



nzmsa

New Zealand Medical Students' Association

NZMSA Role Descriptions 2025/2026

www.nzmsa.com

ROLE DESCRIPTIONS

These are the key features of the roles that the NZMSA Executive has identified as crucial to the function of the organisation. It is expected that individual Directors and Officers will utilise their initiative, skills and knowledge base within these roles to extend their role, and function of the organisation. Fundamental to each team member role will be effective communication, enthusiasm and passion to work on behalf of medical students, in order to make change.

Prior experience and/or a dedicated interest in the key features and attributes of each role are beneficial. However, the team thrives on diversity and all members who are committed to learning and professional development are encouraged to apply. NZMSA Directors and Officers are required to attend regular meetings. Additionally, there may be other meetings that you need to attend in your role, please see the individual role descriptions for more details.

KEY ATTRIBUTES OF NZMSA TEAM MEMBERS

- Excellent communication and interpersonal skills
- Ability to work as a team member or, to provide effective management skills
- Adaptability
- Initiative
- Ability to think creatively
- Sound time management and the ability to work to tight deadlines

ROLES AVAILABLE

➤ Director Roles

- President
- Vice President Advocacy
- Vice President Engagement
- Vice President Workforce

➤ Officer Roles

- Treasurer
- Secretary
- Partnerships Officer
- Communications Officer

PRESIDENT

The President is the primary spokesperson and representative of NZMSA.

Contact: Thomas Hartono

Email: president@nzmsa.org.nz

Key Tasks

- Primary spokesperson and representative of NZMSA
- Professionally and appropriately manage media contacts and statements
- Engage in public speaking at NZMSA events such as the conference
- Chair NZMSA meetings
- Sit on various stakeholder boards and attend as the medical student representative at stakeholder meetings and conferences
- Develop legislation in conjunction with the Vice Presidents
- Develop, liaise with, and maintain relationships with various stakeholder organisations
- Ensure views are representative of the membership body and impartial to personal beliefs
- Help the Steering Committee to direct the NZMSA vision and culture
- Oversee NZMSA constitution
- Manage internal conflict between Executive members
- Committed to ensuring Te Tiriti o Waitangi is instilled into the values of the organisation and is integral to NZMSA's operations, events and initiatives

Key Attributes

- Previous experience in student organisations, governance and policy experience is beneficial and essential
- Organisational skills including the ability to balance being a full-time medical student and NZMSA's requirements and meet deadlines
- Good time and project management skills
- Strong and effective communication skills with good interpersonal and delegation skills
- Strategic and creative thinker with a strong vision for NZMSA's future
- Passion to advocate on behalf of medical students and the health communities in Aotearoa, ensuring that medical students have a voice at the table
- Team player who encourages and supports the executive
- Interest in issues relating to Aotearoa's health workforce
- Can remain cool, calm and collected during a crisis with a good skillset to manage this
- Always has a contingency plan
- Has finger on the pulse with national political and social issues
- Experience as a Clinical Medical student
- Media trained/has previous experience with media interaction is beneficial but not essential
- Negotiator that is willing to seek out new opportunities and partnerships

VICE PRESIDENT ADVOCACY (VPA)

The Vice President Advocacy manages the external affairs of NZMSA focusing on advocacy for the membership body and facilitating with stakeholder relations.

Contact: Divyashri Thakkar

Email: vpadvocacy@nzmsa.org.nz

Key Tasks

- Chair and oversee the Advocacy Working Group
- Draft position statements on behalf of NZMSA with input from the Advocacy Working Group
- Review NZMSA Policies in conjunction with the President
- Chair the Equity Advisory Board and facilitate communication between NZMSA and the Equity Advisory Board
- Develop and implement NZMSA's Advocacy Strategy in conjunction with the Steering Committee
- Ensure views are representative of the membership body and impartial to personal beliefs
- Assist the President and other Vice Presidents as necessary

Key Attributes

- Previous experience in student organisations is not essential but is recommended
- Experience as a clinical medical student
- Organisational skills including the ability to balance academic and NZMSA requirements and meet deadlines
- Passion to advocate on behalf of medical students and the health of communities in Aotearoa
- Good time and project management skills
- Strong communication skills
- Formal writing skills including grammar
- Experience in writing policy and official documents is desirable

VICE PRESIDENT ENGAGEMENT (VPE)

The Vice President Engagement is responsible for the oversight and organisation of events for the membership body on behalf of NZMSA. The VPE is supported by the Engagement Working Group. We would ask that applicants ensure they are able to meet the time and workload requirements that this role may demand.

