



VICE-PRESIDENT INTERNAL (VPI)

About the Position

The Vice-President (Internal)'s main role is to support the President in their activities, act as the deputy head of the internal organisation and functioning of the Australasian Students' Surgical Association. This includes liaising with all committee members ensuring that their tasks are completed and that they are connected to the goals and objectives of the organisation. The VPI is responsible for the optimal internal functioning of ASSA across the committee, subcommittees, and branches. The VPI has two umbrella responsibilities to be constantly aware of: the organisational functioning in terms of administration and task achievement, and the organisational level thriving through connection and community within ASSA. Through organisation, a broad overview of the ongoing activities, and team building the VPI ensures the ASSA committee continues to work happily and efficiently as a strong team.

The VPI will also be responsible for ensuring the coordination and execution of the ASSA's academic and research initiatives with the Academic Officer, Global Surgery Chair, and TASMANTASMAN representatives.

The VPI is also responsible for the oversight and coordination of ongoing ASSA research initiatives. Through coordination and collaboration with the Executive Team, Academic Officer, Global Surgery Research Officers, and TASMANTASMAN Representatives.

Key Contacts and Relationships

Internal

- Report ongoing progress to the President
- Receive relevant and regular updates from the IT Officer/s, Policy Officer/s, Promotions Officer/s, Social Media Officer/s, Global Surgery Chair/s, and Academic Officer/s
- Close communication with the President, VPE, Secretary and Treasurer
 - o Strategic planning and ensuring that ASSA meets its goals and objectives
 - o Ensure adequate functioning of the Committee
 - o Being aware of committee members both succeeded and celebrating that, and members falling behind and supporting them.
- Contact with all other Committee members

- o Coordinate assistance in resolving internal conflicts and issues and ensuring morale
- o Regular wellness & progress check-ins with all Committee members
- o Regular upskilling sessions hosted by Committee Members for Committee members organised by VPI
- o Hosting internal initiatives to boost morale, bring a sense of community, and foster connections throughout the committee.
- Assisting with all portfolios if necessary to ensure their tasks are completed

External

- If the President and VPE are unable to fulfil their representative duties, the VPI should represent ASSA to external bodies
- Liaise with external bodies with the permission of the President
- Liaising with external speakers etc as needed to support other portfolio initiatives

Key Accountabilities

1. Assist the President in representative duties
2. Manage the Committee both organisationally and in terms of morale
3. Ensure the optimal internal functioning of ASSA both organisationally and in terms of morale
4. Assist the Academic Officer and TASMAN representatives with the coordination of ASSA academic and research initiatives

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 and VPE 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 the Committee both organisationally and in terms of morale

Key Activities:

- Support Committee members and be available to troubleshoot problems and arrange support
- Organise team building exercises and activities
- Promote regular celebration of accomplishments and be available for support.

Key Outcomes:

- Report to the President regarding the welfare and motivation of the ASSA committee
- Arrange at least two team building exercises per year
- Team members of ASSA feel they are growing, upskilling, and building connections

Key Accountability 3

Ensure the optimal internal functioning of ASSA both organisationally and in terms of morale

Key Activities:

- Monitor the completion of tasks set in Committee meetings
- Monitor the work progress of committee members
- Update the President regularly as to the effectiveness and productivity of the ASSA committee
- Liaise with Secretary to ensure timely planning, announcement of, and agenda delivery of meetings

Key Outcomes:

- Tasks are completed by each ASSA committee member on time and at the standard expected
- Holds regular meetings with the President

Key Accountability 4

Assist the Academic Officer and TASMAN representatives with the coordination of ASSA academic and research initiatives

Key Activities:

- Liaise with the Academic Officer, TASMAN representatives, and Executives with regards to their proposed ideas for ASSA academic and research initiatives
- Monitor the progress of these projects
- Assist with problem-solving and providing contacts to the Academic Officer and TASMAN representatives

Key Outcomes:

- Outline of ASSA's academic and research initiatives provided to the President
- Clear timeline and progress of events
- Academic Officer and TASMAN representatives are well supported in their roles

