

WAALHIIBE 2017 Executive Committee Roles and Responsibilities



President

1. Chairs meetings
2. Co-ordinate executive committee
3. Work with committee to define and implement clear goals for the club in 2017
4. Represents WAALHIIBE at function and committees
5. Liaises with guest speakers and visitors attending WAALHIIBE meetings
6. Liaises closely with the WAALHIIBE executive members and stakeholder organisations
7. Assists in editing the WAALHIIBE and NRHSN websites, Facebook and publications
8. Communicate and liaise with the WAALHIIBE administrator
9. Sets committee meeting dates
10. Works with administrator to ensure membership database is current, NRHSN website and Facebook site are current.
11. Attend all executive committee meetings for the club in person or via phone/video conference

Vice-President

1. Liaises closely with the president and the WAALHIIBE administrator
2. Assists in attending to outstanding issues and organising meetings
3. Liaises with visitors attending WAALHIIBE meetings
4. Acts in role of the President during times of absence
5. Assists the President in her/his duties
6. Assists club members and other executive committee members with event coordination and other club activities
7. Collates and circulates agenda items to all Executive Committee members prior to meetings
8. Take and distribute minutes at executive committee meeting
9. Works with administrator to ensure membership database is current, NRHSN website and Facebook site are current.
10. Attend all executive committee meetings for the club in person or via phone/video conference

Rural High School Visit (RHSV) Representative

1. Advises the executive committee and WAALHIIBE members about RHSV activities
2. Coordinates RHSV where required
3. Liaises with high schools involved in Rural High School Visit
4. Build and maintain relationships with relevant students, school staff, community contacts regarding RHSV
5. Follow RHSV protocol as outlined by the NRHSN (see NRHSN website)
6. Writes NRHSN reports and articles for the WAALHIIBE website following Rural High School Visits
7. Utilise other WAALHIIBE members and executive committee members to assist with RHSV
8. Promote club events via distribution of posters, emails, Facebook and speaking at lectures
9. Attend all executive committee meetings for the club in person or via phone/video conference

Indigenous Officer

1. Advises and informs the executive committee of upcoming indigenous community engagement events and festivals
2. Liaises with event organisers to coordinate attendance of WAALHIIBE at Indigenous community events
3. Coordinates attendance of Indigenous Community engagement events
4. Writes NRHSN reports and article's for newsletters following Indigenous community engagement events
5. Ensure culturally sensitive practices are considered in the development of club activities.
6. Perform other duties as may be delegated by the committee
7. Attend a minimum of three WAALHIIBE events including;
 - a. Indigenous community event
 - b. RHSV
 - c. WAALHIIBE event where you are not the lead committee member
8. Attend all executive committee meetings for the club in person or via phone/video conference

Curtin University Representative

1. Liaise with and promote events to Curtin Allied Health Students.
2. Coordinate and organise lecture based promotion (lecture bashing)
3. Coordinate and organise a promotional event on campus
4. Distributing event information online and in hard copy throughout the Curtin campus
5. Attend WAALHIIBE Executive committee meetings held monthly between February and November
6. Coordinate one WAALHIIBE event throughout the year
7. Attend a minimum of three WAALHIIBE events
 - a. WAALHIIBE event where you are lead
 - b. RHSV
 - c. WAALHIIBE event where you are not the lead committee member
8. Attend all executive committee meetings for the club in person or via phone/video conference

Edith Cowan University Representative

1. Liaise with and promote events to ECU Allied Health Students.
2. Coordinate and organise lecture based promotion (lecture bashing)
3. Coordinate and organise a promotional event on campus
4. Distributing event information online and in hard copy throughout the Curtin campus
5. Attend WAALHIIBE Executive committee meetings held monthly between February and November
6. Coordinate one WAALHIIBE event throughout the year
7. Attend a minimum of three WAALHIIBE events
 - a. WAALHIIBE event where you are lead
 - b. RHSV
 - c. WAALHIIBE event where you are not the lead committee member
8. Attend all executive committee meetings for the club in person or via phone/video conference

University of Western Australia Representative

1. Liaise with and promote events to UWA Allied Health Students.
2. Coordinate and organise lecture based promotion (lecture bashing)
3. Coordinate and organise a promotional event on campus
4. Distributing event information online and in hard copy throughout the Curtin campus
5. Attend WAALHIIBE Executive committee meetings held monthly between February and November
6. Coordinate one WAALHIIBE event throughout the year
7. Attend a minimum of three WAALHIIBE events
 - a. WAALHIIBE event where you are lead
 - b. RHSV
 - c. WAALHIIBE event where you are not the lead committee member
8. Attend all executive committee meetings for the club in person or via phone/video conference

University of Notre Dame Fremantle Representative

1. Liaise with and promote events to Notre Dame Fremantle Allied Health Students.
2. Coordinate and organise lecture based promotion (lecture bashing)
3. Distributing event information online and in hard copy throughout the Curtin campus
4. Attend WAALHIIBE Executive committee meetings held monthly between February and November
5. Coordinate one WAALHIIBE event throughout the year
6. Attend a minimum of three WAALHIIBE events
 - a. WAALHIIBE event where you are lead
 - b. RHSV
 - c. WAALHIIBE event where you are not the lead committee member
7. Attend all executive committee meetings for the club in person or via phone/video conference