

INSPIRE and SAS are merging and we need you!!

After the successes of both societies in recent years we have decided to join forces to bring you a more synchronised series of events on academic medicine, and we are looking for a new committee to help make this happen.

Do you have an interest in medical research?

Have you enjoyed teaching with, or being taught by, SAS this year?

Would you like to help create and deliver new and exciting events?

Or just boost your CV?!

Then look no further! Come along to our AGM and help decide on the future of these societies. All you need to do is decide what position you would like to run for and prepare a short (1-2 minute) speech about what you think you could bring to the role. [Descriptions of each position are below!](#)

When: Monday 20th April, 6.30pm

Where: Building 58, room 1023

If you are unable to attend but would still like to run for a position then please email inspire@soton.ac.uk or sotonacademicsociety@gmail.com with the role you would like to apply for and a short description of what you think you would bring to the role. If successful, you will be emailed straight after the AGM!

We look forward to seeing you there,

Your 2014-2015 SAS and INSPIRE teams!

Committee positions:

President 2 positions	<p>These should be one previous INSPIRE committee member and one previous SAS committee member.</p> <p>Presidents will call committee meetings and ensure they progress in an efficient manner, delegating tasks to individuals. It is the president's responsibility to oversee everything that occurs in the committee and ensure everything is running smoothly and to schedule. Moreover, the president has ultimate accountability for other committee members, and is a point of contact between the society and academics. They must also ensure that all national obligations are met.</p> <p>Presidents will organise and run the annual "showcase" event.</p>
Vice President 1 position	<p>Requires a lot of initiative and the ability to offer you help -even when not asked! It's your job to ensure the president(s) doesn't have a mental breakdown.</p> <ul style="list-style-type: none">• Chair meetings when the president(s) are not available.• Help the president(s) in overseeing that all regular and large events run smoothly• Represent the society• Be available as a backup for other committee roles
Secretary 1 position	<p>You have to be the eyes and ears of the society. The secretary's job involves:</p> <ul style="list-style-type: none">• Writing agendas and writing the meetings' minutes.

	<ul style="list-style-type: none"> • Distributing the minutes and ensuring everyone knows what they are supposed to be doing. • Keeping an eye that everyone is on top of tasks. • Ensuring that meetings run smoothly and everyone stays on point (sometimes the president needs prompting!) • Have all important documents e.g. certificates, mailing lists etc to hand. • Produce the newsletter to keep students and faculty up to date with events
Communications 1 position	<p>Your job is to manage the Facebook and twitter accounts.</p> <ul style="list-style-type: none"> • Ensure there are regular posts on Facebook and twitter about upcoming events and exciting news stories (both in Southampton and at other medical schools) • Send stories to be published on our website and to the secretary for the newsletter. • Advertise events across Facebook to all year groups, create a Facebook event, email and twitter posts
Publicity 1 position	<p>You will help design and posters to advertise upcoming events and develop the conference website. Assist the communications rep as needed.</p>
Treasurer 1 position	<p>Your main role will be to apply for and manage any sponsorship. You will also need to manage expenditure for the conference account.</p>
Research Lead 1 position	<p>You will be in charge of organising the monthly research taster sessions and “academic clinician” series of talks. These will vary between lunchtime and evening sessions.</p> <ul style="list-style-type: none"> • Invite clinical academics to speak about their research and/or academic careers • Ensure advertising of talks to all year groups – liaise with publicity and communications. • Book the rooms and organise lunch/refreshments, ensure certificates and feedback forms are printed • Run the event with assistance of the committee • Summarise event feedback
Mentorship Lead 1 position	<p>You will coordinate the mentorship scheme and associated events. You will also need to update the portfolio.</p> <ul style="list-style-type: none"> • Run mentorship drop in sessions • Recruit mentors • Allocate students to mentors • Gather feedback on how the mentorship scheme has worked for students and mentors • Gather feedback on portfolio use and where it can be improved
Careers Lead 1 position	<p>You will organise talks and events about the Academic Foundation Programme/how clinicians can get involved with research, and intercalation</p> <ul style="list-style-type: none"> • Recruit speakers and book rooms • Plan an AFP interview workshop • Advertising, refreshments, certificates, feedback forms, run event, summarise feedback (as above)
Journal Club Lead 1 position	<p>You will organise the monthly journal clubs and annual critical appraisal workshop.</p> <ul style="list-style-type: none"> • Recruit a clinical academic to lead the journal club; circulate the journal to attendees • Advertising, refreshments, certificates, feedback forms, run event, summarise feedback (as above) • Organise sessions more accessible to BM6 and younger years • Lead planning of the annual critical appraisal workshop
Teaching Co-ordinators 2 positions	<p>You will be responsible for organising and running the yearly teaching programme</p> <ul style="list-style-type: none"> • Determine topics to be taught • Recruit peer teachers and advise them on creating presentations, meet with them individually to go over what they will cover and ensure academic integrity. Answer any of their questions. • Send presentations to the presidents and Chris Torrens for approval.

	<ul style="list-style-type: none"> • Email final plans to teachers, ensure sessions run to time on the day • Advertising, refreshments, certificates, feedback forms, run event and ensure it keeps to time, summarise feedback (as above)
Large events Co-ordinator 1 position	<p>You will run some large events within the “How to” series, and assist other committee members with other large events such as the evening talks, showcase event and annual conference.</p> <ul style="list-style-type: none"> • Advertising, refreshments, certificates, feedback forms, run event, summarise feedback (as above)
Year Reps 1 per year	<p>You will need to advertise events to your years via lecture shout-outs, etc.</p> <ul style="list-style-type: none"> • Ensure that your years’ views and needs are represented in revision sessions • Ensure that research taster sessions, journal clubs, etc are accessible and appropriate for your year • Support and assist the rest of the committee in events, helping to run them where needed!