Contact: Sujean In

Email: vpengagement@nzmsa.org.nz

Key Tasks

- Chair and oversee the Engagement Working Group that organises NZMSA's events for its members
- Organise and coordinate the annual NZMSA Clinical Leadership Forum, Vampire Cup, ASMS-NZMSA Mentoring Programme, and regional Engagement Events alongside the Engagement Working Group
- Organise NZMSA Face to Face meetings
- Act as a liaison between NZMSA and the NZMSA Conference Team
- Ensure views are representative of the membership body and impartial to personal beliefs
- Assist the President and other Vice Presidents as necessary

Key Attributes

- Previous experience in student organisations is not essential but is recommended
- Experience as a clinical medical student
- Organisational skills including the ability to balance academic and NZMSA requirements and meet deadlines
- Ability to work collaboratively within a team as the success of NZMSA events relies heavily on this role working well with their working group
- Logistical and communicational skills
- Facilitation and mediation skills between people or with groups
- Demonstrates initiative and problem solving skills
- Experience organising events would be beneficial but is not essential

VICE PRESIDENT WORKFORCE (VPW)

The Vice President Workforce is responsible for advocating on behalf of medical students regarding issues affecting the medical workforce. This may include PGY1 pipeline issues, working with ACE and the Ministry of Health. Depending on the issues that year, it may involve writing and updating policy and position in conjunction with relevant organisations and interested parties. They will be a crucial informant to NZMSA with regard to policy and key advocacy issues.

Contact: Ashley Pereira

Email: vpworkforce@nzmsa.org.nz

Key Tasks

- Chair and oversee the Workforce Working Group that will organise the annual Guide to Graduation publication, the Beyond the Med School Gates Seminar and the ACE Roadshow.
- Advocate on behalf of Trainee Interns and other medical students regarding issues affecting the medical workforce
- Work with ACE RMO and attend regular meetings
- Ensure views are representative of the membership body and impartial to personal beliefs
- Assist the President and other Vice Presidents as necessary
- Communicate with relevant external stakeholders i.e. work unions

Key Attributes

- Previous experience in student organisations is not essential but is recommended
- Experience as a clinical medical student
- Organisational skills including the ability to balance academic and NZMSA requirements and meet deadlines
- Experience in writing policy and official documents is desirable
- An interest in issues relating to New Zealand's medical workforce
- Sound organisational, logistical and communicational skills
- It is recommended that the applicant is a final year medical student/Trainee Intern

TREASURER

The Treasurer is responsible for the fiscal management of the Association.

Contact: Cynthia Zhang

Email: treasurer@nzmsa.org.nz

Key Tasks

- Maintain proper financial records, including preparing a budget for the projected year and quarterly balance statements to ensure all executive and team members are aware of the financial capability of the Association and preparing annual accounts
- Control incoming and outgoing funds for the Association, along with the President
- Produce the Annual Charity Report for the Association

Key Attributes

- Organisational skills including the ability to balance academic and NZMSA requirements and meet deadlines
- Familiarity with XERO and BNZ Business banking are strongly recommended but not essential
- Prior treasury, budgeting, banking knowledge and accounting skills are highly recommended but not essential. NZMSA has a chartered accountant for questions and guidance.
- Good communications skills and a team player as will often be liaising with multiple individuals
- Availability throughout the year to be able to pay and keep track of finances during events in a timely manner
- Having an understanding of charitable organisations and handling Charities Services is useful but not essential

SECRETARY

The Secretary is responsible for the general administration of the Association focusing on communication and coordination.

