**Aid Projects Officer**

**Lydia Lee (BDS V)**

**aid@insight.org.au**

|  |  |
| --- | --- |
| **Name of position:** | Aid Projects Officer |
| **Elected:** | At AGM, by secret ballot |
| **Position description and main roles:**  | The Aid Projects Officer is responsible for overseeing the running of the projects of the Society, including the Birthing Kits Workshop and the Textbook collection. Birthing Kits Workshop: organise and host the annual event, benefiting thousands of people each year. As with all events, this includes venue and logistics, catering and a speaker in addition to liaison with the Birthing Kits Foundation Australia. You will also need close discussions with the Sponsorship Officer and may organise additional sponsors for this event.Textbooks: managing the collection of donated medical, nursing, and dentistry textbooks, sorting and organising the books, updating the online database, and selling books through the database and at Insight events. With the move of the AHMS, the textbook collection had to be minimised to around 100 books. These have been organised in a public online database. The majority of these textbooks will be sold to raise money for our sustainable projects, however there is scope to send books overseas to places in need.The Aid Projects Officer is also responsible for researching and developing new opportunities for involvement in developing communities, researching and developing placement opportunities in developing communities for possible incorporation into the curriculum, and being responsible for helping Medical Students organise global health Electives. |
| **Positives of position:** | * Birthing Kits Workshop is very rewarding experience
* Managing the textbooks can be very rewarding when large amounts of funds are raised, and is fulfilling to have such a tangible role
* Flexibility to take on additional projects, as desired
 |
| **Negatives of position:** | * Organising with helpers to physically move the textbooks to where they will be donated/sold, as well as the coordination and cataloguing of books (smaller number now makes this easier)
* Uncertainty of participant turnout for Birthing Kits Workshop
 |
| **Time required:** | It is difficult to give a number of hours/week. Time fluctuates throughout the year, around 2-6 hours/week, however usually <2 hours. |
| **Ideas for the future:** | Sell the textbooks via our website  |
| **Experience required:** | No experience required, just enthusiasm!Helpful to have some event organization experience, and ideas for improving the current projects.For an organized person, the workload is easily manageable. |
| **Past office bearers:** | Aid Officer 2018: Lydia Lee (BDS V)Past projects officers:2017: Shaun Gerschwitz (MBBS III) 2016: Shaun Gerschwitz (MBBS II)2015: Brian Nguyen (MBBS IV)Past Birthing Kits Workshop:2016: Alyssa Pradhan (MBBS V)2015: Annabelle Hayes (MBBS VI)2014: Arushi Kansal (MBBS VI) |