



Australasian Students' Surgical Association

president@anzsurgsocs.org
www.anzsurgsocs.org
www.facebook.com/anzsurgsoc
@anzsurgsocs



VICE-PRESIDENT EXTERNAL (VPE)

About the Position

The Vice-President (External)'s main role is to support the President in their activities and act as the deputy head of the external organisation of the Australasian Students' Surgical Association.

The VPE will be responsible for ensuring the coordination and execution of ASSA's external events including, but not limited to, the Australasian Students' Surgical Conference (ASSC), Golden Scalpel Games (GSG) and Leadership & Collaborative Research Day. The VPE must maintain ASSA's strong external image to all Members, Stakeholders and Sponsors and fulfil the President's key responsibilities when they are unable to do so. A major part of this role involves regular liaison with Presidents of surgical societies across Australia and New Zealand. The VPE should encourage collaboration between Presidents, update them on ASSA's activities and support them so that they can run their societies effectively.

Key Contacts and Relationships

Internal

- Report ongoing progress to the President
- Close communication with the President, VPI, Secretary and Treasurer
 - o Strategic planning and ensuring that ASSA meets its goals and objectives
 - o Ensure ASSA's professional external image and branding
- Contact with all other Committee members including the ASSC Convenor/s
 - o Coordinate assistance in resolving issues with external relations

External

- If the President is unable to fulfil their representative duties, the VPE should represent ASSA to external bodies
- Liaise with external bodies such as RACS, HETI and university surgical societies

Key Accountabilities

1. Assist the President in representative duties
2. Manage external relations
3. Regular liaison with surgical society Presidents across Australia and New Zealand
4. Assist the Events Officer with the coordination and execution of ASSA's external events

Key Accountability 1*Assist the President in representative duties***Key Activities:**

- Attend meetings and conferences
- Act with permission, as the spokesperson and media representative
- Fill in for the President when they are unable to fulfil their duties

Key Outcomes:

- Attendance at events as stipulated by the President
- Contribution to written material on behalf of the President

Key Accountability 2*Manage external relations***Key Activities:**

- Support Committee members should they require assistance with external relations
- Ensure ASSA's external image is maintained to a high standard

Key Outcomes:

- Issues with external relations resolved for each portfolio
- Contact made with external parties by Committee members is monitored and consistent with ASSA's policies

Key Accountability 3*Regular liaison with surgical society Presidents across Australia and New Zealand***Key Activities:**

- Communicate with surgical society Presidents regularly (through President's Network Facebook page, email, phone, video calls and in-person meetings)
- Provide support to Presidents, ensure collaboration between Presidents and update Presidents on ASSA's activities

Key Outcomes:

- Maintain an updated spreadsheet of surgical society contact details
- Regular meetings held with surgical society Presidents are adequately documented and reported to the ASSA President

Key Accountability 4

Assist the Events Officer with the coordination and execution of ASSA's external events

Key Activities:

- Liaise with the Events Officer with regards to all of ASSA's external events
- Ensure appropriate and timely planning of ASSC, GSG, Leadership Day etc.
- Assist with the execution and problem-solving for the organisation of ASSC, GSG, Leadership Day etc.

Key Outcomes:

- Outline of ASSA's external events provided to the President
- Clear timeline and progress of events
- Events Officer is well supported in their role