Contact: Aanirudh Kheterpal

Email: secretary@nzmsa.org.nz

Key Tasks

- Manage the NZMSA Master Google Drive database
- Manage NZMSA meetings including organisation of agenda, emailing members, maintaining minutes, preparing notices, and collecting documents
- Manage the NZMSA Customer Relationship Management system
- Keep an up to date register of all members of the Association
- Receive and distribute minutes of the Working Groups to all of the Executive
- Facilitate communication amongst the Steering Committee, the Executive, and the Equity Advisory Board
- Organise and facilitate the NZMSA Election

Key Attributes

- Organisational and time management skills including the ability to balance both academic and NZMSA requirements and meet deadlines
- Formal writing skills including the ability to record minutes, write email communications, and use proper grammar. Prior secretary/administrative experience is useful but not essential
- Strong written and verbal communication skills
- Able to keep on top of and being knowledgeable of what is happening within NZMSA and its overall functioning
- Availability to attend all meetings for minute taking and proofreading

PARTNERSHIPS OFFICER

The Partnerships Officer will be responsible for maintaining existing partnerships with long-term stakeholders such as sponsors and other organisations.

Contact: Ali Dohan

Email: partnerships@nzmsa.org.nz

Key Tasks

- Ensure NZMSA upholds the sponsorship arrangements with our key partners.
- Write Memorandums of Understanding (MoUs) for NZMSA to uphold with key stakeholders and sponsors.
- Ensure that communication to sponsors is consistent. Work with the NZMSA Conference team on this.
- Assist with finding sponsors for NZMSA.
- Investigate new relationships between NZMSA and other student bodies, such as health-related student bodies.

Key Attributes

- Initiative to seek out new partnerships
- Negotiation skills with current and potential sponsors to strengthen our sponsorship base
- Formal writing skills including grammar
- Organisational skills including the ability to balance academic and NZMSA requirements and meet deadlines
- Strong communication skills
- Experience in writing policy and official documents is desirable
- Prior experience in a sponsorship role is desirable but not essential – sponsorship is not the same with all clubs so it is advised that you look at the amount of money that individual had to make in their prior roles
- Partnerships is a very outward facing role and thus an individual in this role should have good social skills so that they have the ability to maintain professional relationships whilst still being friendly and approachable
- Dedicated and can deal with rejection well (“there is a lot of hitting your head against a brick wall involved”)

COMMUNICATIONS OFFICER

The Communications Officer will maintain the 'face' of NZMSA. They will correspond with NZMSA members and external stakeholders as required.

Contact: Ann Anson

Email: communications@nzmsa.org.nz

Key Tasks

- Maintain the outward 'face' of NZMSA by keeping a presence on social media, and proactively engage members via social media (Facebook and Instagram)
- Assist the NZMSA Team to communicate to the membership and relay feedback from the membership body to the NZMSA Executive
- Disseminate information about events, policy changes, the National Survey and any other communications to members of the Association
- Maintain the NZMSA website and blog
- Create the graphic designs for NZMSA events organised by the Engagement Working Group to ensure a consistent image across NZMSA social media platforms
- Create other graphic designs for NZMSA as required
- Maintain a calendar of emails and social media posts

Key Attributes

- Organisational skills including the ability to balance academic and NZMSA requirements and meet deadlines
- Previous experience in social media and website software (building, design and management) particularly Wix are preferable and useful but not essential
- Previous experience using graphic design software or an eye for graphic design are recommended but not essential
- Strong communication and teamwork skills. Experience working within teams is ideal as a large part of this role is liaising with other NZMSA members
- Please note that this role can be time-consuming and applicants need good organisational and personal management skills
- Ability to maintain professional standards/conduct at all times as this individual will be representing NZMSA online
- Prior experience managing social media for groups/brands is highly recommended but not essential
- Prior experience working in roles with external stakeholders is valuable but not essential as the Communications Officer needs to uphold responsibilities to sponsors