**Publication officer**

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| **Name of position:** | Publication Officer |
| **Elected:** | At AGM, by secret ballot |
| **Position description and main roles:**  | **Educating, Inspiring and Empowering**The Publications officer is primarily responsible for creating the official advertising material and publications for the Society, in collaboration with other members of the committee. They ensure that members are kept up to date on the activities of Insight, that all events and publications are maintained at a professional standard. **Practical Aspects of the Role:** The principal responsibilities of the role revolve around being drafting the annual Insight calendar, working with other portfolios to assist in the design and production of other Insight marketing and publication materials (i.e. O’Week new member guide, sponsorship prospectus) and regulating Insight’s social media platforms in conjunction with the IT officer. Other tasks include helping to edit InVision – Insight’s online blog which features local and national health charities and events, reflections on Insight events, as well as providing insight into rural and overseas health electives.  |
| **Positives of position:** | * The work is enjoyable and the only limit of what you can do is your own creativity (photoshop/publisher skills can be learned!).
* The opportunity to work with many different people through developing marketing materials for Insight’s events.
* Developing an awareness of Insight’s global health focus
* Developing an understanding of how to put together a blog that celebrates the goals and achievements of a student-run charity
* Working in a team of excellent like-minded people
* Having creative input into the construction and overall presentation of InVision
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| **Negatives of position:** | * Slightly more time-demanding when people require posters etc
* Having to follow-up people for submissions which can often involve a lot of similar emails and reminders
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| **Time required:** | Between 1-2 hours per week.  |
| **Ideas for the future:** | Development of further adaptations of the Insight logo relevant to different streams of the society, similar to the current logo for the insight Indigenous program. Creating a new column in InVision focussing on new developments in global health that year. This could be written by a professional or a keen student who has done some research in the area.  |
| **Experience required:** | None. Previous experience with Adobe or other design programs is useful but not necessary. |
| **Past office bearers:** | 2019: Shyanne Premnath (MBBS II)2018: Carla De Angelis (Honours MBBS V)2017: Joss Lines (MBBS III) (Amalgamation of 2 previous roles) 2016: Denise Braica (MBBS IV - Curriculum Officer), Annie Pham (BDS IV - Marketing Officer)2015: Logesh Palanikumar (MBBS IV - Curriculum Officer)2014 & 2015: Hiep Tu (MBBS III & IV - Marketing Officer)  |