Sizzle on campus to be held the second or third week of first semester
- Deliver ASMIRT promotional presentations to relevant student cohorts
- Identify opportunities to actively engage with the student body on campus
- Actively promote upcoming events to students throughout the year
- Contribute to communications on a variety of ASMIRT platforms and publications
- Promote ASMIRT scholarships and Branch prizes

General Expectations

While representing ASMIRT, a Student Representative is expected to:

- Model appropriate behaviour in accordance with ASMIRT's [Code of Conduct](#)
- Perform and complete tasks with reasonable care and diligence
- Attend and participate at all Student Branch Committee meetings (in person or via teleconference)
- Attend and participate in at least 1 -2 local Branch Committee meeting (in person or via teleconference)
- Act in the best interests of ASMIRT and our student members
- Provide leadership amongst peers and demonstrate responsibility
- Attend the Annual Student Conference, where possible
- Commit to the Student Representative position until the end of the term period
- Advertise and encourage applications for the Student Representative position for the following year (from September/October)
- Deliver at least two (2) student engagement initiatives on campus throughout the year
(Note: refers to all student representatives at each university campus)

Reporting

ASMIRT Student Representatives should provide a collectively written report that will be delivered and addressed at each local Branch Committee meeting. The report is not limited to, but should include details about the following:

- Meeting attendance (including any university or working group meetings) and an overview of any relevant matters
- Important items of correspondence with sponsors, academics, external partners and/or stakeholders
- Major actions, projects or campaigns being undertaken, planned, or considered
- Any other student representative activities

Branch Committee Engagement

All student Representatives will attend local Branch Committee meetings on a rotating basis, providing all representatives with the opportunity to participate and present the Student Branch Committee report.

A Student Representative will be expected to:

- Attend and participate in at least 1 to 2 local Branch Committee meetings (in person or via teleconference)
- Report back to the Student Branch Committee on meeting outcomes
- Represent student member interests and ideas
- Report any relevant information from student members and non-members
- Send an apology, if unable to attend, to the Branch Secretary and the Student Branch Committee Chair prior to the meeting.

Working Group Engagement

If nominated to sit on a Working Group, the Student Representative will be expected to:

- Attend and participate in all meetings
- Collaborate effectively to deliver desired outcomes
- Report to the local Branch Committee on progress, as well as any relevant information arising from the meetings

Please note: At its discretion, ASMIRT may establish or remove Working Groups. Working Groups will be created as and when a project requires and will be disbanded on either project completion or by instruction from ASMIRT.

New Student Representative Induction

A Student Representative will be responsible for the induction of their incoming successor at the end of their term period.

This will include ensuring that the incoming Student Representative is aware of the following:

- How to carry out the main tasks of the role;
- Any major actions, projects or campaigns in progress or planned.

This position description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of tasks. The Student Representative may be expected to perform other position-related tasks as necessitated by the development of this role and ASMIRT.

Record of review

| Date | Reason for Review | Created/Revised by |
|-----------|--|-------------------------|
| July 2022 | Consistent position description across branches to effectively deliver strategic student engagement initiatives. | Student Liaison Officer |